



**NATIONAL CERTIFICATION PROGRAM
 PROVIDER COURSE MATERIAL CHECK OFF SHEET**
 Please check off below as appropriate.

MATERIALS INCLUDED	YES	NO	N/A
1. Completed IADLEST Certification Application (do this online)			
2. Instructor(s) Bios/Resumes			
3. Course Schedule/Outline (include segment times)			
4. Pre-Test(s)			
5. Pre- Test(s) Answer Key			
6. Course Syllabus			
7. Course Manual			
8. Course Instructor Materials			
9. Course Student Materials			
10. PowerPoint Training Slides or other visuals			
11. Course Objectives – (If not listed in other materials)			
12. Training videos or other media utilized in course, with copyright permission notification.			
13. Post-Test(s)			
14. Post-Test(s) Answer Key			
15. Course Bibliography/Reference List (If not listed in other materials)			
16. Example of Student Roster			
17. Example of Course Certificate			
18. Example of Course Evaluation			
19. Storyboard Materials for On-line Course			
20. Course/Company References that will respond to training quality questions			
21. Other:			