

Company Contact Information



Website Link



Mail applications to: 7101 SW 102 Avenue Miami, FL 33173

OR EMAIL TO: payment@jsilny.org

Josef Silny & Associates, Inc. International Education Consultants

Tel.: (305) 273-1616 Fax. (305) 273-1338/Translation Fax: (305) 273-1984 E-Mail: info@jsilny.org Web Site: www.jsilny.org

Application for Evaluation of Foreign Educational Credentials for Boards of Nursing

Information on Josef Silny and Associates, Inc., International Education Consultants (JS&A)

JS&A is an organization of highly qualified international education consultants. Mr. Silny is recognized nationally and internationally as an expert in the field of foreign credential evaluations and international admissions. He has been the Director of International Admissions at the University of Miami and the City University of New York. He has participated as a panelist or workshop director at national professional conferences annually since 1974. He has held numerous committee chairmanships and memberships in national professional organizations and corporations. Mr. Silny has published a book and numerous articles in the field of international education. All international education consultants associated with Mr. Silny are highly qualified in the field of foreign credential evaluations. JS&A is a member of the National Association of Credential Evaluation Services, Inc. (NACES)

APPLICATION PROCEDURES - Please be sure to read the complete information on our website at www.isilnv.org.

PLEASE BE AWARE THAT WE WILL NOT PROCESS YOUR REQUEST FOR ANY SERVICE UNLESS WE RECEIVE YOUR FILLED-OUT AND SIGNED APPLICATION AND CORRESPONDING FEES. JS&A WILL NOT BE RESPONSIBLE FOR DOCUMENTS SENT TO US.

In order to receive an evaluation, an applicant must provide the following:

- 1. A completed Application for Evaluation of Foreign Educational Credentials signed by the applicant
- 2. A <u>non-refundable</u> evaluation fee in U.S. dollars. Make the bank check or money order payable to Josef Silny & Associates, Inc. (We cannot accept postal money orders or payments through Western Union). If you are paying by a credit card you must fill out the Credit Card Information form. All evaluation fees, including fees for rush report, 24-hour report, grade point average equivalent, extra copies, and translation are <u>NON-REFUNDABLE</u>.
- 3. EDUCATIONAL DOCUMENTS:
 - a) Official diplomas and certificates in the original language
 - b) Official transcripts in the original language (names of courses, grades, and hours of instruction) for every year of study
 - c) A Syllabus of university studies (description of each course or subject studied) is required
- 4. TRANSLATIONS: Documents in a language other than English must be accompanied by professional, certified English translations. Translations supplement, but do not replace the original documents. JS&A offers professional certified translations. JS&A is a Corporate Member of the American Translators Association. For further information on the JS&A Translation Service, call 305-273-1616 or e-mail or fax your request for translation estimate along with all pertinent documents.

E-mail: translation@jsilny.org Translation fax: 305-273-1984

Processing Information: For nursing licensure: transcript, degree, course descriptions, and filled out charts must be sent by the issuing institution(s) directly to JS&A and will be verified. In addition, we need to receive directly from the issuing authority, applicant's nursing license, date issued, date of expiration and if the applicant's license was ever revoked or suspended. Academic credentials received directly from foreign institutions are considered confidential and cannot be given to applicants. The documents you submit with your application, with the exception of any originals, will become the property of Josef Silny & Associates, Inc. and they will not be returned. When it has been determined that documents submitted for evaluation or translation were forged or altered in any way, no evaluation report or translation will be prepared and the fees will not be refunded. All recipients indicated on the application form will be notified. It is the applicant's responsibility to submit the documents which need to be evaluated. If the application is not completed within three months, JS&A will close the file. A new evaluation fee will be required for updating the file. JS&A will keep applications with academic credentials for one year only. Please note that all fees are subject to change without notice. Refusal of service: JS&A reserves the right to refuse service to anyone. In preparing an evaluation report, every effort is made to consult appropriate resources, in order to provide the most accurate evaluation possible. JS&A will provide a list of the references used in making the specific evaluation upon written request. JS&A does not discriminate among applicants as to the age, sex, race, religion, national origin, disability, or marital status.

PROCESSING TIME

- 1. Standard Processing Time: Evaluations are normally prepared in ten working days from the receipt of all required fees, information and documentation. Evaluations which require extensive research and correspondence may take longer to prepare.
- **Rush Evaluation Reports**

a) 24-Hour Evaluation Report b) 2-Day Evaluation Report c) 5-Day Evaluation Report

Rush evaluation reports will be completed in a timely fashion, in accordance with the type of rush evaluation report requested, upon receipt of all required fees, information and documentation. If, for any reason, the evaluation report cannot be completed within the specified time after receipt of all required fees, information and documentation, the rush fee will be refunded and the evaluation will be completed as quickly as possible. The rush fee will be adjusted to reflect the actual processing time and a refund of the difference will be issued. Rush evaluation reports must be paid for by bank check, money order or credit card.

COST OF EVALUATIONS

- Nursing Course-by-Course U.S. \$340 (Licensure only). The cost for each additional state board is \$340
- 24-Hour Evaluation U.S. \$150 in addition to the basic fee
- 2-Day Evaluation U.S. \$100 in addition to the basic fee
- 5-Day Evaluation Report U.S. \$50 in addition to the basic fee
- Re-evaluation Re-evaluations based on documents not submitted with the original request are considered new evaluations and a second payment of the basic fee \$340 is required.
- Extra evaluation reports Additional original evaluation reports requested at the time of evaluation cost \$20 each. Each evaluation report requested after the evaluation has been completed costs \$30 (evaluations may be available only within 3 years of the original date of issuance). Please add \$5 to the cost of each report that you wish to be mailed to you in a specially sealed JS&A envelope.
- Return of original documents by secure means:

Within the continental United States: - By Priority Mail: U.S. \$20 per address

- By courier: U.S. \$45 per address

- By international courier: U.S. \$85 per address

JS&A does not accept courier airbills filled out by applicants.

Outside of the United States

If the fee paid by the applicant does not cover the cost of the courier, we may use USPS Priority Mail Express instead.

Those in extended delivery areas will be billed for the balance of the fee.

JS&A accepts no liability for loss or damage of academic credentials during mailing.

The applicants are responsible for any verification fees charged by their universities.

INFORMATION ABOUT EVALUATIONS

Sending your evaluation - Your evaluation will be sent electronically to the State Board of Nursing you specified in this application. If you would like to send your evaluation to yourself or anyone else, select an extra evaluation report service and list the name and address in this application. Method of Operation - To keep the cost of evaluations as low as possible, the evaluation service is conducted by mail. If there are questions concerning an application, Josef Silny & Associates, Inc. will e-mail, write, or telephone the applicant. If the applicant requests a personal interview, the charge will be U.S. \$60 per half hour. Interviews are by appointment only.

Reassessment of Education Systems - Evaluations are based upon the best information and resources currently available to foreign credential evaluators in the United States. Josef Silny & Associates, Inc. reserves the right to reassess educational systems as new and additional information becomes available.

Satisfaction with Evaluations - JS&A generally follows the Placement Recommendations of The National Council on the Evaluation of Foreign Educational Credentials. JS&A guarantees that all evaluations are prepared by highly qualified evaluators, but it cannot guarantee that the applicant will agree with the evaluation. Any questions or concerns about evaluations must be submitted in writing.

PERSONAL INFORMATION If you have a U.S. Social Security Number, please list it: Gender: Male Female Full name: Given name Middle name/Maiden name Street Address: Apartment # (if applicable) Country (if not U.S.) City State Zip code Country of birth: _____ Country of citizenship: Date of birth: ___ Month / Day / Year E-mail: Telephone: _ Area code and number Area code and number Type of Professional Service Requested: **Basic Fees Additional Services** ☐ Extra Evaluation Report (U.S. \$20 per report) How many? ☐ Licensing: Nursing (U.S. \$340 basic fee) **Rush Fees** ☐ Extra Report in Sealed Envelope (U.S. \$25 per report) How many? ☐ Secure Return of Originals U.S. \$ ☐ 24-Hour Evaluation (U.S. \$150 + basic fee) ☐ Translation (quote provided upon request) U.S. \$ ___ ☐ 2-Day Evaluation (U.S. \$100 + basic fee) ☐ 5-Day Evaluation (U.S. \$50 + basic fee) ☐ Other U.S. \$ _____ Please indicate for which State Board of Nursing this evaluation has been requested for: From whom did you learn of Josef Silny & Associates, Inc.: No:____ Yes:____ Have you used JS&A services previously? Translation: Date: _____ Evaluation: No: Yes: Your evaluation report will be sent electronically to the State Board of Nursing you specified. If you want your evaluation to be sent to an agency, employer, or yourself (at U.S. \$20 per report), please list their names and addresses below: ACADEMIC HISTORY Educational Institutions Attended (You must list all educational institutions you have attended. Begin with the first year of elementary school and include any school you are now attending.) Attendance Year of Name of Institution City, Country Diplomas or Certificates From - To Graduation 1. 2. 3. 4. 5. 6. I, the undersigned applicant, certify and represent that all information provided in this Application is complete, factually accurate, and honestly presented, and that I have read and understand the instructions and conditions (including that all fees are non-refundable). I agree to the terms stated herein, I understand that the evaluation is advisory and is not binding upon any agency or institution that uses it. Further, in consideration of the payment by the undersigned applicant, and the mutual undertakings by the parties as stated in this Application ("Agreement"), the undersigned applicant releases JS&A, its officers, directors, employees, and agents, from any liability or damages resulting from: (a) the use to which I or any agency or institution puts the evaluation, and (b) for the loss of any original documents. In addition, any litigation arising out of this Agreement will be under Florida law, and venue will be in Miami-Dade County, Florida. The prevailing party to any litigation arising out of this Agreement is entitled to reasonable attorney's fees and all costs accrued during the litigation.

Signature of the applicant:

ORGANIZATIONS WHICH ACCEPT EVALUATIONS DONE BY JS&A

JS&A is a Member of the National Association of Credential Evaluation Services, Inc. (NACES). Evaluations prepared by JS&A are accepted and recognized by the organizations listed below:

1. U.S. Federal Government

The United States Citizenship and Immigration Services

The United States Department of Agriculture

The United States Department of Defense

The United States Labor Department

The United States Office of Personnel Management

Federal Bureau of Prisons

Health Care Financing Administration

2. U.S. Armed Forces

Air Force

Army

Marines

3. Licensing Boards

Accounting: Arkansas, California, Colorado, Connecticut, District of Columbia, Florida, Indiana, Kentucky, Michigan, Nebraska, Nevada, New Mexico, Ohio, Pennsylvania, South Dakota, Tennessee, Utah, Vermont, Virginia, Wisconsin,

Wyoming

Architecture: Alaska, California

Barbers: Florida, Minnesota, South Dakota

Cosmetology: Georgia, North Carolina, Tennessee, Utah, Vermont

Engineering: Alaska, Florida, Louisiana, Maryland, New Jersey, Puerto Rico, Texas, Virginia

Law: California, Florida, Texas

Marriage and Family Therapy, Mental Health: Florida Massage Therapy: Florida, Michigan, Nevada, Utah, Virginia

Medical Laboratory: American Medical Technologists, American Society of Clinical Pathologists, Health Care Financing

Administration, California, Connecticut, Florida, Georgia, Nevada, North Dakota, Tennessee

Midwifery: Florida

Nursing: Alabama, Arizona, Arkansas, Colorado, Florida, Hawaii, Idaho, Kentucky, Louisiana, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Mexico, North Dakota, Oregon, Puerto Rico, South Carolina, Texas, Washington, Wyoming

Opticianry: Florida

Psychology: California, Delaware, District of Columbia, Florida, Maryland, Ohio, Oregon, Virginia

Respiratory Care: National Board for Respiratory Care, California, Florida

Social Work: Florida

Speech-Language Pathology and Audiology: American Speech-Language-Hearing Association, Florida, Georgia

Texas Medical and Dental Schools Application Service

4. State Departments of Education

Alabama, Alaska, Arizona, Arkansas, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington,

West Virginia, Wisconsin, Wyoming

5. Other Governmental and Private Agencies

American Association for Clinical Chemistry

Association of Colleges of Osteopathic Medicine

American Association of Colleges of Podiatric Medicine

Association of American Veterinary Medical Colleges

Broward County Sheriff's Office

CASPA - Central Application Service for Physician Assistants

Florida Department of Health and Rehabilitative Services

National Career Development Association

NCAA

Office of Personnel of: City of Miami, Ft. Lauderdale, Miami Beach, New York City, State of New York

6. Hundreds of Colleges and Universities

Many other organizations which do not appear on this list may also accept evaluations done by JS&A. Applicants are advised to check with the agency, institution, or organization to which they intend to submit the evaluation to make certain that the evaluation will be recognized.





For all state boards of nursing except for Alabama and Louisiana Boards of Nursing Attachment of Nursing Theory and Clinical Clock Hours and Required Coursework (TO BE COMPLETED BY CLIENT'S INSTITUTION ONLY)

Client's Name:					
Institution:			_		
Address:					
Date of Graduation:					
Language of Instruction:					
Language of Textbooks:					
Language for Clinical Experience	:				
Applicant's License/Permit Numb	oer:				
- Date Issued and Date of Expirati	ion:				
Was the nursing license ever revo	ked or suspended	d?No Y	es (on what date?) _		
(Please n	ote if this inforn	nation is not ava	ilable or does not exist)		
Nursing Education Categories	Theory Clock Hours	Clinical Clock Hours	List course in which the integrated:	se topics are	
Medical:					
<u>Surgical:</u>					
Obstetric:					
Pediatric:					
Psychiatric / Mental Health:					
Geriatric:					
Total number of Theory Clock hours completed: hrs. Total number of Clinical Clock hours completed: hrs.					

<u>PLEASE INCLUDE COURSE DESCRIPTIONS, INCLUDING HOURS OF INSTRUCTION</u>
(THEORY AND CLINICAL) OF ALL SUBJECTS LISTED IN THIS CHART.



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lease provide us with your name, title	e, signature and institutional seal for our records.
Name	Title
Stamp:	
	Date:

The institution MUST send the completed charts along with the official student's graduation diploma(s), transcripts and course descriptions DIRECTLY to:





Client's Name:
Institution:

For ALABAMA BOARD OF NURSING Attachment of Nursing Theory and Clinical Clock Hours and Required Coursework (TO BE COMPLETED BY CLIENT'S INSTITUTION ONLY)

Address:				
Date of Graduation:				
Language of Instruction: _				
Language of Textbooks: _				
Language for Clinical Exp	erience:			
Applicant's License/Permi	it Number:			
- Date Issued and Date of I	Expiration:			
Was the nursing license ev	er revoked or su	spended?	No Yes (on what date?)	
<u>(P</u>	Please note if this	s information is	not available or does not exist)	
Nursing Education	Theory Clock	Clinical Clock	List course in which these top	ics are
Categories	<u>Hours</u>	<u>Hours</u>	integrated:	
Adult Medical:				
Adult Surgical:				
Adult Surgical.				
Maternal/Infant				
Nursing Care of				
<u>Children:</u>				
TD 11.4.1.13# 4.3				
Psychiatric / Mental				
<u>Health:</u>				

PLEASE INCLUDE COURSE DESCRIPTIONS, INCLUDING HOURS OF INSTRUCTION (THEORY AND CLINICAL) OF ALL SUBJECTS LISTED IN THIS CHART.

Official original high school credential must also be submitted. If the high school credentials were not issued in English a certified English translation must also be submitted.

If nursing courses and textbooks were not taught in English, provide proof of passage of an English Proficiency Exam. The Board accepts the following:

- o IELTS Academic computer- or paper-based
- o TOEFL iBT produced by Educational Testing Service (ETS)
- o PTE Academic
- o MELAB produced by Cambridge Michigan Language Assessments (CaMLA)





Please provide us with your name, title, signatu	re and institutional seal for our records.
Name Stamp:	Title
Stamp.	Date:

The institution MUST send the completed charts along with the official student's graduation diploma(s), transcripts and course descriptions **DIRECTLY to:**



Page 1

For Louisiana State Board of Nursing Attachment of Nursing Theory and Clinical Clock Hours and Required Coursework (TO BE COMPLETED BY CLIENT'S INSTITUTION ONLY)

Client's Name:					
Institution:					
Address:					
Date of Graduation:					
Language of Instruction:					
Language of Textbooks:					
Applicant's License/Permit Nu	ımber:				
- Date Issued and Date of Expi	ration:				
Was the nursing license ever re	evoked or suspe	ended?N	To Yes (on what date?)		
Is there any record of disciplin	ary action?	No Yes	(on what date?)		
(Please	note if this inf	ormation is not	available or does not exist)		
Numerica Education Catagories	Theory Cleak	Clinical Clash	Tiet comme in which these	tonias ana	
Nursing Education Categories	Hours	Hours	<u>List course in which these</u> integrated:	topics are	
	110013	110013	mtegrateu.		
Medical:					
<u>Surgical:</u>					
	_				
Obstetric:					
<u>Pediatric:</u>					
Psychiatric / Mental Health:					
2.) 3211002 20 7 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2					
Total number of Theory Clock hours completed: hrs.					
Total number of Clinical Clock hours completed: hrs.					
	~ ~	~ ~			

PLEASE INCLUDE COURSE DESCRIPTIONS, INCLUDING HOURS OF INSTRUCTION (THEORY AND CLINICAL) OF ALL SUBJECTS LISTED IN THIS CHART.



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CLINICAL TRAINING EXPERIENCE:		LETED	List courses in which these topics
		NO	are integrated:
Clinical Training - Acute Care: {Care of critically ill patients: intensive care units (ICUs): pediatric ICUs, neonatal ICUs, cardiac care units, cardiac catheter labs, telemetry units, progressive care units, emergency departments, and recovery rooms, home healthcare, managed care organizations, outpatient surgery centers, clinics, and flight units} *			
Clinical Training – Long-term Care: (Patient assessment; care planning; managing clinical emergencies; safe medication administration; ethical issues; residents' rights; infection control; integrative care) *			
Clinical Training – Community Health Settings: (Identification of common health problems in the community while treating patients and creation of intervention plans to correct or prevent the health and safety issues) *			
Please provide us with your name, title, signatur Name	e and ins	titutiona	l seal for our records. Title
Stamp:			
		Dat	e:

The institution MUST send the completed charts along with the official student's graduation diploma(s), transcripts and course descriptions DIRECTLY to:



EXCLUSIVELY FOR THE FLORIDA BOARD OF NURSING

<u>UNIT OF STUDY</u> :		LETED	List courses in which these topics	
		NO	are integrated:	
THEORETICAL AND CLINICAL INSTRUCTION				
Personal, Family and Community Health Concepts:				
(Parent-Child Courses, Pediatrics Courses, Community Health, Public Health, Home Health, Health Promotion) *				
Nutrition:				
Human Growth and Development Throughout the Life				
Span:				
(Child Psychology, Psychology of Human Development, Developmental				
Psychology) *				
Body Structure and Function:				
(Anatomy, Physiology, Physiopathology) *				
Interpersonal Relationship Skills:				
(Introduction to Health Communication, Interpersonal Communication,				
Psychiatric Mental Health, Health History Assessment) *				
Mental Health Concepts:				
(Psychiatric Nursing, Mental Health Nursing, Psychology and Mental				
Health)*				
Pharmacology and Administration of Medications				
Legal Aspects of Practice:				
(Professional Issues Courses, Legal Issues and Trends, Legal Issues and				
Ethics, Practice and Ethics, Leadership)*				
Interpersonal Relationships and Leadership Skills:				
(Leadership and Management) *				
This category is required ONLY for professional or registered nurses.				
This content is not required for practical nurses.				



LINIT OF CULIDA.		LETED	List courses in which these topics
<u>UNIT OF STUDY</u> :	YES	NO	are integrated:
Professional Role and Function: (Professional Issues in Nursing, Issues and Trends in Nursing)*			
This category is required ONLY for <u>professional or registered nurses</u> . This content is not required for practical nurses.			
Health Teaching and Counseling Skills: (Nursing Assessment, Nursing Process and/or Health Promotion) *			
This category is required ONLY for <u>professional or registered nurses.</u> This content is not required for practical nurses.			
CLINICAL TRAINING EXPERIENCE			
Clinical Training - Acute Care: {Care of critically ill patients: intensive care units (ICUs): pediatric ICUs, neonatal ICUs, cardiac care units, cardiac catheter labs, telemetry units, progressive care units, emergency departments, and recovery rooms, home healthcare, managed care organizations, outpatient surgery centers, clinics, and flight units} *			
Clinical Training – Long-term Care: (Patient assessment; care planning; managing clinical emergencies; safe medication administration; ethical issues; residents' rights; infection control; integrative care) *			
Clinical Training – Community Health Settings: (Identification of common health problems in the community while treating patients and creation of intervention plans to correct or prevent the health and safety issues) *			
Denotes course names which may pertain to the respective unit on the hich may apply.	of study. I	However,	this is not an all-inclusive list of courses
Please provide us with your name, title, signate	ture and	<u>instituti</u>	onal seal for our records.
Name			Title
Stamp:			
			Date:

The institution MUST send the completed charts along with the official student's graduation diploma(s), transcripts and course descriptions DIRECTLY to:



REQUEST FOR NURSING LICENSE

Foreign licensing board must complete all fields in this form. If this document is completed in a language other than English, it must be accompanied by a certified English translation.

This form must be submitted directly by mail to: Josef Silny and Associates, Inc.

International Education Consultants

7101 SW 102 Ave Miami, FL 33173

USA

or electronically to: nursing@jsilny.org

Applicant's name:					
last name	first name	middle name	maiden name		
Applicant's DOB (mm/d	d/yyyy):				
Name of licensing board		Title of Professional License (RN, LPN, etc.)			
Address of licensing boa	rd:	License registration num	ber:		
Website of licensing board:		E-mail address of licensing board:			
Method of licensing (national, provincial, state examination)					
License issue date (mm/dd/yyyy): License expiration date (mm/dd/yyyy):			mm/dd/yyyy):		
Status of license (circle Y	es or No)				
Current Yes/No	Restricted Yes/No	Suspended Yes/No	Revoked Yes/No		
If license was suspended or revoked, list the reason:					

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APPLICANT'S CONSENT FOR RELEASE OF NURSING LICENSE INFORMATION TO JOSEF SILNY & ASSOCIATES, INC., INTERNATIONAL EDUCATION CONSULTANTS

Ι,	, consent to the release of information and records			
applicant's full name				
regarding my licensing registration an	nd profession in	by the licensing board		
	cou	untry		
(authority)	to Josef Silny &	Associates, Inc., International		
name of board/authority	-			
Education Consultants.				
APPLICANT'S NAME:				
APPLICANT 5 NAME:				
APPLICANT'S SIGNATURE:				
ATTECANT S SIGNATURE.				
DATE:				

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CREDIT CARD INFORMATION

You must include the credit card holder's copies of the front and back of the credit card and U.S. Driver's License OR Foreign Passport.

Name of Cardholder: As it appears on the credit card			
71s it appears on the creat card	First	Middle	Last
E-mail address:	P	hone No.:	
		Area code and	number
Name of Applicant: If different from the cardholder			
	First	Middle	Last
Billing Address: Street address	_		Apartment number (if applicable)
City	State	Zip code	Country (if not U.S.)
I authorize Josef Silny & Asso	ciates, Inc. to charge my	(check one):	
□ VISA □ MASTER CARD	□ DISCOVER		
in the TOTAL amount of U.S. \$	<u>← (TOTAL a</u>	mount of your order mus	t be filled in to process your pay
CREDIT CARD NUMBER:			
3-digit security code on back of card:			
Expiration Date (month/year):			
Signature of Cardholder (Required):			Date:

This signature authorizes Josef Silny & Associates, Inc. (JS&A) to charge the amount for the requested services in U.S. dollars and the cardholder agrees to be bound by all Terms and Conditions (including that all fees are **non-refundable**) as stated in the JS&A application.