



**NATIONAL CERTIFICATION PROGRAM  
 PROVIDER COURSE DOCUMENTS  
 CHECK OFF SHEET FOR IN-PERSON COURSES**  
 Please check off below as appropriate.

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