



Process to Complete the WES Transcript Evaluation

1: Set up your WES account.

Create a WES account at <https://applications.wes.org/createaccount/>

Information you need to set up your WES account:

- Type: course-by-course review (WES ICAP)
- Purpose: professional / licensure
- Institution: New Mexico Public Education Department
- Your Address:
[Your name here]
P.O. Box 7789
Ruidoso, New Mexico, 883552
USA

2: Request your Transcript of Record (TOR) from your college or university.

Download the WES Academic Records Request Form from the WES website. Fill it out and take it to your institution to request your TOR. You need a TOR from each college or university you attended.

Request 3 copies of the TOR from your college/university: (1) Copy for WES, (2) Copy for your teaching license application, and (3) Copy for the school district once you are hired.

3: Send the TOR to WES

Send a sealed copy of the TOR to WES by carrier, such as DHL, FedEx, or UPS.

Keep the other two sealed copies until needed. Don't open them! However, if you are also applying for the NM teaching license (highly recommended!), send one copy to TTSI.

4. Make your payment to WES, get the results

You will pay WES for the credential review after you send your TOR. You will need to use a debit card, check card, or credit card. You can use your own card or someone else's card.

WES will send your results to TTSI at the address above and notify you by email.

When we receive the results, and the other required items, we will add you to the Teacher Expo, and you will be eligible for job placement.

QUESTIONS ABOUT WES?

Contact Rodel Almarinez at almarinezr@ttsi.global