

**Texas Board of Nursing
Credential Evaluation Service (CES) Provider Application**

Introduction

Under 22 Tex. Admin. Code §217.4(b) and §217.5(b), qualified individuals or entities may apply to become approved Credential Evaluation Service (CES) providers (“CES Provider Applicant”) for the Texas Board of Nursing (the “Board” or “BON”). Participation is open to all individuals or entities that meet the minimum criteria set forth in this Application and Board rules. There are no associated application fees required. All fees incurred for credential evaluation services will be paid for by individual license applicants. There is no monetary consideration for being an approved CES provider.

In order to become a Board-approved CES provider, the Applicant must meet all the criteria set forth in 22 Tex. Admin. Code §217.4(b) and §217.5(b). In the event of any conflict between this Application and the aforementioned Board rules, the Board rules will control.

The CES Provider Applicant must complete the form(s) and affidavit required by the Board, submit all required documentation, and receive approval from the Board before providing a CES report for Board consideration. The Board will maintain a list of approved CES providers on its website.

Credential Evaluation Service Provider Requirements

In accordance with 22 Tex. Admin. Code §217.4(b) and §217.5(b), a CES Provider wishing to be approved by the Board must meet the following requirements:

- A. The CES must be a member of a national credentialing organization that sets performance standards for the industry. The CES must adhere to the prevailing standards for the industry.
- B. The CES must specialize in the evaluation of international nursing education and licensure.
- C. The CES must be able to demonstrate its ability to accurately analyze academic and licensure credentials for purposes of United States comparison, with course-by-course analysis of nursing academic records.
- D. The CES must be able to manage the translation of original documents into English.
- E. The CES must inform the Board in the event applicant documents are found to be fraudulent.
- F. The CES must have been in the business of evaluating nursing education for a minimum of five years.
- G. The CES must cite all references used in its evaluation in its credentials report.
- H. The CES report must identify the language of nursing instruction and the language of textbooks for nursing education.
- I. The CES must use only original source documentation in evaluating nursing education.
- J. The CES report must describe the comparability of the foreign education to United States standards.
- K. The CES report must detail course clock hours for theory and clinical components of nursing education.
- L. The CES must be able to issue an evaluation report within a reasonable time period, not to exceed six weeks.
- M. The CES must have an efficient and accessible process for answering customer queries.
- N. The CES must be able to provide client references/reviews upon request.

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- O. The CES must have an established record retention policy.
- P. The CES must be able to provide testimony for Board hearings, if required.

Application Submission

Electronic Submission Required. Each CES Provider Applicant shall submit one (1) electronic copy of the Application via email to the e-mail address provided below. The electronic copy should be submitted in Microsoft Office® Formats (Word® and Excel®) or in a format that may be read by Microsoft Office® Software. Any documents with signatures shall be submitted as an Adobe® Portable Document Format (PDF) file.

The electronic copy of the Application shall be submitted via email to April Liwanag at **April.Liwanag@bon.texas.gov** with the subject line: **BON CES PROVIDER APPLICATION.**

Please allow up to thirty (30) calendar days for review of a submitted application.

Approved BON Credential Evaluation Service Providers

The Board's approval of a Credential Evaluation Service Provider Applicant is at the sole discretion of the Board. The Board's approval of a CES Provider Applicant will continue for a period of four (4) years from the date of initial approval. After the four-year approval period, the CES Provider Applicant must resubmit documentation to maintain approval demonstrating the Provider's ongoing compliance with the Board's requirements and rules. Further, the Board will have the discretion to terminate a CES Provider Applicant's approval at any time for failure to meet the criteria set forth in 22 Tex. Admin. Code §217.4(b) and §217.5(b). If a CES Provider Applicant is removed from the approval list, the Applicant will be notified of the removal in writing. The CES Provider Applicant can reapply to be a Board-approved CES Provider within one (1) year of the removal date.

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Section I. Credential Evaluation Service Provider Applicant Information.

Name	
Address	
Phone Number	
Fax Number	
Name, Title, and Phone Number of Contact Person	

Section II. Credential Evaluation Service Provider Requirements.

In the column provided below, explain how your entity meets all the requirements in Board rules §217.4(b) and §217.5(b).

A. The CES must be a member of a national credentialing organization that sets performance standards for the industry. The CES must adhere to the prevailing standards for the industry.	
B. The CES must specialize in the evaluation of international nursing education and licensure.	
C. The CES must be able to demonstrate its ability to accurately analyze academic and licensure credentials for purposes of United States comparison, with course-by-course analysis of nursing academic records.	
D. The CES must be able to manage the translation of original documents into English.	

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<p>E. The CES must inform the Board in the event applicant documents are found to be fraudulent.</p>	
<p>F. The CES must have been in the business of evaluating nursing education for a minimum of five years.</p>	
<p>G. The CES must cite all references used in its evaluation in its credentials report.</p>	
<p>H. The CES report must identify the language of nursing instruction and the language of textbooks for nursing education.</p>	
<p>I. The CES must use only original source documentation in evaluating nursing education.</p>	
<p>J. The CES report must describe the comparability of the foreign education to United States standards.</p>	
<p>K. The CES report must detail course clock hours for theory and clinical components of nursing education.</p>	
<p>L. The CES must be able to issue an evaluation report within a reasonable time period, not to exceed six weeks.</p>	
<p>M. The CES must have an efficient and accessible process for answering customer queries.</p>	

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N. The CES must be able to provide client references/reviews upon request.	
O. The CES must have an established record retention policy.	
P. The CES must be able to provide testimony for Board hearings, if required.	

Section III. Sample Credential Evaluation Service Report.

Provide a sample CES report issued by your entity. Mark the report as a "SAMPLE" and redact all identifying information.

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Section IV. Credential Evaluation Services in other States.

Provide a list of states where your entity is an approved CES provider.

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Section V. References

Provide a minimum of three (3) client references/reviews.

1. Client Name _____

2. Contact Name _____

3. Phone Number _____

4. E-mail Address _____

1. Client Name _____

2. Contact Name _____

3. Phone Number _____

4. E-mail Address _____

1. Client Name _____

2. Contact Name _____

3. Phone Number _____

4. E-mail Address _____

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Section VI. Affidavit.

The Application must be signed and dated by an Authorized Representative of the Applicant who can verify compliance with the information submitted in the Application.

AFFIDAVIT

I, _____, _____ (Name and Title of the Authorized Representative) of _____

(Name of Applicant) certify to the completeness, veracity, and accuracy of the information provided in this Application. I understand and agree that the failure to meet the requirements of 22 Texas Administrative Code §217.4(b) and §217.5(b) shall result in the denial of this Application to be a Texas Board of Nursing Credential Evaluation Service Provider. I acknowledge that if approved by the Board, the approval shall last only so long as the Applicant continues to meet the Board's requirements, and the Board reserves the right to remove Applicants from the List of Approved CES Providers at its discretion.

Name and Title of Authorized Representative: _____

Signature of Authorized Representative: _____

Sworn to and subscribed before me by the said _____ this _____ day of _____, 2020.

SEAL

Notary Public in and for the State of _____