Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Content Area Licensed: \_\_\_\_\_\_\_\_\_\_\_\_\_

Grade Taught: \_\_\_\_\_\_\_\_\_\_\_ Years of Experiences: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Grade K-12…etc) (Grade K-12)

**Put a check mark on each blank once you already have accomplished the said document.**

\_\_\_\_\_ 1. IER Application

\_\_\_\_\_ 2. IER Program Application Checklist

\_\_\_\_\_ 3. IER General Summary of Fees

\_\_\_\_\_ 4. IER Application Bond ($250)

\_\_\_\_\_ 5. Curriculum Vitae/Resume

\_\_\_\_\_ 6. Course-by-Course Evaluation

\_\_\_\_\_ 7. Diploma/Certificate (From College or School of Graduation)

\_\_\_\_\_ 8. TOR (Transcript of Records from College) List of Subjects each Year Level with

Corresponding Grades

\_\_\_\_\_ 9. Police Clearance (NBI, FBI or any National Agency that certifies you are clear of

any criminal record)

\_\_\_\_\_ 10. Professional Educators’ Examination Official Score Result

\_\_\_\_\_ 11. Professional Educators’ Certificate of Good Standing

\_\_\_\_\_ 12. Professional Educators’ License (Scanned Front and Back)

\_\_\_\_\_ 13. Certificate that English is the Medium of Instruction in College

\_\_\_\_\_ 14. TOEFL/Praxis Test Result

\_\_\_\_\_ 15. Reference Letters (3)

\_\_\_\_\_ 16. Service Record

\_\_\_\_\_ 17. Passport

**\*PLEASE SEND EACH DOCUMENT ON A SEPARATE PDF FILE. Example: Course-by-Course evaluation is composed of several pages. Convert the file in one pdf format file not on a page-by-page pdf format file. This is to avoid delay in processing your documents. Please take note of this.**

**\*\*PLEASE SEND ALL DOCUMENTS IN ONE EMAIL TO TEACH@IER.IO**

**SEE FOLLOWING FOR INSTRUCTION OF THE DOCUMENTS.**

1. IER Application

2. IER Program Application Checklist

3. IER General Summary of Fees

4. IER Application Bond ($250) – to be entrusted to the local agency for safe keeping.

5. Curriculum Vitae/Resume

6. Course-by-Course Evaluation

- is the copy of the Transcript of Records/Credentials evaluated by NACES

accredited agency and the result would state what is the equivalent in the US

Standards.

7. Diploma/Certificate (From College or School of Graduation)

- certificate of graduation from the college that the teacher studied

8. TOR (Transcript of Records from College)/Credentials List of Subjects each Year Level

with Corresponding Grades

9. Police Clearance (NBI, FBI or any National Agency that certifies you are clear of

any criminal record)

10. Professional Educators’ Examination Official Score Result – Score/rating from board

of qualifications of professionals

11. Professional Educators’ Certificate of Good Standing

- From your country of origin, you must get this document from equivalent

agency certifying that you are in good standing and without any derogatory

record as a professional.

12. Professional Educators’ License – License Card or any proof that you are a

professional and certified teacher.

13. Certificate that English is the Medium of Instruction in College

14. TOEFL/Praxis Test Result

15. Reference Letters (3) – letters from colleagues and or superiors from previous work

experience. It describes how you are as a colleague and a subordinate.

16. Service Record – documentary evidence that you have worked with that office as a

teacher. Replete with description of your job assignment.

17. Passport