Credentials evaluations are processed for students who have previously attended or are currently registered for classes at Everett Community College. The types of credit Everett C.C. will evaluate are listed below (or on the reverse side of this form). Official transcript, test scores, and/or other documentation must be on file in Enrollment Services, (or attached to this form.) There is no fee for a credentials evaluation, except for evaluation type D (Training Records and/or Certification from Industry, Agencies or Academies) and Prior Experiential Learning.

**Student Information**

<table>
<thead>
<tr>
<th>First Name</th>
<th>Middle Name</th>
<th>Last Name</th>
<th>Student I.D. number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

Previous Names (If applicable) ___________________________________________

Email: ________________________________________ Telephone __________________

Intended Degree __________________________________________

Have you submitted the Placement form?  ☐ Yes  ☐ No
Have you applied for graduation?  ☐ Yes  ☐ No

Have you registered for classes with Everett C.C.?  ☐ Yes  ☐ No

*We only accept Transfer Credit Evaluation Requests from students who have previously attended or are currently registered for classes at Everett C.C.*

**A. Official transcript(s):**  ☐ Submitted  ☐ On its way (date of transcript request ________________ )

Name(s) of Colleges or Universities of your OFFICIAL transcripts (see reverse side for information about non-U.S. institutions):

____________________________________________________________________________

____________________________________________________________________________

**B. Test Scores** (see reverse side for ordering information):

A.P.: Name of test(s) ____________________________

C.L.E.P.: Name of test(s) ____________________________

I.B.: Name of test(s) ____________________________

**C. Military Training Records:** Are you currently active duty?  ☐ Yes  ☐ No

Joint Services Transcript Requested:  ☐ Yes  ☐ No (see reverse side for ordering info)

**D. Training Records and/or Certification from Industry, Agencies or Academies:**

Specify the type of training and documents submitted for evaluation (see reverse side). A nonrefundable $33.70 fee is required. Attach receipt or check.

____________________________________________________________________________

Signature ___________________________________________ Date ______________________

Return this completed form to: Everett Community College, Enrollment Services
2000 Tower Street, Everett, WA 98201-1390
Fax: (425) 388-9173 Phone: (425) 388-9219
REGIONALLY ACCREDITED COLLEGES AND UNIVERSITIES

Official transcripts are required. Typically, official transcripts are sent directly from the college or university to Everett C.C. Enrollment Services Office. You may choose to attach the official transcripts in sealed envelopes to this request form.

RECOGNIZED COLLEGES OR UNIVERSITIES OUTSIDE OF THE U.S.

Official transcripts are required. Except for Canadian institutions, foreign credentials must be initially evaluated by a credential evaluation agency. The agency should be a member of N.A.C.E.S. (www.naces.org). The fee for this service varies with each agency. You may ask the agency to send the results to us, or you may attach the results to this form.

MILITARY TRAINING

Please request for the Joint Services Transcript by writing to: https://jst.doded.mil/official.html

Upon your request, they will send a copy to us. For Air Force branch, please mail your request to C.C.A.F./D.E.S.S. 100 South Turner Blvd, Maxwell A.F.B. Gunter Annex, AL 36114. For more information, please contact Enrollment Services or our Veterans’ Resource Center.

A.P. AND C.L.E.P.

Official Score Reports are required. Please request them by going to Collegeboard web page (https://www.collegeboard.org/)

NATIONALLY ACCREDITED POST-SECONDARY INSTITUTIONS

Official transcripts from schools which are not regionally accredited but are nationally accredited by organizations (such as the Accrediting Commission of Career Schools and Colleges, the Accrediting Council for Continuing Education and Training, and the Accrediting Association of Bible Colleges) may be reviewed for credits. Credits are generally applicable as "B" list electives for our transfer programs and do not fulfill the general education courses requirement.

CERTIFICATES AND TRAINING PROGRAMS CONDUCTED WITHIN INDUSTRY OR AGENCIES OR ACADEmIES

Fee: $33.70 (non-refundable). Attach receipt or check payable to Everett C.C.

Everett C.C. has reviewed certain professional programs which are recognized regionally/nationally. These include: Para-professional Education Experience, A&P Licenses, A.P.I.C.S., Fire Fighting Certificates, Dept. of Justice Training Certificates, WA State Criminal Justice Commission, Emergency Management Training (E.M.T.) Certificates, and CompTIA A+ Certificate. Clear criteria have been established for assigning credits for these programs, therefore further review/assessment is unnecessary. Other certificates or professional training experiences that occur through company training programs or professional institutes may be reviewed for credit through the Prior Experiential Learning (Portfolio Review) Process.

PRIOR EXPERIENTIAL LEARNING (PORTFOLIO REVIEW)

Fees: $112.36 base fee + $28.09 for each credit you wish to pursue, whether awarded or not. (example: 5-credits = $252.81 fee)

Through this process, you may be able to receive college credit for knowledge you have gained outside an accredited higher education institution. To have this training/learning reviewed, you must submit any official and/or original training records/certificates, as well as supporting documentation that includes the following: content, level, time period, hours, location, method of instruction, instructors, method of evaluation, and achievement. Contact Wendy Wong, Credential Evaluator, in Enrollment Services: wwong@everettcc.edu

The College reserves the right to change courses, programs, degrees and requirements. It is the student’s responsibility to be aware of correct information by routinely checking with Enrollment Services and/or the advisors. Requirements applicable to all certificates and degrees are published in the College Catalog. Nothing contained herein shall be construed to create any offer to contract or any contractual rights.

For more information: Everett Community College, 2000 Tower Street, Everett, WA 98201, www.everettcc.edu or (425) 388-9219