



INTERNATIONAL CREDENTIAL EVALUATION SERVICE

3700 Willingdon Avenue, Burnaby, British Columbia, Canada V5G 3H2
Tel: 604-432-8800 Toll-free: 1-866-434-9197 Fax: 604-435-7033

New Westminster Police Service Evaluation Requirements

The **New Westminster Police Service** requires the following for all evaluations completed by the International Credential Evaluation Service (ICES).

1. Evaluation Report Required

The **New Westminster Police Service** requires a **Basic Evaluation Report** for all evaluations conducted by ICES. This can be ordered by completing the Credential Order Form section of the ICES Application Form. The cost of a Basic Report is **\$125.00** per credential. Detailed information about ICES fees, reports, and documents required as well as a copy of the ICES Application Package can be found at <http://www.bcit.ca/ices>.

2. Documents Required by ICES

a) **Original Documents:** ICES will need a complete set of *Original* documents for each credential that you are paying to be evaluated. A complete set of documents normally contains at least two parts:

- (1) The document awarded upon completion of the credential (may be called a diploma, diplom, degree certificate, certificate, or other names depending on the country from which it is issued). In many countries, people hang this document on their wall.
- (2) The academic record, showing the courses or subjects studied, the grades earned, and the hours of study or number of credits for each course (may be called a transcript, detailed marks card, relevé de notes, examination report, extract, student's book, index, or other names, depending on the country from which it is issued).

If you do not have these documents, you will need to request them from the institutions you attended.

b) **Translations:** All required documents written in a language other than French or English must be accompanied by an English translation completed by a certified translator. All translated documents must also be submitted with the original in the original language.

Affiliated Colleges: ICES only accepts educational documents from the institution that awards the credential. For that reason, ICES does not accept documents from affiliated colleges or institutes. ICES must see documents issued from the awarding institution.

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3. Language of Instruction

The **New Westminster Police Service** requires that information about the Language of Instruction at your home institution(s) is included in the ICES Evaluation Report. To ensure this information is included in your report you *must* complete the following steps:

- Indicate that you are using your ICES Evaluation Report for the **New Westminster Police Service** of the ICES Application Form
- Submit any additional documentation or information about the language of instruction of your credential you have (such as a course syllabus or letter from the Registrar stating what the language of instruction is, etc.) along with your Application Form.

If you have already received an ICES Evaluation Report in the past that did not include the language of instruction and you wish this information to be added to your report, you must request an ICES Report Revision. The fee for a revision is **\$50.00**.

Please contact the ICES office for more information about having your report revised.

IMPORTANT NOTE: The ICES Evaluation Report lists all of the languages of instruction that were used in your program of study. If, for example, you studied in English and another language, the report will indicate both of your languages of instruction - not just the English. If you do not wish the report to indicate a language of instruction other than English, you may cancel your report but you will be charged a **\$75.00** administration fee if your application has already been processed.

4. Additional Copy of Report:

All clients receive two copies of the completed report. The first copy is always sent to you; the second copy of your report will be sent directly to the **New Westminster Police Service**. Please indicate this in **Section D** of the ICES Application Form. If you do not indicate where you want your second copy sent, it will be automatically sent to you. If you require more than two copies of your report, the fee is **\$10.00** per copy.

5. Contact Information

If you have not already done so, please contact the **New Westminster Police Service** to see if they require any additional information from you. They can be reached at:

New Westminster Police Service
555 Columbia Street
New Westminster, BC
V3L 1B2
Telephone: (604) 525-5411
Fax: (604) 529-2401
Website: www.nwpolice.org

Please contact ICES directly at icesinfo@bcit.ca if you have any questions about your ICES evaluation.