



PHASES OF THE NCCAOM APPLICATION PROCESS

Processing of an evaluation application can take up to approximately 6 months from date of submission. Once all required documents have been received, reviewed, and validated, ICD will complete the evaluation in 4 to 6 weeks. Final reports are sent to NCCAOM.

Phase One – Application Submission and Payment: 1-5 business days

Upon submission of the online application, the applicant will receive a receipt and, within 3-5 business days a letter of instruction (via email), with forms*, to request required documents, along with an ICD File Number, which will be needed for all future correspondence with ICD staff.

*The top portion of the Request for Academic Transcript form must be completed by the applicant. The applicant must then send the forms to the school, as the instructions request. The school official must complete the forms and then send the required documents to the address identified on the instructions.

Phase Two - Receipt of School Documents: 3-4 months

Upon receipt of school documents**, the ICD evaluator reviews and validates the documents.

If documents are reviewed and validated with no problems identified, the application moves to step 3.

If discrepancies are identified (example: name differences, no grades on transcript, no credits on transcript) additional information will be requested from the school, which may delay the application processing time (2-3 months).

**Please be aware that the timeframe identified in this phase is only an approximation. While ICD does have established relationships with many educational institutions, it does not have any authority over schools and cannot compel a response to requests for additional information.

Phase Three - Report Issuance: 1-1.5 months

The credential evaluation report is completed and forwarded to NCCAOM for review and decision making.