

Credentials evaluations are processed for students who have previously attended or are currently registered for classes at Everett Community College. Typically, credit evaluations take about 4 - 6 weeks to process, longer if the proper documents are not submitted initially.

The types of credit Everett C.C. will evaluate are listed below.

Official transcript, test score report, and/or other documentation must be on file in Enrollment Services.

There is no fee for a credentials evaluation, except for evaluation type D (Certification from Business, Industry, Agencies or Academies) and E (Prior Experiential Learning).

Student Information

First Name _____ Middle Name _____

Last Name _____ Student I.D. number _____

Previous Names (If applicable) _____

Email: _____ Telephone _____

Intended Degree _____

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

Fill out the evaluation type(s) applicable to you:

A. Evaluation of Transcripts

Official transcript(s): Submitted On its way (date of transcript request _____)

Name(s) of Colleges or Universities sending your OFFICIAL transcripts (see page 2 for information about non-U.S. institutions):

_____**B. Test Scores** (see page 2 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:

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

D. Certification from Business, Industry, Agencies or Academies:

Specify the type of documents submitted for evaluation (See page 2).

There is a nonrefundable \$33.70 fee, whether credits are awarded or not. Checks are payable to Everett C.C.; do not attach cash. For electronic payment, please contact our Cashiers Office.

E. Prior Experiential Learning (see page 2 for more information)

There is a Nonrefundable fee: \$112.36 base fee + \$28.09 for each credit you wish to pursue, whether credits are awarded or not. (example: 5-credits = \$252.81 fee) Checks are payable to Everett C.C.; do not attach cash. For electronic payment, please contact our Cashiers Office.

Signature _____ Date _____

Return this completed form [Online](#) or by mail/in person to:

Everett Community College, Enrollment Services

Parks Student Union, Room 201 2000 Tower Street, Everett, WA 98201-1390

Fax: (425) 388-9173 Phone: (425) 388-9219

REGIONALLY ACCREDITED COLLEGES AND UNIVERSITIES

For an official evaluation you must submit transcripts in an envelope sealed by the college or university. Typically, these are sent directly from the college or university to Everett C.C.'s Enrollment Services Office. In some cases you may attach the transcripts in sealed envelopes to this request form.

RECOGNIZED COLLEGES OR UNIVERSITIES OUTSIDE OF THE U.S.

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. \(www.naces.org\)](http://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., C.L.E.P., IB and Cl.

Official Score Reports are required.

NATIONALLY ACCREDITED POST-SECONDARY INSTITUTIONS

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. Credits from these schools will be reviewed when an official transcript is submitted along with a copy of the catalog or course descriptions.

CERTIFICATES AND TRAINING PROGRAMS CONDUCTED WITHIN BUSINESS, INDUSTRY OR AGENCY ENVIRONMENTS

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. If you submit this material for evaluation you must attach a \$33.70 check, payable to EvCC. 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 listed in this publication. 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

Everett Community College offers equal opportunity in education and employment. For more information, visit the [Equal Opportunity and Title IX website: EverettCC.edu/EqualOpportunity](http://EverettCC.edu/EqualOpportunity).