INTERNATIONAL EDUCATION RESEARCH FOUNDATION, INC.

For Office Use Only
Ref. #: _____
Date: _____
Fees: _____

REQUEST FORM FOR DUPLICATE/REVISED REPORTS OF A NURSING EVALUATION

Please note that there is a **five-year** limit on requests for **copies** of any evaluation. We are currently able to issue duplicate copies of reports **dated 2015 and thereafter**. For evaluations issued prior to 2015, a new report and new application fees are required. IERF reserves the right to deny a request for a duplicate copy on the basis of changes that may have taken place in: 1) the requirements of the licensing board to which the report is to be sent, since the time the initial report was issued; 2) the educational system of the country of study; or 3) IERF policy. In such a case, a new report and new application fees are required.

There is also a **five-year** limit on requests for **revisions**. Revisions include adding new studies, changing the report for another state board, and changing the report for a different level of licensure, if allowed by the board (e.g., RN vs. LVN licensure). We are currently able to issue revisions of reports **dated 2015 and thereafter**. For evaluations issued prior to 2015, a new report and new application fees are required.

Whether your request is for a duplicate or a revision, please note that, depending on the state board, additional or new documents might be required. Upon receipt of your application and payment, your file will be reviewed and you will be notified accordingly. A different form is required for services other than duplicates/revisions of nursing evaluations.

Please complete this form clearly and return it with your payment to IERF, P.O. Box 3665, Culver City, California 90231-3665.

Section 1: Applicant Information

Name: _____
Family/Last Given/First Second/Middle

Mailing Address: _____
Number Street Apt. #

_____
City State Zip/Postal Code Country

Telephone: ( ) _____ ( ) _____ Fax: ( ) _____ Cell: ( ) _____
Day Evening

Email: _____ **IERF File #** _____ (Please provide.)

Section 2: Fees

REPORTS

1. Duplicate Report (Same State Only)
State: _____ ($125) $ _____

2. Revised Report (for new states and/or for additional studies)

First Report: State: _____ ($325) $ _____
Additional Report: State: _____ ($250) $ _____
Additional Report: State: _____ ($250) $ _____

MAILING OPTIONS (prices are per address) *

Domestic
Secure Mailing (add $20 each) $_____
- ❑ applicant
- ❑ state board(s) in: _____

Next Day Delivery (add $35 each) $ _____
- ❑ applicant
- ❑ state board(s) in: _____

International Secure Mailing (add $75) $_____
- ❑ applicant

TOTAL $ 0

Section 3: Services and Fees

REPORTS

One official copy and one applicant copy are included in the fee. Copies of all files are forwarded for review to a nursing education specialist, who is employed by IERF. Existing evaluation reports will be modified to reflect current individual state regulations.

1. ***Duplicate Report*** *(Same State Only)* – $125 (with no additional studies or modifications). Allow a minimum of 3 weeks from the receipt of all required documentation (and/or fees) for your report to be mailed.

2. ***Revised Report*** – $325 for the first report and $250 for each additional state requested at the same time. Revisions include reports for new states and/or for additional studies. Allow a minimum of 6-8 weeks from the receipt of all required documentation (and/or fees) for your report to be mailed.

State Boards of Nursing
Please refer to our website for the list of state boards that accept IERF evaluations.

Section 4: Certification

I agree to be bound to the same terms and conditions as those in my initial application.

_____ _____
Signature Date

* *Evaluations are sent via regular mail unless otherwise requested. There is no additional fee for regular mail. If submitting original documents, we recommend that you select either Secure Mailing or Domestic Next Day Delivery for the return of your academic records. Please note that the original documents that you submit will not be returned to you via regular mail, unless you instruct us in writing to do so. IERF accepts no liability related to the loss or damage of documents during mailing.*