

Iaedp Core Course Checklist

- Register and pay for class at www.iaedp.com
- Download the course syllabus
- You will receive instructions, a user id, and password via email from iaedp for the online testing center. Keep this email for your records. Follow the instructions for the online testing center in the email and complete all the documents for the texts and the audio files by cutting and pasting your assignments into the appropriate test documents. These tests will not be graded but audited by the Certification Committee. You will not receive a score on these documents.
- Read all required texts and complete syllabus assignments in electronic format on your computer. Do not email these to iaedp. Save them in a document to cut and paste into the appropriate text boxes on iaedp online testing center.
- Listen to the audio files and complete syllabus assignments in electronic format on your computer. Do not email these to iaedp. Save them in a document to cut and paste into the appropriate text boxes on iaedp online testing center.
- When you are ready, complete the final exam for the course. You will be able to take this test a total of 2 times. A passing score is 70% or better. You will receive notification by email after you complete the final exam if you passed or failed.
If you fail the test 2X, you will be required to re-register and retake the course.
- Complete the iaedp™ Certification Core Course Completion Notification Form available on the Quick Links page at www.iaedp.com and submit it by using the "submit button" in the document.
- After the iaedp Institute Manager has reviewed your files to make sure that you have completed all assignments, you will receive instructions on how to download your completion certificate.

Lost completion certificates will not be replaced. It is your responsibility to safeguard your documents.