



**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. Instructor Guide/Lesson Plan/Manual that includes:</b>			
<b>3.a Overall course goal</b>			
<b>3.b Measurable Training Objectives written with an action, condition and standard</b>			
<b>3.c Course administration section that includes pass/fail criteria</b>			
<b>3.d Course bibliography/content references</b>			
<b>3.e Training videos or other media utilized, in course, with copyright permission notification</b>			
<b>3.f Course Schedule/Outline (include segment times)</b>			
<b>3.g Detailed lesson content with instructor notes throughout</b>			
<b>3.h Endnotes documenting course content</b>			
<b>4. Course Student Materials</b>			
<b>5. Pre-Test(s) with answer key</b>			
<b>6. Post-Test(s) Answer Key</b>			
<b>7. PowerPoint Training Slides or other visuals</b>			
<b>8. Example of Student Roster</b>			
<b>9. Example of Course Certificate – dates, place, hours, signature line, etc.</b>			
<b>10. Example of Course Evaluation that assess training experience.</b>			
<b>11. Any tools used to measure training transfer – Level 3 evaluation</b>			
<b>12. Course/Company References that will respond to training quality questions – Email addresses and phone numbers</b>			
<b>13. Other:</b>			