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
16. \_\_\_\_ Letter of Partnership with the School in Home Country for the Cultural Activity

**I hereby certify that the information submitted in all my documents are true and correct.**

**Signature Over Complete Name**

**Specification**

1. **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.
2. **Label each file accordingly.** Type of Document\_ Last Name First Name. For example, Course-by-Course Evaluation\_Estadilla Rose Anne
3. **All documents must be legible, colored, scanned digital copies**. If your original document is in color, then you must upload a color copy.

**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)

1. Professional Educators’ Examination Official Score Result – Score/rating from board of qualifications of professionals
2. 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.
3. Professional Educators’ License – License Card or any proof that you are a professional and certified teacher.
4. Certificate that English is the Medium of Instruction in College
5. TOEFL/Praxis Test Result
6. Reference Letters (3) – letters from colleagues and or superiors from present and previous work experience. It describes how you are as a colleague and a subordinate.
7. Service Record – documentary evidence that you have worked with that office as a teacher. Replete with description of your job assignment.
8. Passport