

# SHELBY L. CEARLEY

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## EDUCATION

Master of Arts in Communication Studies / Texas Tech University, Lubbock, TX May 2017  
*Rhetoric and Persuasion (Concentrations), 3.923 GPA*

Bachelor of Arts in Communication Studies / Texas Tech University, Lubbock, TX December 2003  
*Magna Cum Laude, Communication in Public Affairs (Concentration), History (Minor), 3.738 GPA*

Associate of Arts in Speech Communication / South Plains College, Levelland, TX May 1994  
*Cum laude, 3.69 GPA*

## EXPERIENCE

**Senior Representative, Global Transcript Evaluation Team (Remote)** August 2021 – Present  
Adtalem Global Education, Addison, IL

- Accurately review and understand foreign educational documents to determine U.S. degree comparability and course-by-course comparability
- Use various resources to identify appropriate recognition/accreditation bodies, grading scales, and education ladders
- Develop intimate knowledge of global education systems
- Prepare correspondence to institutions and applicants
- Perform document authenticity/verification reviews when needed
- Perform other duties and responsibilities that management may deem necessary from time to time

**Senior Evaluator/Evaluation Team Lead (Remote)** August 2019 – July 2021  
International Education Evaluations, Charlotte, NC

- Oversee junior evaluator staff, including hiring, providing ongoing in-house training, and reviewing all credential evaluation reports done by junior evaluators
- Have ultimate responsibility for all credential evaluations performed under my supervision
- Maintain significant appropriate contacts with professional associations in the professional fields for which foreign educational credentials are evaluated, for purposes of certification, licensure, registration, employment, or professional membership upon such credentials
- Create/recommend new policies and procedures based on research as well as industry changes
- Liaise with customer service and operations staff to create and maintain cost-efficient, customer-centric and team-friendly workflows
- Represent organization at various professional conferences

**Contract Credential Evaluator (Remote)** August 2018 – August 2021  
American Association of Collegiate Registrars and Admissions Officers, Washington, DC

- Review and assess international credentials
- Countries of Specialization: Argentina, Bolivia, Brazil, Chile, Colombia, Costa Rica, Dominican Republic, Ecuador, El Salvador, Guatemala, Honduras, Iran, Israel, Mexico, Nicaragua, Panama, Paraguay, Peru, Uruguay, Venezuela
- Perform primary research on non-US education systems
- Correspond with applicants, institutional officials, government officials, and others to request further information, additional documentation, and to verify document authenticity
- Use web-based platform to generate evaluation reports

**Contract Credential Evaluator (Remote)****July 2018 – August 2019**

Transcript Research, Dallas, TX

- Review and assess international credentials and educational documents in terms of their equivalency to the US system of education
- Perform primary research on non-US education systems, credentials, and programs
- Correspond with applicants, institutional and/or government officials, and others to request further information, additional documentation, and to verify document authenticity
- Use web-based platform to generate evaluation reports
- Adhere to Transcript Research policies and procedures to produce accurate evaluation reports

**Admissions Clerk****July 2018 – August 2019**

South Plains College, Levelland, TX

- Assist with student record-keeping, scanning of records, registration, semester processes, and graduation
- Advise prospective students about the admission process
- Process admission applications, including review and evaluation of US and non-US academic transcripts, test scores, English proficiency scores for non-US applicants
- Review and assess international credentials and educational documents in terms of their equivalency to the US system of education
- Perform primary research on non-US education systems
- Provide ongoing training for international credential evaluation staff, including updates to education systems, credentials, and evaluation methodology
- Process add/drop requests, application and student withdrawals, and administrative drops
- Update student/applicant name and/or demographic changes as needed
- Perform other duties and responsibilities as assigned by the Dean of Admissions and Records

**Director of Graduate Admissions/Designated School Official****February 2012 – July 2018**

Texas Tech University, Lubbock, TX

- Direct the university's graduate admissions processes to achieve the university's objectives, including admissions appeals, special admissions, and residency processes. Oversee processing of graduate applications, both domestic and international. Supervise graduate admissions and recruiting staff directly
- Provide leadership and coordination of graduate admissions' recruiting activities with campus community. Maintain strong marketing and recruitment plan to attract highly qualified applicants
- Develop and maintain standard procedures for all graduate admissions policies and procedures and assure that customer service to students and campus clients is provided at an outstanding level. Stay up to date with technology currently in use at the university and explore ways to implement processing enhancements.
- Recruit, hire, train, evaluate, and manage the Graduate Admissions staff
- Review and assess international credentials and educational documents in terms of their equivalency to the US system of education
- Perform primary research on non-US education systems
- Provide ongoing training for international credential evaluation staff, including updates to education systems, credentials, and evaluation methodology
- Collaborate with information technology professionals to enhance and streamline admissions processing
- Meet with university administrators and other stakeholders to understand their needs and to give regular feedback. Coordinate with deans, department heads and advisors regarding graduate admissions issues; resolve problems related to graduate admissions
- Serve on various administrative committees, represent the university on state, regional and national committees, and participates in local, state, and national conferences
- Establish training protocols and procedures for graduate admissions end-users
- Interpret federal, state, and regional accreditation body regulations and revise and implement procedures and processes as regulations change
- Serve as Designated School Official, including processing I-20s for newly accepted international students and their dependents

**Admissions Coordinator/Designated School Official**  
Texas Tech University, Lubbock, TX**January 2011 – February 2012**

- Serve as functional liaison between Graduate School and Institutional Technology division for Graduate School IT Improvement Project
- Serve as functional leader of graduate admissions team, reporting directly to Associate Dean of Graduate Admissions and Recruiting
- Evaluate academic records of applicants to determine eligibility for admission to graduate and undergraduate programs
- Process applications, calculate GPAs, evaluate transcripts, generate daily progress reports
- Review and assess international credentials and educational documents in terms of their equivalency to the US system of education
- Perform primary research on non-US education systems
- Provide ongoing training for international credential evaluation staff, including updates to education systems, credentials, and evaluation methodology
- Correspond with prospective graduate and international students and university faculty/staff as needed throughout admission process
- Develop and update training materials for office staff and for faculty/staff graduate advisors
- Recruit graduate and international undergraduate students domestically and overseas
- Create international recruitment materials to market Texas Tech University
- Serve as Designated School Official, including processing I-20s for newly accepted international students and their dependents
- Determine residency status for tuition purposes as needed

**Lead International Admissions Evaluator/Designated School Official**  
Texas Tech University, Lubbock, TX**January 2010 – January 2011**

- Serve as functional leader of graduate admissions team, reporting directly to Associate Dean of Graduate Admissions and Recruiting
- Counsel applicants regarding prospective educational opportunities, status of application, immigration, residency and university policies
- Research accreditation status and consults with professional associations, consulates, universities and foreign ministries of education
- Analyze and evaluate admissions applications and foreign credentials; determine credit and grade point average equivalencies
- Review and assess international credentials and educational documents in terms of their equivalency to the US system of education
- Perform primary research on non-US education systems
- Provide ongoing training for international credential evaluation staff, including updates to education systems, credentials, and evaluation methodology
- Serve as Designated School Official, processing I-20s for students on F-1 visas in compliance with the Department of Homeland Security and Department of State regulations
- Analyzes immigration and residency documents to determine visa and tuition status
- Recruit graduate and international undergraduate students domestically
- Train department advisors on international admissions procedures and serves as a liaison between students and departments
- Communicates with departments, students and other staff on international admissions policies and I-20 issues

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**Senior International Admissions Advisor/Designated School Official**  
Texas Tech University, Lubbock, TX**October 2005 – January 2010**

- Advise prospective international graduate students and academic department faculty/staff in person, by telephone, and by email about graduate admission, including Graduate School and departmental requirements
- Evaluate application packets to determine if applicants meet admission eligibility requirements. Follow admissions criteria in accordance with university policies/procedures and applicable federal/state regulations, and SACSCOC standards/requirements
- Evaluate applicants' academic credentials, including grade point average calculation, determining authenticity and validity of all academic records used for admissions and determining accreditation/recognition status of institutions
- Review and assess international credentials and educational documents in terms of their equivalency to the US system of education
- Perform primary research on non-US education systems
- Provide ongoing training for international credential evaluation staff, including updates to education systems, credentials, and evaluation methodology
- Run admission-related reports for graduate applicants according to established schedule and complete them accurately in a timely manner
- Determine if admitted international graduate applicants have enough proof of financial support to be fully admitted into the university
- Serve as Designated School Official, including processing I-20s for newly accepted international students and their dependents

**Admissions Advisor (Domestic & International)/Designated School Official**  
Texas Tech University, Lubbock, TX**September 2004 – October 2005**

- Advise prospective graduate students and academic department faculty/staff in person, by telephone, and by email about graduate admission, including Graduate School and departmental requirements
- Run admission-related reports for graduate applicants according to established schedule
- Evaluate applicants' academic credentials, including grade point average calculation, determining authenticity and validity of all academic records used for admissions and determining accreditation/recognition status of institutions and complete them accurately in a timely manner
- Evaluate application packets to determine if applicants meet admission eligibility requirements.
- Review and assess international credentials and educational documents in terms of their equivalency to the US system of education
- Perform primary research on non-US education systems
- Provide ongoing training for international credential evaluation staff, including updates to education systems, credentials, and evaluation methodology
- Follow admissions criteria in accordance with university policies/procedures and applicable federal/state regulations, and SACSCOC standards/requirements
- Serve as Residency Determination Official. Make decisions on resident status of prospective and current graduate students according to state guidelines
- Serve as Designated School Official, including processing I-20s for newly accepted international students and their dependents
- Recruit graduate and international undergraduate students domestically

**International Admissions Senior Business Assistant**  
Texas Tech University, Lubbock, TX**April 2004 – September 2004**

- Responsible for admission application upload for international graduate applications, including, but not limited to, manual application entry, pushing applications in Axiom, test score entry, and matching application materials to application files
- Run daily application fee payment reports to reconcile initial application fee payments and application change fee payments for international graduate applicants and add them to the applicant's files
- Advise prospective international graduate students about admissions status, requirements, and policies
- Serve as backup to receptionist as needed

**Document Imaging Specialist**

Texas Tech University, Lubbock, TX

January 2004 – April 2004

- Use Banner Document Management System (BDMS) and Banner Student to process admissions applications and other admissions related documents
- Participate in retrieval and storage of documents as part of official records retention requirements
- Scan all admissions documents and conducts review of computerized imaging indexes of documents to ensure accuracy and conformance to accepted standards and quality for the imaging system
- Analyze subject matter of documents to ensure accurate indexing for BDMS
- Approve quality and accuracy of documents stored in BDMS by Graduate Admissions
- Perform image manipulation functions
- Validate documents for release into BDMS
- Maintain appropriate logs for all imaging work
- Collaborate with Graduate Admissions staff to improve operations, decrease turnaround times, streamline work processes, and provide quality seamless service to applicants

**Adjunct Instructor in Business and Professional Speech**

South Plains College, Levelland, TX

August 2010 – May 2012

- Teach SPCH 1321 Business and Professional Speech at the Plainview, TX, campus
- Select and develop instructional materials; plan and organize instruction to enhance student learning; create appropriate assignments to encourage student learning, the development of communication skills, and higher order thinking; and use available instructional technology, as appropriate
- Evaluate student learning by creating and applying course competencies and accurately evaluating student progress. Provide students constructive, encouraging, and corrective feedback in a timely manner
- Strive to increase teaching effectiveness through the application of appropriate teaching and learning strategies; evaluate student learning and modify instructional methods and strategies as appropriate to meet diverse student needs
- Demonstrate interpersonal and communication skills that result in clear communication of subject matter to the students
- Maintain accurate records of students' academic standing; promptly provide final grades, attendance, and other information as required by administration
- Possess thorough and accurate knowledge of his or her specific field/discipline including the ability to evaluate and apply content
- Be committed to professional development by keeping current in their respective discipline
- Maintain faculty credentials as required by the college's accrediting agencies

**RELATED EXPERIENCE****Vice President of Resources and Knowledge Management**

2022-2023

*TAICEP: The Association of International Credential Evaluation Professionals*

Attend all TAICEP business and Board of Directors meetings and to support and assist TAICEP president. Act as Board of Directors liaison for the standing Committee for Resources and Knowledge Management and guide its work, including subcommittees, meeting monthly with the committee chair, bringing items to the Board for consideration and providing a report at each Board meeting.

**Member, International Education Standards Council (IESC)**

2022-Present

*American Association of Collegiate Registrars and Admissions Officers (AACRAO)*

Collect research, review, or prepare and approve new recommendations for credentials, grading scales, and content profiles for AACRAO EDGE database. Placement recommendations published in AACRAO EDGE represent a majority consensus among the IESC members, who are representatives from public and private higher education institutions and credential evaluation agencies.

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**RELATED EXPERIENCE (Continued)**
**Secretary / Member, Board of Directors****2020-2021***TAICEP: The Association of International Credential Evaluation Professionals*

Attend all TAICEP business and Board of Directors meetings. Responsible for minutes of meetings of the Board of Directors, and any other meetings directed by the President. Send out all necessary notices of meetings of the Board of Directors, and membership. Maintain custody of the Corporate Seal. Assume other responsibilities as directed by the President. Ensure organizational documents are organized, accessible, and safely stored. Ensure organizational history is maintained.

**NAFSA Region III International Enrollment Management Knowledge Community-Admissions Liaison** **2017-2018***NAFSA: Association of International Educators*

Serve as link between the regional and national IEM knowledge communities. Choose IEM-related sessions for the regional conferences. Write IEM/Admissions articles for the quarterly regional NAFSA newsletter. Advise regional NAFSAns on IEM/Admissions-related issues. Actively encourage involvement in IEM and IEM-related forums.

**Schwarzman Scholars Program Scholarship Application Reviewer****2015-2016***Institute of International Education*

Scholarship application reviewer for inaugural and second Schwarzman Scholars classes. The Schwarzman Scholars program is an international scholarship program designed to educate the next generation of global leaders. The program, founded by Stephen A. Schwarzman, launched in June 2016 and hosted 200 elite scholars annually from the US, China and other countries around the world for a one-year master's degree at Tsinghua University.

**Committee for Membership Outreach, Member****2015-2016***TAICEP: The Association of International Credential Evaluation Professionals*

The Committee for Membership Outreach is responsible for building TAICEP's membership base and organizing appropriate outreach activities to ensure the Association is well-known.

**University Strategic Plan Priority #1 Committee****October 2013 – January 2014***Texas Tech University, Lubbock, TX*

Represented the Graduate School on university-wide committee for the university's strategic plan priority #1, which focused on student enrollment and retention. Suggested edits and revisions related to both domestic and international graduate and international undergraduate enrollment and retention.

**NAFSA Trainer Corps****2008 – Present***NAFSA: Association of International Educators*

Trainer Corps members deliver standardized workshop curriculum at various training venues including the NAFSA annual, regional and state conferences, on-demand venues, and the NAFSA Summer Institute. Members undergo annual professional development training to build and develop training skills.

**NAFSA Academy for International Education Coach, Region III (Class VIII, Class IX, and Class X)** **2011 – 2013***NAFSA: Association of International Educators*

Participated in eleven-month program in conjunction with the U.S. Department of State's Bureau of Educational and Cultural Affairs to provide and share knowledge, expertise, and leadership within the international education community through multi-faceted training and networking. Served as coach/mentor to six trainees from various higher education institutes in Region III (Texas, Oklahoma, Arkansas, and Louisiana).

**Banner Enterprise Application Work Group Committee****2009 – 2018***Texas Tech University, Lubbock, TX*

Represented Office of Graduate Admissions on system-wide committee. Reviewed Banner student records database patches and upgrades relating to Graduate Admissions. Created training documentation for Office of Graduate Admissions staff. Liaised with Enterprise Security Council as needed.

**NAFSA Recruitment, Admissions & Preparation (RAP) Knowledge Community's *w*RAP-UP Newsletter** **2009 – 2011***NAFSA: Association of International Educators*

Served as co-credentials editor. Liaise with fellow co-credentials editor and newsletter editorial board to determine issue content. Responsible for finding volunteers from RAP community to give expert opinions on each issue's sample credentials for the "Credential Evaluation and Advice" section.



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**RELATED EXPERIENCE (Continued)**
**NAFSA Region 3 Recruitment, Admissions & Preparation Knowledge Community Admissions Liaison 2008 – 2010**  
*NAFSA: Association of International Educators*

Served as link between the regional and national knowledge communities. Chose RAP-related sessions for the regional conferences. Wrote RAP/Admissions articles for the quarterly regional NAFSA newsletter. Advised regional NAFSAns on RAP/Admissions-related issues. Actively encouraged involvement in RAP and RAP-related forums.

**25th Annual Baden-Württemberg Universities Seminar University Participant 2007**  
*NAFSA: Association of International Educators; AACRAO; and the Baden-Württemberg Ministry of Science, Research, and the Arts*

The seminar provided international educators with information regarding changes to the German education system (pertaining to the state of Baden-Württemberg), specifically to provide information on how some German higher education institutions are complying with the Bologna Process, and to provide networking opportunities for American and German institutions. Lectures and discussions were held at several primary, secondary, and tertiary educational institutions throughout Baden-Württemberg.

**NAFSA Academy for International Education, Class IV Academy Trainee 2007**  
*NAFSA: Association of International Educators*

Participated in nine-month program in conjunction with the U.S. Department of Educational and Cultural Affairs to provide and share knowledge, expertise, and leadership within the international education community through multi-faceted training and networking.

**ApplyTexas Application Subcommittee on Graduate & International Applications 2006 – 2018**  
*Texas Higher Education Coordinating Board, Austin, TX*

Represented Texas Tech University on statewide committee to review ApplyTexas applications setup pertaining to graduate and international applications. Attended yearly conference to receive regulatory updates.

**SCT Banner Upgrade Training Committee 2006 – 2009**  
*Texas Tech University, Lubbock, TX*

Represented the Graduate School at university system-wide database software upgrade training. Acted as liaison between the Office of Graduate Admissions and the university's core programming team.

**International Teaching Assistant (ITA) English Proficiency Workshop Subcommittee 2006**  
*Texas Tech University, Lubbock, TX*

Served as Graduate School representative on campus-wide committee to review state-mandated workshop on ITA English proficiency. Suggested schedule and curriculum updates.

**Texas Tech University/Universidad Anahuac Joint-Degree Agreement Review Committee 2005**  
*Texas Tech University, Lubbock, TX*

Served as Graduate Admissions representative on the five-year review committee on the joint degree program agreement between Texas Tech University and Universidad Anahuac in Mexico.

**Residency for Tuition Purposes Training and Updates 2004 – 2018**  
*Texas Higher Education Coordinating Board, Various Locations*

Received regular updates on the most current Texas Education Code/Texas Higher Education Coordinating Board requirements for determining students' residency status for tuition purposes. Designed and updated the Graduate School's residency questionnaire. Disseminated updates to appropriate Graduate and International Admissions staff. Created and updated residency frequently asked questions page on Graduate School website.

**Foreign Credential Evaluation Training Ongoing**  
*Various Locations*

Receive regular updates and training on various educational systems and foreign credentials. Completed NAFSA's Core Education Program's certificate of completion for the Foundations of International Education: Foreign Educational Credentials Analysis workshop at the NAFSA Annual Conference in Seattle, Washington, in 2005. Completed Bologna Process Certificate, 2019.

## PUBLICATIONS

- Cearley, S.L. (in publication). *Online Guide to Educational Systems Around the World: Nicaragua*.
- Cearley, S.L. (2019, March). *Establishing Policy for Your Office*. (Article in [TAICEP Talk](https://www.taicep.org/taiceporgwp/establish-policy-for-your-office-march-2019-newsletter), Volume 5, Number 1 located at <https://www.taicep.org/taiceporgwp/establish-policy-for-your-office-march-2019-newsletter>)
- Glave, B.B., and Cearley, S.L. (2015, July). *Online Guide to Educational Systems Around the World: Equatorial Guinea*.
- Cearley, S.L. (2009, August). *Online Guide to Educational Systems Around the World: Hungary*.

## WORKSHOPS TAUGHT

- *Core Education Workshop: International Credential Evaluation-Post-Secondary Level Credentials*  
Lead Trainer  
NAFSA Online Workshop, 2023
- *Core Education Workshop: International Credential Evaluation-Secondary Level Credentials*  
Lead Trainer  
NAFSA Online Workshop, 2022
- *Core Education Workshop: International Credential Evaluation-Secondary Level Credentials*  
Co-Lead Trainer  
NAFSA Online Workshop, 2021
- *Core Education Workshop: International Credential Evaluation-Secondary Level Credentials*  
Trainer  
NAFSA Online Workshop, 2020
- *Core Education Workshop: Recruiting International Students*  
Lead Trainer  
NAFSA Region III Conference, Dallas, TX, 2019
- *Core Education Workshop: Admissions and Placement of International Students*  
Lead Trainer  
NAFSA Region III Conference, Dallas, TX, 2019
- *Core Education Workshop: Recruiting International Students*  
Lead Trainer  
NAFSA Region III Conference, Little Rock, AR, 2018
- *Core Education Workshop: Admissions and Placement of International Students*  
Lead Trainer  
NAFSA Region III Conference, Little Rock, AR, 2018
- *Core Education Workshop: Recruiting International Students*  
Lead Trainer  
NAFSA Annual Conference, Philadelphia, PA, 2018
- *Core Education Workshop: Admissions and Placement of International Students*  
Trainer  
NAFSA Region III Conference, San Antonio, Texas, 2017
- *Core Education Workshop: Recruiting International Students*  
Lead Trainer  
NAFSA Region III Conference, San Antonio, Texas, 2017
- *Core Education Workshop: Recruiting International Students*  
Lead Trainer  
NAFSA Region VIII On-Demand Workshop, Washington, DC, 2017
- *Core Education Workshop: Intercultural Communication in Practice*  
Lead Trainer  
NAFSA Regions III and VII Bi-Regional Conference, New Orleans, Louisiana, 2016
- *Core Education Workshop: Intercultural Communication in Practice*  
Trainer  
Central New Mexico Community College, Albuquerque, New Mexico, 2016
- *Foundations of International Education: Basics of Effective U.S. International Admissions*  
Lead Trainer  
NAFSA Annual Conference, Denver, Colorado, 2016



### WORKSHOPS TAUGHT (Continued)

- *Foundations of International Education: Foreign Educational Credentials Analysis*  
Lead Trainer  
NAFSA Region III Conference, Fort Worth, Texas, 2014
- *Foundations of International Education: Foreign Educational Credentials Analysis*  
Trainer  
NAFSA Annual Conference, San Diego, California, 2014
- *Foundations of International Education: Building an Effective U.S. International Admissions Office*  
Trainer  
NAFSA Region VII Conference, Raleigh, North Carolina, 2013
- *Foundations of International Education: Foreign Educational Credentials Analysis*  
Lead Trainer  
NAFSA Annual Conference, St. Louis, Missouri, 2013
- *Foundations of International Education: Foreign Educational Credentials Analysis*  
Lead Trainer  
NAFSA Regions III and VII Bi-Regional Conference, San Juan, Puerto Rico, 2012
- *Foundations of International Education: Foreign Educational Credentials Analysis*  
Lead Trainer  
NAFSA Regions III and VII Bi-Regional Conference, San Juan, Puerto Rico, 2012
- *Foundations of International Education: Foreign Educational Credentials Analysis*  
Trainer  
NAFSA Annual Conference, Houston, Texas, 2012
- *Foundations of International Education: Building an Effective U.S. International Admissions Office*  
Lead Trainer  
NAFSA Annual Conference, Vancouver, British Columbia, Canada, 2010
- *Foundations of International Education: Foreign Educational Credentials Analysis*  
Lead Trainer  
NAFSA Region III Conference, New Orleans, Louisiana, 2010
- *Foundations of International Education: Building an Effective U.S. International Admissions Office*  
Trainer  
NAFSA Annual Conference, Kansas City, Missouri, 2009
- *Foundations of International Education: Foreign Educational Credentials Analysis*  
Lead Trainer  
NAFSA Region III Conference, Dallas, Texas, 2009
- *Foundations of International Education: Building an Effective U.S. International Admissions Office*  
Trainer  
NAFSA Summer Institute, Atlanta, Georgia, 2009
- *Foundations of International Education: Building an Effective U.S. International Admissions Office*  
Lead Trainer  
NAFSA Annual Conference, Los Angeles, California, 2009
- *Professional Practice Workshop: Foundations of Intercultural Communication*  
Lead Trainer  
NAFSA Region III Conference, Mérida, Yucatan, Mexico, 2008

### PROFESSIONAL PRESENTATIONS

- *Overview of Higher Education in the Holy See*  
Presentation for AICE: The Association of International Credential Evaluators Monthly Credential Forum, Virtual, September 2022
- *Determining Policy for Electronic Credentials*  
Session at the NAFSA Texas State Meeting, Virtual, 2022
- *La educación en México: Una breve guía para evaluadores de credenciales (Education in Mexico: A Brief Guide for Credential Evaluators)*  
Session at the TACIEP Annual Conference, Virtual, 2021

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**PROFESSIONAL PRESENTATIONS (Continued)**

- *TAICEP Coffee Talk: The Credential Doctor Is In (The Americas)*  
Session at the TAICEP Annual Conference, Virtual, 2021
- *TAICEP Coffee Talk: The Credential Doctor Is In*  
Session at the TAICEP Annual Conference, Virtual, 2020
- *Tertiary-Level Institutional Recognition in India*  
Poster Session at the NAFSA Region III Virtual Conference, 2020
- *Using the Internet Archive-Wayback Machine Part 2*  
Session, TAICEP At Your Desk virtual training series, 2020
- *Using the Internet Archive-Wayback Machine Part 1*  
Session, TAICEP At Your Desk virtual training series, 2020
- *The Credential Doctor Is In*  
Session, TAICEP At Your Desk virtual training series, 2020
- *Resources at Your Desk*  
Session, TAICEP At Your Desk virtual training series, 2020
- *Credential Quandaries: What Do I Do With This?*  
Session at the TACRAO Annual Conference, Galveston, Texas, 2019
- *Credential Essentials: China, India, Vietnam, and the Americas*  
Session at the OACRAO Annual Conference, Edmond, Oklahoma, 2019
- *Official or Not Official? Determining the Right Records for Review*  
Session at the NAGAP Annual Conference, New Orleans, Louisiana, 2018
- *China's CDGDC and CHESICC Credential Verification Resources*  
Session at the AACRAO Annual Conference, Orlando, Florida, 2018
- *Online Verification Tools for Credential Evaluation and University Admissions*  
Session at the NAFSA Regions I, II, and IV Tri-Regional Conference, Denver, Colorado, 2017
- *Enhancing Your Presentation Skills: Connection, Not Perfection*  
Session at the NAFSA Region III Conference, San Antonio, Texas, 2017
- *Maximize International Education Recruitment by Leveraging U.S. Department of Commerce and Department of State Resources*  
Session at the NAFSA Region III Conference, San Antonio, Texas, 2017
- *Relationship Matters: Managing Relationships with Coworkers and Students*  
Session at the NAFSA Region III Conference, San Antonio, Texas, 2017
- *The Four Basic Food Groups: Systems of Education*  
Session at the NAFSA Region III Conference, San Antonio, Texas, 2017
- *10 Ways to Engage Students Throughout the Enrollment Cycle*  
Session at the NAFSA Region III Conference, San Antonio, Texas, 2017
- *Trainer Corps Colloquium: Enhancing Your Presentation Skills – Connection, Not Perfection*  
Session at the NAFSA Annual Conference, Los Angeles, California, 2017
- *Best Practices in International Enrollment Management Poster Fair*  
Poster Fair co-chair, NAFSA Annual Conference, Los Angeles, California, 2017
- *Understanding American Culture and Customs*  
Session, Texas Tech University New International Student Orientation, 2017
- *Rising to the Challenge: How to Successfully Manage Higher Education Staff & Operations*  
Session at the NAGAP Annual Conference, Salt Lake City, Utah, 2017"Recruiting International Master's-Level Students: Research and Good Practices  
Session at the NAGAP Annual Conference, Salt Lake City, Utah, 2017
- *International Students: Recruiting, Orienting, and Mentoring*  
Session at the Big XII Graduate Deans' Meeting, Austin, Texas, 2017
- *Determining Recognition Status*  
Session at the NAFSA Texas State Meeting, Fort Worth, Texas, 2017
- *Relationship Matters: Managing Relationships with Coworkers and Students*  
Session at the NAFSA Texas State Meeting, Fort Worth, Texas, 2017
- *Writing a Statement of Purpose*  
Session for CollegeWeekLive virtual recruiting fair, 2017
- *Holistic SIEM: Aligning Recruitment Strategies with International Student Goals and Expectations*  
Session at the NAFSA Regions III and VII Bi-Regional Conference, New Orleans, Louisiana, 2016
- *Verification Tools for Credential Evaluation and How to Use Them in the Admissions Process*  
Session at the NAFSA Regions III and VII Bi-Regional Conference, New Orleans, Louisiana, 2016

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**PROFESSIONAL PRESENTATIONS (Continued)**

- *Best Practices in International Enrollment Management Poster Fair*  
Poster Fair co-chair, NAFSA Annual Conference, Denver, Colorado, 2016
  - *International Naming Conventions*  
Session at the NAFSA Texas State Meeting, Lubbock, Texas, 2016
  - *Best Practices in International Enrollment Management Poster Fair*  
Poster Fair co-chair, NAFSA Annual Conference, Boston, Massachusetts, 2015
  - *International Enrollment, Admissions and Services*  
Session at the Council of Southern Graduate Schools Conference, New Orleans, Louisiana, 2015
  - *How to Read an Academic Credential*  
Session at the NAFSA Region III Conference, Fort Worth, Texas, 2014
  - *Live Where Your Audiences Live*  
Session at the NAFSA Region III Conference, Fort Worth, Texas, 2014
  - *Introduction to Foreign Credential Evaluation*  
Session at the NAFSA Region III Conference, Rogers, Arkansas, 2013
  - *Professional Development Opportunities Within NAFSA*  
Session at the NAFSA Region III Conference, Rogers, Arkansas, 2013
  - *Secondary Educational Credentials in Germany*  
Poster Session at the NAFSA Region III Conference, Rogers, Arkansas, 2013
  - *Who Wants to Be a Credentials Evaluator?*  
Session at the NAFSA Annual Conference, Vancouver, British Columbia, Canada, 2011
  - *Expand Your Career Potential with NAFSA's Professional Development Opportunities*  
Session at the NAFSA Annual Conference, Vancouver, British Columbia, Canada, 2011
  - *Admission Impossible?*  
Session at the TACRAO Conference, Galveston, Texas, 2010
  - *Hot Topics in NAFSA*  
Session at the TACRAO Conference, Galveston, Texas, 2010
  - *Updates to Education in Eastern Europe*  
Session at the NAFSA Region III Conference, New Orleans, Louisiana, 2010
  - *Leadership Development Opportunities in NAFSA*  
Session at the NAFSA Region III Conference, New Orleans, Louisiana, 2010
  - *Researching International Institution Recognition*  
Session at the NAFSA Texas State Meeting, Plano, Texas, 2010
  - *Assessing Cut, Color, and Clarity: Credentials Q&A*  
Session at the NAFSA Region III Conference, Dallas, Texas, 2009
  - *Sparkling Gems: Using Professional Development to Polish Your Career*  
Session at the NAFSA Region III Conference, Dallas, Texas, 2009
  - *Region III Highlight-NAFSA Squares: The International Admissions Game*  
Session at the NAFSA Annual Conference, Los Angeles, California, 2009
  - *NAFSA Squares: The Game of International Admissions*  
Session at the NAFSA Regional Conference, Mérida, Yucatan, Mexico, 2008
  - *Collaboration the NAFSA Way*  
Session at the NAFSA Regional Conference, Austin, Texas, 2007
  - *International Secondary (High School) Credentials*  
Session at the NAFSA Regional Conference, Austin, Texas, 2007
  - *Graduate Admissions Workshop*  
Training seminar for Texas Tech University's graduate advising faculty and staff, Lubbock, Texas, 2007
  - *Intercultural Communication*  
Session at the Association of Metroplex International Educators Meeting, 2007
  - *Duck, Duck, Deduce! Learn How to Research International Credentials*  
Session at the NAFSA Regional Conference, Little Rock, Arkansas, 2006
  - *Internationally Yours*  
Training seminar for Texas Tech University's graduate advising faculty and staff, Lubbock, Texas, 2005
  - *Admission: Impossible*  
Session at the NAFSA Regions II and III Bi-regional Conference, Colorado Springs, Colorado, 2005
  - *Crown in Crisis: The Abdication of King Edward VIII*  
Presentation at the Southern States Communication Association Convention, Tampa, Florida, 2004
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### PROFESSIONAL PRESENTATIONS (Continued)

- *Separate But Not Equal: Texan Responses to Brown v. Board of Education*  
Presentation at the West Texas Phi Alpha Theta Conference, Lubbock, Texas, 2004

### COMMUNITY VOLUNTEERING

- University Interscholastic League Academic Spring Meet, Region I, Conference A
  - 2019 – Timekeeper, Persuasive Speaking
  - 2015 and 2016 – Contest Director, Ready Writing
  - 2010-2014 – Assistant Contest Director, Ready Writing
  - 1994-2015, 2019 – Judge (Persuasive Speaking, Informative Speaking, Lincoln-Douglas Debate, Poetry Interpretation, Prose Interpretation)
- Lincoln-Douglas and Cross-Examination Debate Coach – Lockney High School (1994-95 academic year)
- Lincoln-Douglas Debate Judge – various academic meets (1994-2012)

### AWARDS

- Nomination: Sepmeyer Award 2023 (for the presentation “*Overview of Higher Education in the Holy See*”) International Educational Research Foundation
- Registrar Operations Employee of the Quarter (Quarter III)  
Adtalem Global Education, 2023
- Nomination: Sepmeyer Award 2022 (for the presentation “*La educación en México: Una breve guía para evaluadores de credenciales* (Education in Mexico: A Brief Guide for Credential Evaluators)”) International Educational Research Foundation
- TAICEP Hall of Acclaim Inductee, 2021
- Nomination: Sepmeyer Award 2021 (for the presentation “TAICEP At Your Desk: Resources at Your Desk”) International Educational Research Foundation
- Nomination: Employee Excellence Award (Classified Division)  
South Plains College, 2019
- Nomination: Outstanding Service to International Education  
NAFSA Annual Conference, 2018
- Plaque for Outstanding Service to International Education  
NAFSA Region III, 2014
- Outstanding Service in Advising  
Texas Tech University Department of Communication Studies, 2006

### PROFESSIONAL CERTIFICATIONS

*TAICEP: The Association of International Credential Evaluation Professionals*

- Bologna Process Certificate (2019)

*NAFSA: Association of International Education*

#### Professional Practice Workshop Certificates of Completion

- Introduction to International Armchair Recruiting (2013)
- Training the Trainer (2008)
- Graduate Admissions (2007)
- Fundamentals of Intercultural Communication (2007)
- F-1 Regulations for Beginners (2004)

#### Core Education Program Certificate of Completion

- Foundations of International Education: Foreign Educational Credentials Analysis (2005)

#### Current Topics Workshop Certificate of Completion

- How to Manage Restructuring and Change in the International Education Office (2015)

#### Management Development Program (2013)

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**LANGUAGES**

- English – native language
- French – read/comprehend with basic proficiency
- Credentialing Languages – Spanish, Portuguese, Italian, German (fluent); Russian and Cyrillic alphabets (intermediate)

**MEMBERSHIPS**

- TAICEP: The Association of International Credential Evaluation Professionals (charter member)
- NAFSA: Association of International Educators
- Texas International Education Specialists
- Association of Metroplex International Educators

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