



**New York City Transit**

## **Transit Electrical Helper, Exam No. 0617**

### **Test Site Education and Experience Response Form:**

On the date of the Multiple-Choice test, you will be required to document that you met the education requirements by **June 30, 2020** and/or the experience requirements by the close of the filing period for this examination. You may also be required to complete additional forms regarding the education and experience requirements at the time of appointment. You will be given the Multiple-Choice test before we verify your qualifications. You are responsible for determining whether or not you meet the qualification requirements for this examination, prior to submitting your application. If you are marked “Not Qualified,” your application fee will **not** be refunded and you will **not** receive a score.



# Notice of Examination

## Transit Electrical Helper, Exam No. 0617

**Application Deadline:**

March 24, 2020

**Type of Test:**

Multiple-Choice

**Application Fee:**

\$61.00

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

Saturday, June 13, 2020 or  
Sunday, June 14, 2020

### JOB DESCRIPTION

Pursuant to Section 61(1) of the New York Civil Service Law, the eligible list resulting from this examination may also be used to fill vacancies in the title of Signal Maintainer Trainee. Eligible candidates accepting or declining appointment either as a Transit Electrical Helper or as a Signal Maintainer Trainee will have their names removed from the eligible list.

**Transit Electrical Helpers**, under direct supervision, assist maintainers and supervisors in the installation, maintenance, testing and repair of electrical, electro-mechanical and electronic equipment in various MTA New York City Transit departments; Transit Electrical Helpers operate motor vehicles to and from work assignments; keep records and write reports; perform related work. Under direct supervision, Transit Electrical Helpers perform the duties indicated below in the following areas:

1. In Signal Maintenance, they assist Signal Maintainers and Maintenance Supervisors (Signals), with their work on railroad signal apparatuses, including signals, automatic train stops, electronic control systems, track circuit equipment, compressors, interlocking machines, and related apparatuses; and work with some materials containing asbestos.
2. In Lighting Maintenance, they assist Light Maintainers and Maintenance Supervisors (Lighting) in the maintenance, installation, inspection, testing, alteration and repair of lighting and related equipment.
3. In Electronic Equipment Maintenance, they assist Electronic Equipment Maintainers and Maintenance Supervisors (Electronic Equipment) with their work on electronic communication equipment, closed circuit televisions, control systems and equipment.

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**JOB DESCRIPTION (Continued)**

4. In Elevator and Escalator Maintenance, they assist Elevator and Escalator Maintainers and Maintenance Supervisors (Elevator and Escalators) with their work on elevators, escalators, electrically operated drawbridges and all related electrical and mechanical equipment.
5. In Ventilation and Drainage Maintenance, they assist Ventilation and Drainage Maintainers and Maintenance Supervisors (Ventilation and Drainage) in the maintenance and repair of ventilation and drainage systems, including fans, blowers, compressors, pumps, sewage ejectors and related equipment.
6. In Power Distribution (Third Rail) Maintenance, they assist Power Distribution Maintainers and Maintenance Supervisors (Power Distribution) with their work on contract rail power distribution systems, including positive and negative cables, rail connections, circuit breakers and related equipment.
7. In Electrical Power Maintenance, they assist Power Maintainers – Group B, Power Cable Maintainers and Maintenance Supervisors (Electrical Power) in the maintenance and repair of mercury arc and silicon rectifiers, rotary converters, high tension switch gear, automatic relay panels and circuits, power, telephone and fiber optics cables, and auxiliary equipment and accessories; and work with materials containing asbestos, mercury and lead.
8. In Telephone Maintenance, they assist Telephone Maintainers and Maintenance Supervisors (Telephone) with their work on telephones, intercom systems, emergency alarms, fire alarms, cables, electronic and other communications systems and materials containing asbestos.

**Signal Maintainer Trainees**, under close supervision, receive a course of training both in the classroom and on the job, leading to qualification and competency as a Signal Maintainer in the installation, maintenance and repair of electrical and electronic equipment in the Maintenance of Way Division of the Department of Subways of MTA New York City Transit.

Some of the environmental conditions experienced and physical activities performed by Transit Electrical Helpers and Signal Maintainer Trainees are: climbing and descending ladders and stair ways; walking on and between catwalks and roadbeds; hearing audible signals such as alarms bells, train whistles and horns; working in confined areas; lifting and carrying heavy material and equipment; observing colored light signals in tunnels, on elevated tracks, and on open-cut road beds; differentiating color-coded wires, and working outdoors in all weather conditions.

**Transit Electrical Helpers** in Electrical Power Maintenance may work in the presence of infectious and biological waste.

**Special Working Conditions:** Transit Electrical Helpers and Signal Maintainer Trainees may be required to work various shifts including nights, Saturdays, Sundays and holidays.

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

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## SALARY AND BENEFITS

1. The current minimum salary for Transit Electrical Helpers working in Electrical Power Maintenance is \$22.39 per hour for a 40-hour week increasing to \$31.99 in the sixth year of service.
2. The current minimum salary for Transit Electrical Helpers working in other subdivisions is \$21.89 per hour for a 40-hour week increasing to \$31.27 in the sixth year of service.
3. The current minimum salary for Signal Maintainer Trainee is \$23.14 per hour for a 40-hour week. Upon advancement to the title of Signal Maintainer, the salary is expected to increase to \$38.60 per hour for a 40-hour week (based on the current minimum salary).

These rates are subject to change. The benefits of these positions include, but are not limited to, night and weekend differentials, paid holidays, vacation and sick leave, a comprehensive medical plan and a pension plan.

## HOW TO QUALIFY

**Experience Requirements** must be met by **the last day of the Application period**. **Education Requirements** must be met by **June 30, 2020**:

1. Two years of full-time satisfactory experience as a helper in the electrical, electronic, or electromechanical fields in the maintenance, repair, testing, construction or installation of electrical equipment; or
2. Graduation from a trade school or technical school, with a major course of study in electrical, electronic, or electro-mechanical technology, or a closely related field, totaling 600 hours; or
3. Graduation from a vocational high school with a major course of study in electrical, electronic, or electro-mechanical technology, or a closely related field; or
4. An Associate degree or higher degree in electrical, electronic, or electro-mechanical technology or a closely related field from an accredited college or university.

The high school, vocational high school, technical school, or trade school must be approved by a State's Department of Education or a recognized accrediting organization. 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 for Higher Education Accreditation (CHEA).

Qualifying part-time experience will be credited on a pro-rated basis.

**Test Site Education and Experience Response Form:** On the date of the Multiple-Choice test, you will be required to document that you met the education requirements by **June 30, 2020** and/or the experience requirements by the close of the filing period for this examination. You may also be required to complete additional forms regarding the education and experience requirements at the time of appointment. You will be given the Multiple-Choice test before we verify your qualifications. You are responsible for determining whether or not you meet the qualification requirements for this examination, prior to submitting your application. If you are marked "Not Qualified," your application fee will **not** be refunded and you will **not** receive a score.

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## HOW TO QUALIFY (Continued)

**Foreign Education Fact Sheet (required only if you need credit for your foreign education for this examination):** 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 in the *Foreign Education Fact Sheet* included with your application packet. When you contact the evaluation service, ask for a “document-by-document” (general) evaluation of your foreign education. Your foreign education evaluation **must** be submitted directly to NYC Transit’s Examinations Unit by the service completing the evaluation. Foreign education evaluations received directly from applicants will **not** be accepted. You can also access the *Foreign Education Fact Sheet* on our website at [http://web.mta.info/nyct/hr/forms\\_instructions.htm](http://web.mta.info/nyct/hr/forms_instructions.htm).

**Note:** If you have earned a higher-level degree in the United States that supersedes the level of education required to meet the qualification requirements, you do not need to submit a foreign education evaluation. However, you must indicate that you have completed the higher-level degree in the United States; proof of acceptance into an academic program or school is not sufficient to determine satisfactory equivalency.

## REQUIREMENTS TO BE APPOINTED

**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.

**Drug Screening Requirement:** You must pass a drug screening in order to be appointed, and if appointed, you will be subject to random drug and alcohol tests for the duration of your employment. Additionally, if you have tested positive on a drug or alcohol test or had a refusal to test during pre-employment or while employed by a Federal DOT-regulated employer during the applicable period, you must have completed the Substance Abuse Professional (SAP) evaluation, referral and education/treatment process required by federal law in order to be appointed to this safety-sensitive position.

**Medical Requirement:** Medical guidelines have been established for the positions of Transit Electrical Helper, Signal Maintainer Trainee and Signal Maintainer. You will be examined to determine whether you can perform the essential functions of the position. Where appropriate, a reasonable accommodation will be provided for a person with a disability to enable him or her to perform the essential functions of the job.

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

**English Requirement:** You must be able to understand and be understood in English to perform the duties and responsibilities of the position.

**Proof of Identity:** Under the Immigration Reform and 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)

**Safety Proficiency Assessment:** If you pass the multiple-choice test and meet the education and experience requirements, you will be scheduled to take the qualifying safety proficiency assessment as vacancies occur. However, based on the projected number of vacancies, it is possible that not all candidates who pass the multiple-choice test and meet the education and experience requirements will be scheduled for the qualifying safety proficiency assessment. A score of 70% is required to pass the qualifying safety proficiency assessment. In the qualifying safety proficiency assessment, you will be required to demonstrate the following abilities:

- **Oral Comprehension** – The ability to understand spoken English words and sentences.
- **Oral Expression** – The ability to use English words or sentences in speaking so others will understand.

## HOW TO OBTAIN AN APPLICATION

During the application period, you may apply online for this examination (see the Online Applications section below). Or, to apply by mail, you may obtain a printed copy of the application package in person at the MTA Exam Information Center, as indicated below. **Important:** Applicants requesting a fee waiver must apply by mail.

**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. If you are not an active MTA employee, apply using [www.mymta.info/exams](http://www.mymta.info/exams) by the last day of the application period (Active MTA employees can apply using the “BSC” employee portal at [www.mymta.info](http://www.mymta.info)). **Note:** The application system may not function properly with mobile devices or tablets. For best results when applying, please use Internet Explorer, open a new window, and avoid having multiple tabs open in the same window.
2. To apply, log into your existing account, or create an account if you do not yet have one.
3. Follow the steps to submit an application.
4. A confirmation number will appear on the same page after submitting your application (Save this number for future reference).
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, and this fee will appear on your credit or bank card statement as “MTA NYCT Exam Fee.” **Note:** Disputing the application fee could result in removal from this examination, and it might affect your ability to apply online for any future examinations.
7. You will be sent a confirmation email after you submit payment for the application fee (Save this email for future reference). **Note:** If you have trouble paying the application fee online, Please refer to the Online Payment Tutorial here: [http://web.mta.info/nyct/hr/forms\\_instructions.htm](http://web.mta.info/nyct/hr/forms_instructions.htm).

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## HOW TO SUBMIT AN APPLICATION AND PAY THE APPLICATION FEE (Continued)

**IMPORTANT:** Your application submission confirms that you have read this Notice of Examination, including any dates and the requirements. Computers with internet access are available on a limited basis at branches of the New York Public Library, the Brooklyn Public 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*.

## ADMISSION LETTER

An *Admission Letter* will be mailed to you about 10 days before the first date of the multiple-choice test. 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. A score of at least 70% is required to pass this test. Your score on this test will determine your place on the eligible list.

You will be scheduled to take the test on one of the dates listed in the above “Test Date” box. You will be randomly assigned to a test date and location, and you cannot request that your scheduled test date or location be changed, unless you meet the conditions in the “Special Arrangements” section below.

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:

**Written Comprehension** – The ability to understand written sentences or paragraphs. Example: Understanding written bulletins released by MTA New York City Transit.

**Written Expression** – The ability to use English words or sentences in writing so others will understand. Example: Writing incident reports regarding unusual occurrences.

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## THE TEST (Continued)

**Deductive Reasoning** – The ability to apply general rules to specific problems to come up with logical answers. It involves deciding if an answer makes sense. Example: Applying MTA New York City Transit rules and regulations to situations to determine the appropriate action that must be taken.

**Information Ordering** – The ability to follow correctly a rule or set of rules to arrange things or actions in a certain order. The rule or sets of rules used must be given. The things or actions to be put in order can include numbers, letters, words, pictures, procedures, sentences, and mathematical or logical operations. Example: Following a step-by-step procedure to connect a cable to the third rail for power.

**Number Facility** – The ability involving the degree to which adding, subtracting, multiplying, and dividing can be done quickly and correctly. Example: Performing mathematical calculations using track markers to determine the current work location on the track.

## 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 or with 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's license, State issued identification card, US Government issued Passport, US Government issued Military Identification Card, US Government issued Alien Registration Card, IDNYC, Employer ID with photo, or Student ID 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 meet the education and experience requirements and pass the competitive multiple-choice test, 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**

**Probationary Period:** The probationary period for **Transit Electrical Helper** is one year.

**Signal Maintainer Trainee Appointment Conditions:** Signal Maintainer 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 probationary period of 12 months; however, the Trainee service and corresponding probationary period may be extended to a maximum of 18 months. Upon satisfactory completion of the Trainee service and corresponding probationary period, permanent employees in this class of positions will advance, without further examination, to the title of Signal Maintainer.

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

**1. Selective Certification for Education or Experience in the Mass Transportation Industry:**

You must meet the conditions in "A" or "B" below.

- A. **Education:** When meeting the education requirements in the "How to Qualify" section above, you must have attended a specialized program that focused on electrical, electronic, or electro-mechanical technology in the mass transportation industry; or
- B. **Experience:** When meeting the experience requirements in the "How to Qualify" section above, you must have worked as a helper performing repairs or maintenance on electrical, electronic or electro-mechanical equipment in the mass transportation industry.

**2. Selective Certification for Commercial Driver License (CDL):** If you qualify for this Selective Certification, you may be given preferred consideration for such positions in Electrical Power Maintenance. To qualify for this Selective Certification, you will be required to possess at the time of appointment either:

- A. A Class B Commercial Driver License valid in the State of New York with endorsement for hazardous materials and no disqualifying restrictions; or
- B. A Motor Vehicle Driver License valid in the State of New York and Learner's Permit for a Class B Commercial Driver License valid in the State of New York.

If you qualify under "2B" above, you will be appointed subject to receipt of a Class B Commercial Driver License valid in the State of New York with an endorsement for hazardous materials within six months of appointment. For all appointments through Selective Certification, the Class B Commercial Driver License valid in the State of New York with an endorsement for hazardous materials and no disqualifying restrictions must be maintained for the duration of employment in the Electrical Power Maintenance Group.

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**ADDITIONAL INFORMATION (Continued)**

If you have serious moving violations, license suspension or an accident record you may be disqualified. Candidates interested in Selective Certification should follow the instructions provided on the date of the multiple-choice test. You may also meet the requirements for Selective Certification and may request to be included on future Selective Certifications at any time during the life of an eligible list. In such an instance, you are required to notify MTA New York City Transit as indicated in the Correspondence Section below.

**Commercial Motor Vehicle Driving Experience in the Military or New York National Guard:** If you are an active member or former member (discharged in the past year) of the military or New York National Guard and have experience driving a Commercial Motor Vehicle in the military or New York National Guard, you may be eligible for a waiver of the New York State commercial driving skills test through the New York State Department of Motor Vehicles. If you believe that you may be eligible for this waiver, you must apply for the waiver through the New York State Department of Motor Vehicles.

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 tests on the scheduled date for any of the following reasons:

1. Compulsory attendance before a public body;
2. On-the-job injury or illness caused by municipal employment where you are an officer or employee of the City;
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;
4. Absence due to ordered military duty;
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.

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## 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 do one of the following:

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.

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:

Transit Electrical Helper, Exam No. 0617  
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 accessible through our website at [http://web.mta.info/nyct/hr/forms\\_instructions.htm](http://web.mta.info/nyct/hr/forms_instructions.htm). They are also posted and copies are available in the MTA Exam Information Center, located at:

180 Livingston Street (Lobby), Brooklyn, NY 11201.

MTA New York City Transit is an Equal Opportunity Employer

Title Code No. 91724; The Rapid Transit Railroad Service; Group I - Per Diem and Per Hour Positions

**Filing Opened:** March 4, 2020



## 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.**

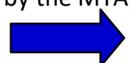
### Have the evaluation service include:

- 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 or email 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  
Email: [foreigned@nyct.com](mailto:foreigned@nyct.com) (Evaluation services **must** password-protect emailed files, as instructed by the MTA)

**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  
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  
Web: <http://www.degreeevaluation.com>

## **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)  
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## **Educational Records Evaluation Service, Inc.**

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E-mail: [edu@eres.com](mailto:edu@eres.com)  
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## **Foreign Academic Credentials Services, Inc.**

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## **Span Tran: The Evaluation Company**

450 Fashion Avenue, Suite 1004  
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## **Foundation for International Services, Inc.**

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## **Globe Language Services, Inc.**

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