



IMPORTANT INFORMATION PERTAINING TO THE QUALIFICATION REQUIREMENTS FOR

## System Safety Specialist Trainee, Exam No. 9628

On the day you take the multiple-choice test, you will be required to indicate that you met the education requirement described on Page 2 of the following Notice of Examination (NOE). You may also be required to complete additional forms in regard to your education at the time of appointment. You will be given the multiple-choice test before we verify your qualifications for this examination. You are responsible for determining whether you meet the qualification requirements for this examination prior to submitting the *Application*. If you are marked “Not Qualified,” your application fee will **not** be refunded and you will **not** receive a score.

### **IMPORTANT**

The MTA Exam Information Center, located in the lobby of 180 Livingston Street, Brooklyn, NY 11201, **will be closed** on Monday, May 27, 2019 in observance of Memorial Day.



# Notice of Examination

## System Safety Specialist Trainee, Exam No. 9628

**Application Deadline:**

May 28, 2019

**Types of Tests:**

Multiple-Choice & Essay

**Application Fee:**

\$61.00

**Test Date:** (subject to change)

Saturday, September 14, 2019 or  
Sunday, September 15, 2019

### JOB DESCRIPTION

**System Safety Specialist Trainees**, under direct supervision, with very little latitude for independent judgment or initiative, perform and receive training in elementary safety related tasks such as asbestos assessment, fire and occupational safety, hazard and accident analysis, and industrial hygiene, involving electrical, mechanical, civil, fire safety, environmental and/or occupational safety; operate a motor vehicle; and perform related work.

Some of the physical activities performed by System Safety Specialist Trainees and environmental conditions experienced are: working in depots, shops and inside storage facilities; wearing protective gear such as respirators, ear muffs, goggles, safety gloves and shoes; working in noisy and potentially polluted environments when engaged in noise testing and taking liquid samples; checking for asbestos and lead hazards; climbing and descending ladders; walking in dimly lit areas; taking samples of concentrated anti-rust and anti-corrosion solvent from wash tanks after use by shops; walking and squatting when taking samples and monitoring hazardous situations; inspecting fire alarms, sprinklers, water spray systems and other fire suppression systems; inspecting underground storage tanks containing heating fuel, diesel fuel, antifreeze and gasoline.

**Special Working Conditions:** System Safety Specialist Trainees may be required to work various shifts including nights, Saturdays, Sundays and holidays.

(This brief description does not include all the duties of this position.)

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

Filing Opened: May 8, 2019

## SALARY AND BENEFITS

The current minimum salary is \$43,056 per annum at Salary Step 1. There are two salary steps within this title. The salary of those hired will be increased to Salary Step 2, \$46,496 per annum, upon completion of one year of satisfactory service at Step 1. These rates are subject to change.

System Safety Specialist Trainee is a trainee class of positions subject to Rule 5.8.1 of Personnel Rules and Regulations of the City of New York, with a total probationary period of three years. At the end of two years of satisfactory probationary Trainee service (or one year probationary Trainee service with a Master's degree), resulting in satisfactory completion of the training program, employees in this class of positions will advance, without further examination, to the title of System Safety Specialist Level 1. The first year of service in the title of System Safety Specialist Level 1 will run concurrently with the third year of the probationary period in the System Safety Specialist Trainee title. The current minimum salary for System Safety Specialist Level 1 is \$58,890 per annum. An unsatisfactory probationer's service may be terminated at any time during the probationary period.

## HOW TO QUALIFY

**Education Requirement:** By the **last day of the Application Period**, you must meet the following requirement:

A baccalaureate degree from an accredited college or university in engineering, fire safety, environmental or occupational safety, ergonomics, statistics, mathematics, chemical, physical or biological sciences, industrial hygiene, safety management or a related field.

Candidates who are selected for appointment and who possess a Masters' degree from an accredited college or university in one of the fields listed above will be appointed to System Safety Specialist Trainee Salary Step 2.

The college or university must be accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education, and by the Council of Higher Education Accreditation (CHEA).

Foreign Education Fact Sheet (Required only if you need credit for your foreign education to meet the education and experience requirements): If you were educated outside the United States, you must have your foreign education evaluated to determine its equivalence to education obtained in the United States. The services that are approved to make this evaluation, as well as instructions on how to submit this evaluation are listed on the Foreign Education Fact Sheet. When you contact the evaluation service, ask for a "document-by-document" (general) evaluation of your foreign education.

On the day you take the multiple-choice test, you will be required to indicate that you met the education requirement described above. You may also be required to complete additional forms in regard to your education at the time of appointment. You will be given the multiple-choice test before we verify your qualifications for this examination. You are responsible for determining whether you meet the qualification requirements for this examination prior to submitting the *Application*. If you are marked "Not Qualified," your application fee will **not** be refunded and you will **not** receive a score.

## REQUIREMENTS TO BE APPOINTED

**Residency:** New York City residency is not required for this position.

**English Requirement:** You must be able to understand and be understood in English.

**Proof of Identity:** Under the Immigration and Reform Control Act of 1986, you must be able to prove your identity and your right to obtain employment in the United States prior to employment with MTA New York City Transit.

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## REQUIREMENTS TO BE APPOINTED (Continued)

**Driver License Requirement:** At the time of appointment, you must have a motor vehicle driver license valid in the State of New York with no disqualifying restrictions that would preclude the performance of the duties of this title. If you have serious moving violations, a license suspension or an accident record, you may be disqualified. This license must be maintained for the duration of your employment in the title.

## HOW TO OBTAIN AN APPLICATION

During the application period, you may obtain an *Application* for this examination online at <http://mta.info/nyct/hr/appexam.htm> or in person at the MTA Exam Information Center as indicated below.

**MTA Exam Information Center:** Open Monday through Friday, from 9 AM to 3 PM, in the lobby at 180 Livingston Street, Brooklyn, New York. Directions: take the A, C, F or R trains to the Jay Street-Metro Tech Station, or the 2, 3, or the G train to the Hoyt Street Station.

## HOW TO SUBMIT AN APPLICATION AND PAY THE APPLICATION FEE

If you believe you meet the requirements in the “How to Qualify” section, submit an application online unless you are requesting a Fee Waiver. Applicants who wish to request a Fee Waiver should refer to the “How to Submit an Application When Requesting a Fee Waiver” section below. *Applications* will **not** be accepted in person.

### Online Applications:

1. Apply using <http://mta.info/nyct/hr/appexam.htm> by the last day of the application period.
2. Log into your existing account or create a new account online to apply.
3. Follow the steps to submitting an application.
4. A confirmation number will appear on the same page after submitting your Application.
5. Below the confirmation number, a Pay Examination Fee button will appear for you to click to open the payment page.
6. A major credit card or a bank card associated with a bank account must be used when paying the application fee.
7. You will be sent a confirmation email after you submit payment for the application fee.

Save your confirmation number for future reference and proof of filing an *Application*.

Computers with internet access are available on a limited basis at branches of the New York Public Library, the Brooklyn Library and the Queens Library to patrons with a valid library card.

**Application Fee:** This fee is generally not refundable. Under special circumstances, you may be entitled to a refund. You should refer to the Department of Citywide Administrative Services (“DCAS”) General Exam Regulations to determine if you are entitled to a refund prior to requesting a refund. You can refer to the bottom of the last page of the Notice of Examination for instructions on how to obtain a copy of the DCAS General Exam Regulations.

## HOW TO SUBMIT AN APPLICATION WHEN REQUESTING A FEE WAIVER

Applicants who wish to request a fee waiver must obtain an *Application* in person at the MTA Exam Information Center as indicated above and must submit the *Application* and required forms by mail to the address in the “Correspondence” section below **by the last day of the application period**.

MTA New York City Transit will not accept *Applications* in person. Additional information on how to request an application fee waiver is available with the *Application*.

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## ADMISSION LETTER

An *Admission Letter* will be mailed to you about 10 days before the first date of the multiple-choice and essay tests. If you do not receive an *Admission Letter* at least 4 days before this date, you may obtain a duplicate letter at the MTA Exam Information Center (as indicated above). A paper copy of the *Admission Letter* is your ticket for admission to the test.

Applicants **must** keep their mailing address **up to date**. Please refer to the Correspondence section below for instructions on how to update your address and other contact information.

## THE TEST

You will be given a competitive multiple-choice test and a qualifying essay test. The tests will be given in a single session on the same day. A score of at least 70% is required to pass the competitive multiple-choice test and the qualifying essay test.

Veterans' or Disabled Veterans' Credit will be granted only to eligible passing candidates who request that they be applied. Veterans' or Disabled Veterans' Credit should be requested at the time of application, but **must** be requested before the date the eligible list is established. Claims for Veterans' or Disabled Veterans' Credit cannot be made once the eligible list is established.

The multiple-choice test may include questions that require the use of any of the following abilities:

- **Deductive Reasoning** — The ability to apply general rules to specific problems to produce answers that make sense.
- **Inductive Reasoning** — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- **Written Comprehension** — The ability to read and understand information and ideas presented in writing.
- **Problem Sensitivity** — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- **Written Expression** — The ability to communicate information and ideas in writing so others will understand.
- **Perceptual Speed** — The ability to quickly and accurately compare similarities and differences among sets of letters, numbers, objects, pictures, or patterns. The things to be compared may be presented at the same time or one after the other. This ability also includes comparing a presented object with a remembered object.
- **Flexibility of Closure** — The ability to identify or detect a known pattern (figure, object, word, or sound) that is hidden in other distracting material.
- **Category Flexibility** — The ability to generate or use different sets of rules for combining or grouping things in different ways.
- **Information Ordering** — The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- **Number Facility** - The ability to perform computations such as addition, subtraction, multiplication, and division correctly using whole numbers, fractions, decimals and percentages.
- **Problem Solving** - The ability to identify and analyze problems; weigh relevancy and accuracy of information; generate and evaluate alternative solutions; and make recommendations

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## THE TEST (Continued)

- **Mathematical Reasoning** - Ability to understand and organize a problem and then to select a mathematical method or formula to solve the problem. It encompasses reasoning through mathematical problems to determine appropriate operations that can be performed to solve problems. It also includes the understanding or structuring of mathematical problems. The actual manipulation of numbers is not included in this ability
- **Visualization** - Ability to imagine how something will look when it is moved around or when its parts are moved or rearranged. It requires the forming of mental images of how patterns or objects would look after certain changes, such as unfolding or rotation. One has to predict how an object, set of objects or pattern will appear after the changes are carried out.

The qualifying essay test will require candidates to write one or more reports based on information provided on the day of the test. Candidates will be evaluated on their ability to write concisely, comprehensively and clearly using good grammatical form. Only those candidates who achieve a passing score on the competitive multiple-choice test will have their qualifying essay test rated.

## TEST ADMINISTRATION GUIDELINES

**Warning:** You are not permitted to enter the test site with cellular phones, smart watches, beepers, pagers, cameras, portable media players, or other electronic devices. Calculators are permitted; however they must be hand-held, battery or solar-powered, numeric only. Calculators with functions other than addition, subtraction, multiplication and division are prohibited. Electronic devices with an alphabetic keyboard, word processing, or data recording capabilities, such as planners, organizers, etc., are prohibited. If you use any of these devices in the building at any time before, during, or after the test, you may **not** receive your test results, your test score may be nullified, and your application fee will **not** be refunded.

You may not have any other person, including children, present with you while you are being processed for or taking the test, and no one may wait for you inside of the test site while you are taking the test.

**Required Identification: You are required to bring one (1) form of valid (non-expired) signature and photo bearing identification to the test site.** The name that was used to apply for the exam must match the first and last name on the photo ID. A list of acceptable identification documents is provided below. **If you do not have an acceptable ID, you may be denied testing.** Acceptable forms of identification (bring one) are as follows: State issued driver license, State issued identification card, US Government issued Passport, US Government issued Military Identification Card, US Government issued Alien Registration Card, Employer Identification Card with photo, IDNYC, or Student Identification Card with photo.

**Leaving:** You must leave the test site once you finish the test. If you leave the test site after being fingerprinted but before finishing the test, you will not be permitted to re-enter. If you disregard this instruction and re-enter the test site, you may not receive your test results, your test score may be nullified, and your application fee will not be refunded.

## THE TEST RESULTS

If you pass the competitive multiple-choice test and the qualifying essay test and are marked qualified, your name will be placed in final score order on an eligible list and you will be given a list number. You will be notified by mail of your test results. If you meet all requirements and conditions, you will be considered for appointment when your name is reached on the eligible list.

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## ADDITIONAL INFORMATION

**System Safety Specialist Trainee Appointment Conditions:** System Safety Specialist Trainee is a trainee class of positions subject to Rule 5.8.1 of Personnel Rules and Regulations of the City of New York, with a total probationary period of three years. At the end of two years of satisfactory probationary Trainee service (or one year probationary Trainee service with a Master's degree), resulting in satisfactory completion of the training program, employees in this class of positions will advance, without further examination, to the title of System Safety Specialist Level 1. The first year of service in the title of System Safety Specialist Level 1 will run concurrently with the third year of the probationary period in the System Safety Specialist Trainee title. Individuals who advance to the title of System Safety Specialist Level 1, must maintain their Driver License, as described above, for the duration of their employment in the title.

**Selective Certification for Certifications and Special Experience:** If you have any of the certifications or experience listed below, you may be considered for appointment to positions requiring this certification or experience through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this certification or experience. If you are interested in any of the selective certifications below, you should follow the instructions given to you on the date of the multiple-choice and essay test to indicate your interest in such selective certification(s). Your certification or experience will be verified by MTA New York City Transit at the time of consideration for appointment.

1. **Selective Certification for Positions Requiring Asbestos Certification or Experiences:** Possession of one of the following New York State Department of Labor Asbestos Certifications: Project Monitor, Inspector, Supervisor, Management Planner or Project Designer. Or possession of two (2) years of full-time satisfactory work experience performing asbestos inspections on rail or bus transit properties.
2. **Selective Certification for Positions Requiring a Safety Certification:** Possession of a Certified Safety Professional (CSP), Associate Safety Professional (ASP) or Graduate Safety Practitioner (GSP) certificate by an approved certifying body.
3. **Selective Certification for Positions Requiring Industrial Hygiene Certification:** Possession of a Certified Industrial Hygienist (CIH) or Certified Associate Industrial Hygienist (CAIH) certificate issued by an approved certifying body.
4. **Selective Certification for Positions Requiring Lead Certification:** Possession of a Supervisor or Competent Person C-3 or C-5 Certification issued by an approved certifying body or two (2) years of full-time experience performing lead project inspections on rail or bus transit properties.
5. **Selective Certification for Positions Requiring Transportation Safety Experience:** Two (2) years of full-time work experience performing in depth system safety studies to identify, assess, and resolve safety hazards which impact passenger and employee safety or provide technical support in areas which concern the safety of passengers or employees on rail or bus transit properties.
6. **Selective Certification for Positions Requiring Code Enforcement Officer Certification:** Possession of the New York State Uniform Fire Prevention and Building Code Enforcement "Code Enforcement Official" Certification.
7. **Selective Certification for Positions Requiring Hazardous Waste Operations and Emergency Response Certification:** Possession of the OSHA 40-hour Hazardous Waste Operations and Emergency Response (HAZWOPER) Certification.

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## ADDITIONAL INFORMATION (Continued)

8. **Selective Certification for Positions Requiring Transportation Safety/Health/Environmental Inspections:** Two (2) years of full-time work experience performing in depth system safety studies to identify, assess, and resolve safety/health/environmental hazards which impact passenger and employee safety/health or provide technical support in areas which concern the safety/health of passengers or employees on rail or bus transit properties.

The above Selective Certification requirements may be met at any time during the duration of the list. If you meet this requirement at some future date, please submit a request by mail to the address in the correspondence section below. Please include the examination title and number, your social security number, and the Selective Certification you are requesting in your correspondence.

## SPECIAL ARRANGEMENTS

**Special Test Accommodations:** If you plan to request special testing accommodations due to disability or an alternate test date due to your religious belief, follow the instructions included with your *Application* and mail your request to the address found in the "Correspondence" section below no later than 30 days prior to the first scheduled test date.

**Make-Up Test:** You may apply for a make-up test if you cannot take the Multiple-Choice & Essay tests on the scheduled date for any of the following reasons:

1. Compulsory attendance before a public body; or
2. On-the-job injury or illness caused by municipal employment where you are an officer or employee of the City; or
3. Absence from the test within one week after the death of a spouse, domestic partner, parent, sibling, child, or child of a domestic partner where you are an officer or employee of the City; or
4. Absence due to ordered military duty; or
5. A clear error for which MTA New York City Transit is responsible; or
6. A temporary disability, pregnancy-related, or child-birth related condition preventing you from taking the test.

To request a make-up test, mail your request with your documentation of special circumstances to the address found in the "Correspondence" section below within 60 days of your scheduled test date or make the request within 90 days after performing ordered military duty.

## CORRESPONDENCE

**Change of Contact Information:** It is critical that you keep your contact information (telephone number, mailing address and/or email address) current with MTA New York City Transit. You may miss important information about your exam(s) or consideration for appointment or promotion, including important information that may require a response by a specified deadline, if we do not have your correct contact information. To update your contact information, you must:

1. Visit us at the MTA Exam Information Center;
2. Email us at [examsunit@nyct.com](mailto:examsunit@nyct.com), with the subject named 'Contact Info Update'; or
3. Mail us at the address below, with the words 'Contact Info Update' next to the exam title.

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## **CORRESPONDENCE (Continued)**

Your request must include your full name, exam title(s), exam number(s) and your old and new telephone numbers, mailing and/or email address. **All changes to an MTA employee's contact information must also be made through the MTA Business Service Center (BSC) via the employee portal at <http://www.mymta.info>.**

All other correspondence must be sent to the following address:

System Safety Specialist Trainee, Exam No. 9628  
MTA New York City Transit MTA New York City Transit  
180 Livingston Street, Room 4070  
Brooklyn, NY 11201

## **PENALTY FOR MISREPRESENTATION**

Any intentional misrepresentation on the *Application* or examination may result in disqualification, even after appointment, and may result in criminal prosecution

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The General Examination Regulations of the Department of Citywide Administrative Services apply to this examination and are part of this Notice of Examination. They are posted and copies are available in the MTA Exam Information Center, 180 Livingston Street (Lobby), Brooklyn, NY 11201.

MTA New York City Transit is an Equal Opportunity Employer  
Title Code No. 35500; The Rapid Transit Railroad Service; Group II - Per Annum Positions

**Filing Opened:** May 8, 2019



## Personnel Testing, Selection and Classification Unit

180 Livingston Street, Room 4070

Brooklyn NY 11201

Telephone: (347) 643-7221

# FOREIGN EDUCATION FACT SHEET

- In order to receive credit in the examination for your foreign education, you must have your foreign education evaluated by **one of the approved services on the reverse side**.
- Refer to the Notice of Examination to find out whether you need a "document-by-document" evaluation (general) or a "course-by-course" evaluation (which includes a "document-by-document" evaluation) of your foreign education.
- The cost of evaluating your foreign education is paid by the applicant.
- Your evaluation must be received no later than **8 weeks** from the last day to apply for this examination. If your evaluation is not received by this time, your foreign education will not be rated. An extension of this time limit is available if the evaluation service submits an acceptable reason in writing for the delay.
- All acceptable foreign education evaluations submitted directly by the evaluation service to the address below **will be retained in a permanent file for future reference. However, if a document by document evaluation is on file with us and you are now applying for an examination that requires a course by course evaluation to meet the education qualification(s), you will need to have an evaluation service send us a course by course evaluation. If you are having a foreign education evaluation sent to us for the first time and you are applying for multiple exams in the same month, the evaluation service that you use only needs to send us one foreign education evaluation.**
- Photocopies of foreign education evaluations received from candidates will **not** be accepted and may be returned or discarded.
- Only foreign education evaluations submitted directly to us by an approved evaluation service with a *raised seal* or an *original stamp* of the evaluation service on the evaluation will be accepted.
- If you previously had a foreign education evaluation done by one of the approved evaluation services listed on the reverse side for another purpose, we will accept your foreign education evaluation provided that it is stamped "certified duplicate original" **and** received directly from that evaluation service.

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In order to obtain an official confirmation that we have received your foreign education evaluation from the service that you selected, we recommend that you have a stamped, self-addressed postcard included by the service when your evaluation is sent to us. We will return the post card to you to acknowledge that your foreign education evaluation has been received. **Due to the number of foreign education evaluations received, a delay may occur in confirming the receipt of your evaluation by telephone or in-person inquiries.**

### Have the evaluation service include:

- Your **name** and **social security number** on the evaluation; and
- The **Exam Title** and **Examination Number** of the examination you are applying for on the envelope.
- A stamped, self-addressed stamped postcard (for confirmation of receipt of your foreign education evaluation).

### Have the evaluation service mail your completed original evaluation to:

- New York City Transit  
Personnel Testing, Selection and Classification Unit  
c/o (please state the specific Exam Title and Exam Number)  
180 Livingston Street, Room 4070  
Brooklyn NY 11201

**TURN OVER FOR THE LIST OF APPROVED FOREIGN EDUCATION EVALUATION SERVICES**



# **APPROVED FOREIGN EDUCATION EVALUATION SERVICES**

**Center for Applied Research,  
Evaluation & Education, Inc.**  
International Evaluation Service  
P.O. Box 18358  
Anaheim, CA 92817  
Phone: (714) 237-9272; 237-9276  
Fax: (714) 237-9279  
E-mail: [evalcaree@yahoo.com](mailto:evalcaree@yahoo.com)  
Web: <http://www.iescaree.com>

**Center for Educational Research  
& Evaluation (CERE)**  
140-30 Beech Avenue, Suite #1R  
Flushing, Queens, NY 11355  
Phone: (718) 445-2790  
Fax: (718) 879-5871  
E-mail: [MJafry8@aol.com](mailto:MJafry8@aol.com)  
Web: <http://www.degreeevaluation.com>

**Education International, Inc.**  
29 Denton Road  
Wellesley, MA 02482  
Phone: (781) 235-7425  
Fax: (781) 235-6831  
E-mail: [edint@gis.net](mailto:edint@gis.net)  
Web: <http://www.educationinternational.org>

**Evaluation Service, Inc.**  
333 W. North Avenue #284  
Chicago, IL 60610  
Phone: (847) 8569  
Fax: (312) 587-3068  
E-mail: [info@evaluationservice.net](mailto:info@evaluationservice.net)  
Web: [www.evaluationservice.net](http://www.evaluationservice.net)

**Educational Perspectives, NFP.**  
P.O. Box 618056  
Chicago, IL 60661-8056  
Phone: (312) 421-9300  
Fax: (312) 421-9353  
Email: [info@edperspective.org](mailto:info@edperspective.org)  
Web:  
<http://www.edperspective.org>

**Educational Records Evaluation Service, Inc.**  
601 University Avenue, Suite 127  
Sacramento, CA 95825-6738  
Phone: (916) 921-0790  
Fax: (916) 921-0793  
E-mail: [edu@eres.com](mailto:edu@eres.com)  
Web: <http://www.eres.com>

**Foreign Academic Credentials Services, Inc.**  
P.O. Box 400  
Glen Carbon, IL 62034  
Phone: (618) 656-5291  
Fax: (618) 656-5292  
E-mail: [facs@aol.com](mailto:facs@aol.com)  
Web: [www.facsusa.com](http://www.facsusa.com)

**Foundation for International Services, Inc.**  
505 Fifth Avenue South  
Suite 101  
Edmonds, WA 98201  
Phone: (425) 248-2255  
Fax: (425) 248-2262  
E-mail: [info@fis-web.com](mailto:info@fis-web.com)  
Web: [www.fis-web.com](http://www.fis-web.com)

**Globe Language Services, Inc.**  
305 Broadway, Suite 401  
New York, New York 10007  
Phone: (212) 227-1994  
Fax: (212) 693-1489  
E-mail: [info@globelanguage.com](mailto:info@globelanguage.com)  
Web: [www.globelanguage.com](http://www.globelanguage.com)

**Institute of Foreign Credential Services**  
12 Cedar Street  
Dobbs Ferry, NY 10522  
Phone: (914) 693-2840  
Fax: (914) 231-7782  
E-mail: [info@ifcsevals.com](mailto:info@ifcsevals.com)  
Web: <http://www.ifcsevals.com>

**International Consultants of Delaware, Inc.**  
3600 Market Street, Suite 450  
Philadelphia, Pa. 19104  
Phone: (215) 387-6950 Ext 603  
Fax: (215) 349-0026  
E-mail: [icd@icdeval.com](mailto:icd@icdeval.com)  
Web: <http://icdeval.com>

**International Education Research Foundation (IERF)**  
PO Box 3665  
Culver City, CA 90231-3665  
Phone: (310) 258-9451  
Fax: (310) 342-7086  
Email: [info@ierf.org](mailto:info@ierf.org)  
Web: [www.ierf.org](http://www.ierf.org)

**Josef Silny & Associates, Inc.**  
**International Education Consultants**  
7101 S.W. 102<sup>nd</sup> Avenue  
Miami, FL 33173  
Phone: (305) 273-1616  
Fax: (305) 273-1338  
E-mail: [info@jsilny.com](mailto:info@jsilny.com)  
Web: <http://www.jsilny.com>

**Span Tran: The Evaluation  
Company** 450 Fashion Avenue,  
Suite 1004 New York, NY 10123  
Phone: (646) 475-2570  
Fax: (713) 789-6022  
E-mail: [status@spantran.com](mailto:status@spantran.com)  
Web: <http://www.spantran.com>