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

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

(Grade K-12…etc)

**Put a check mark on each blank once you have already accomplished the following documents and leave blank if not applicable to you.**

1. \_\_\_\_\_ IER Application
2. \_\_\_\_\_ IER Program Application Checklist
3. \_\_\_\_\_ Curriculum Vitae/Resume
4. \_\_\_\_\_ Course-by-Course Evaluation
5. \_\_\_\_\_ Diploma/Certificate (From College or School of Graduation)
6. \_\_\_\_\_ TOR (Transcript of Records from College) List of Subjects each Year Level with Corresponding Grades
7. \_\_\_\_\_ Police Clearance (NBI, FBI or any National Agency that certifies you are clear of any criminal record)
8. \_\_\_\_\_ Professional Educators’ Examination Official Score Result (if Applicable)
9. \_\_\_\_\_ Professional Educators’ Certificate of Good Standing (If Applicable)
10. \_\_\_\_\_ Professional Educators’ License (Scanned Front and Back) (If Applicable)
11. \_\_\_\_\_ Certificate that English is the Medium of Instruction in College
12. \_\_\_\_\_ TOEFL/Praxis Test Result (If Applicable)
13. \_\_\_\_\_ Reference Letters (3)
14. \_\_\_\_\_ Service Record
15. \_\_\_\_\_ Passport

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

1. IER Application
2. IER Program Application Checklist
3. Curriculum Vitae/Resume
4. 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.
5. Diploma/Certificate (From College or School of Graduation)
   * certificate of graduation from the college that the teacher studied
6. TOR (Transcript of Records from College)/Credentials List of Subjects each Year Level
   * with Corresponding Grades
7. Police Clearance (NBI, FBI or any National Agency that certifies you are clear of
   * any criminal record)
8. Professional Educators’ Examination Official Score Result – Score/rating from board
   * of qualifications of professionals
9. 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.
10. Professional Educators’ License – License Card or any proof that you are a
    * professional and certified teacher.
11. Certificate that English is the Medium of Instruction in College
12. TOEFL/Praxis Test Result
13. Reference Letters (3) – letters from colleagues and or superiors from previous work
14. experience. It describes how you are as a colleague and a subordinate.
15. Service Record – documentary evidence that you have worked with that office as a
16. teacher. Replete with description of your job assignment.
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 SEND ALL DOCUMENTS IN ONE EMAIL TO TEACH@IER.IO**