



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

MATERIALS INCLUDED	YES	NO	N/A
1. Completed IADLEST Certification Application (do this online)			
2. Course Syllabus that outlines course pass/fail criteria and other administrative issues.			
3. Course Student Materials			
4. Measurable Training Objectives written with an action, condition and standard			
5. Course pre-test questions/answers, include these in Syllabus or Storyboard			
6. Course post-test questions/answers, include these in Syllabus or Storyboard			
7. Course Bibliography/References - List in a separate document (If not listed in the Syllabus, Student Materials or Storyboard)			
8. Example of Course Evaluation			
9. Storyboard Materials for On-line Course, include pictures of slides, details of participant interaction. Cite bibliography source for content on each page.			
10. Course/Company References that will respond to training quality questions – Email addresses and phone numbers			
11. Other:			