



## National Council on Technical and Vocational Education and Training

### Fact Sheet - Credential Evaluation

Credential Evaluation is one way of determining the level and competence of an individual in a particular occupational area by comparing qualifications and competencies gained through other institutions/awarding bodies or work/life experiences with the NCTVET qualifications.

#### The Evaluation Process

Candidate's credentials are assessed against the requirements of the Competency Standards as listed in the relevant Qualification Plans by a panel of technical experts from the industry.

Qualification Plans are available on the NCTVET website at: [www.nctvetjamaica.org](http://www.nctvetjamaica.org)

#### Application Requirements

An application form must be submitted along with the following documents:

- (a) Original or certified copies of certificates achieved
- (b) Syllabuses or other documents showing the scope and depth of areas covered in training
- (c) Official transcripts of all courses (sent directly from institution or the awarding body to the Registrar, NCTVET). Translations certified by the original teaching organization or certifying body must accompany transcripts not issued in English
- (d) Resume giving a profile of the extent of work experience achieved
- (e) Testimonials from past/present employer or customer to attest to competencies gained
- (f) Proof of payment of the evaluation fee

A Statement of Equivalency indicating the level of alignment may be issued providing that the submitted credentials are aligned to the qualification and level requested. The Statement of Equivalency is not a certificate.

#### The Evaluation fee *(per applicant per qualification)*

Fee is subject to change without notice

- Evaluation - \$14,000.00

Submission of a signed application form confirms agreement to the terms and conditions for this evaluation. Credential Evaluation application form must be submitted with the required documents as listed above at sections (a) – (f). Fee must be paid at any National Commercial Bank (NCB) *or online to the following account: Ministry of Education and Culture, Current Account #: 062334258. Payment can also be made to the NCTVET Accounting Officer.*

#### For more information contact:

*The Registration and Certification Department*

NCTVET, Gordon Town Road, Kingston 6

Tele: 876-977-1700-5; Ext: 22220; 22903

*[enquiry.nctvet.gov.jm](mailto:enquiry.nctvet.gov.jm)*