

Choosing the Correct CGFNS International Service for Nurses



The CGFNS Certification Program includes:

- the CGFNS Qualifying Exam®
- a credentials evaluation of secondary and nursing education, registration
- demonstration of passing one of the accepted English language proficiency exams

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For nurses educated outside of the United States, the first step to practicing as a nurse in the United States is to apply for a license with a state board of nursing. While the NCLEX® examination is required by all state boards for licensure, each state board has its own requirements to determine educational comparability of those educated outside of the United States. Many boards require a service that can be provided by CGFNS International prior to authorizing nurses educated outside of the United States to sit for the NCLEX® exam.

To see a list of the CGFNS services accepted by each state board, visit the [State Boards of Nursing](#) section of the Helpful Links and Resources page on our web site. We recommend that you also consult with the individual board web sites for the full details of what is required to apply for licensure.

Here is a brief description of each service:

Certification Program (CP) The Certification Program includes the CGFNS Qualifying Exam® for first-level, general nurses; a credentials evaluation of secondary and nursing education and registration; demonstration of passing one of the accepted English language proficiency exams. When successfully completed, applicants receive the CGFNS Certification Program Certificate, whereby, an official verification can be sent to the respective state board requiring this assessment as a prerequisite for authorization to sit for the NCLEX® exam. The CGFNS Certification Program Certificate is valid for life.

Credentials Evaluation Service (CES) Professional Report meets the specific requirements of individual state boards of nursing. The CES Professional Report provides a detailed analysis of the credentials earned at multiple levels of nursing education received outside the United States according to requirements specific to a state. The Report includes a statement of comparability of an applicant's education when measured against U.S. standards.

Credentials Evaluation Service (CES) Academic Report is designed to meet the needs of applicants pursuing further education in U.S. institutions of higher learning. The CES Academic Report provides a detailed analysis of the nursing education received outside the United States. The Report is advisory in nature and does not make specific placement recommendations.

Visa Screen®: Visa Credentials Assessment (VS) certification is a comprehensive screening program for health care professionals who are not U.S. citizens and are seeking an occupational visa to work in

the United States. The *Visa Screen*[®]: Visa Credentials Assessment Service requires specific health care professionals complete a screening program before they can receive either a permanent or temporary occupational visa, including Trade NAFTA status:

- An assessment of an applicant’s education to ensure that it is comparable to that of a U.S. graduate in the same profession
- A verification that all professional health care licenses that an applicant ever held are valid and without restrictions
- An English language proficiency examination
- For registered nurses only, a verification that the nurse has passed either the CGFNS Qualifying Exam[®], NCLEX-RN[®] or for select years and Providences its predecessor, the State Board Test Pool Examination (SBTPE).

Applicants who successfully complete *Visa Screen*[®] receive an official ICHP Certificate for the *Visa Screen*[®]: Visa Credentials Assessment Service, which satisfies the United States Federal screening requirements. ICHP (International Commission on Healthcare Professions) is a division of CGFNS International.

Credential Verification Service for New York State (CVS) verifies the authenticity of international education and licensure credentials for the State of New York. The Service is for those health care professionals educated outside the United States who wish to practice in New York. As specified by the state, CGFNS International completes a verification of foreign education and credentials. New York State Education Department then completes the actual evaluation of the verified credentials.

Credentials Evaluation Service Professional Report[®]

Service	Description	Fee
Credentials Evaluation Service Professional Report Application	For those educated outside the United States pursuing licensure to practice in the United States.	\$350.00
Expedited Service	Faster review process - after application submission	\$250.00
Reprocess Application	To continue paid in full application for another 12 months (only one reprocess application is accepted after an initial application expires).	\$160.00
Re-evaluation	Additional report prepared after the first one has been issued. Either same as initial recipient or different one.	\$210.00

Service	Description	Fee
Additional report recipients (each)	Report to more recipients other than the initial one included in the application	\$100.00
English language proficiency report	English proficiency report included as a state board of nursing requirement	\$85.00
Additional license/registration evaluation (each)	Additional license/registration evaluated in addition to the two non-U.S. registrations/licenses	\$75.00
Duplicate report for applicant (each)	Unofficial copy of the report mailed to applicant	\$75.00

Credentials Evaluation Service Academic Report®

Service	Description	Fee
Credentials Evaluation Service Academic Report Application	Report for those who are educated outside the United States pursuing further education in U.S. institutions of higher learning	\$385.00
Expedited Service	Faster review process - after application submission and receipt of all documents	\$275.00
Reprocess application	Additional 12 months processing time when all requirements have not been met (only one reprocess application accepted after initial application expires)	\$150.00
Re-evaluation	Report prepared for one additional recipient after initial has been issued	\$250.00
Additional report recipients (each)	Report sent to additional recipients, in addition to the one already included, at the time of application	\$100.00

Service	Description	Fee
English language proficiency report (each)	Report for those applying to state boards of nursing that require an English proficiency report to be included	\$85.00
Additional academic credential evaluation (each)	Additional academic credentials evaluated, in addition to the two academic credentials already included in the CES application fee	\$75.00
Duplicate report for applicant (each)	An unofficial copy of their report mailed to them	\$75.00

Credential Verification Service for New York State®

Service	Description	Fee
Paper Application	For individuals educated outside the United States pursuing licensure to practice in New York State.	\$465
Application	For individuals educated outside the United States pursuing licensure to practice in New York State.	\$390
Reapplication	Another application after the first CVS report has been issued to verify additional credentials for the same or different healthcare profession.	\$390
Reissue report (each)	An official copy of previously issued CVS report sent to the New York State Education Department, (NYSED).	\$100

Service	Description	Fee
eDas - Document Authentication Service Report	Report to 1 recipient	\$225.00
eDas - Document Authentication Service Report	Each additional recipient	\$100.00

VisaScreen® : Visa Credentials Assessment

Service	Description	Fee
VisaScreen® Application	Initial VisaScreen® application. Includes VisaScreen® Certificate	\$540.00
Reprocess Application	Reprocess an existing, expired VisaScreen® application	\$175.00
Renewal Application	Renewal application for an expired VisaScreen® Certificate	\$275.00
Expedited Review Service	Expedited review within five business days of receiving all required documents. VisaScreen® Certificate mailed with next day express mail delivery.	\$500.00
Certificate Verification Letter	Designated recipient receives an official letter that applicant was issued a VisaScreen® certificate. Allow 10 business days for delivery	\$100.00
Replacement Certificate	Replace an original VisaScreen® Certificate. Limit one (1) per applicant	\$150.00

CGFNS Certification Program®

Service	Description	Fee
Certification Program application	Application includes the CGFNS Qualifying Exam® Official Study Guide (electronic version), a credentials review and an English language proficiency verification	\$445.00
Re-Examination application	Includes a new CGFNS Qualifying Exam® for those who did not pass or missed a scheduled exam.	\$350.00
Reprocess an expired application	12 month extension of a paid in full application, which was not completed during initial required time period. Note: only one reprocess application is accepted after a first Certification Program application expires	\$175.00
Certificate verification letter	Official letter verifying that a Certification Program CGFNS certificate was issued	\$100.00
Replacement CGFNS certificate	Replaces an original Certification Program CGFNS Certificate	\$150.00
Reprocess an expired re-examination application	12-month expired paid in full re-examination application which did not meet approval requirements within original time period	\$175.00
Re-score Service	Additional service available for up to two years after the exam date	\$50.00

Additional Fees

List of services	Description	Fee
Return check fee	This is the fee that is charged when your check is returned because of insufficient funds in your account.	\$75.00

List of services	Description	Fee
Resend certificate	This is the fee that is charged when we have to resend your certificate after UPS returns it to us because of an address error or there is no one available to sign for the package.	\$100.00
Credit card denial fee	This is the fee that is charged when your credit card denies payment.	\$75.00

List of services	Description	Fee
eSAVED	Extended Storage of Authenticated and Verified Electronic Documents	\$35.00 per year <i>or</i> \$100.00 for 4 years
Forwarding English Test Results	Request English test scores to be forwarded to selected licensing boards/authorities.	\$25.00
Translations of documents, per page (standard size)	Request to have your required documents translated into English. Fee applies to standard sized, 8.5 x 11 inch documents.	\$85.00

Time limits for applications and payment

Applicants applying for the following services are given 12 months to meet the requirements of an order:

- CGFNS Certification Program
- Credentials Evaluation Service
- VisaScreen®: Visa Credentials Assessment

Orders will expire within 12 months if:

- Applicant is not registered to take the CGFNS Qualifying Exam® for the Certification Program

- A Credentials Evaluation Service report has not been issued
- An ICHP VisaScreen® certificate has not been issued
- Fee payment(s) has not been received in full

If a paid-in-full application expires, an applicant has up to 12 months to apply for a reprocess (another 12 months on that application) and fully pay the reprocess fee. Only one reprocess application is accepted after an initial application expires.

An applicant does not qualify for reprocess if the order is not paid in full, or if fees paid were applied to previous services, and the initial application order expires. A new application must be submitted and paid in full to have 12 months to process the application and complete all the requirements. The subsequent 12 months begins when we receive the new application.

Refund policy

CGFNS has a “no refund” policy for all programs, products and services. No refund is given after an order is submitted. If CGFNS makes an error, consideration for a refund will be given on a case-by-case basis.

What your fees help us to do

The fees reflect the cost associated with processing applications/orders, scanning documents, reviewing applicant credentials and files, postage and, as applicable, obtaining academic records/transcripts, validating license/registration/diploma, preparing reports/certificates and administering the CGFNS Qualifying Exam®.

Appeal Request Service

Applicants have the right to appeal an action by CGFNS. A written notice of appeal must be submitted within 60 days of service deliverable to CGFNS for review by the appropriate CGFNS staff. Applicants are notified as to whether appeal request is granted or denied. Granted appeal requests are reviewed by the CGFNS Appeals Committee in accordance with the CGFNS International Appeals Procedure.

A service fee of \$500 will be charged to applicants who have submitted an Appeal Request that has been granted a review by the CGFNS International Appeals Committee. Eligible applicants will receive information and notification regarding the Appeals Procedure and will be instructed to submit their payment online. Appeal requests supported by the Appeals Committee are eligible for a refund of the service fee charged. Applicants should not remit payment until they have received the Official Appeals Procedure that explains the process in detail.