



## The Traditional Certification Process Simplified

It is iaedp's™ mission to promote excellence in competency assessment for professionals dedicated to the field of eating disorders through offering a rigorous set of criteria for the evaluation of education, training, knowledge and experience. iaedp's™ goal is to provide professional certification that is obtainable and affordable without compromising the high level of standards necessary.

iaedp™ has designed its certification program requirements to insure its certified professionals demonstrate expertise through a range of professional activities, achievements, supervision, and testing. Following is a step-by-step guide to simplify the Traditional Certification process, which is designed for licensed clinicians who have practiced less than five years in the field of eating disorders and want to pursue advanced specialization as an eating disorder specialist. *If you have practiced as a licensed clinician for five or more years, the committee recommends you review the Equivalency option to see if you qualify for this route created for the experienced professional.* All checklists and applications, for both Equivalency and Traditional routes, are available at [www.iaedp.com](http://www.iaedp.com) under Certification and Quick Links.

**Step 1** - Go to [www.iaedp.com](http://www.iaedp.com). Select Certification. Print out the Traditional checklist that applies to your discipline – CEDS, CEDRD, CEDCAT or CEDRN – and review the qualifications. Print the Traditional Certification Application and begin completing the application step-by-step.

**Step 2** - Check off the educational requirements that you have already met as part of your degree curriculum. If you have an active license to practice your discipline, no transcript is needed; therefore, make sure you include a copy of your license(s) when sending your application.

**Step 3** – Clock hours refers to continuing education from an eating disorder-related workshop, conference, on-line educational opportunity or at-home course in which you receive a certificate documenting total hours upon completion. You will need to provide a copy of your CE certificate of attendance for the clock hours requested under each subject matter for your discipline. (NOTE: Clock hours are NOT college coursework. All clock hours are indicative of post-degree continuing education hours.)

**Step 4** – Complete the iaedp™ Core Courses – Refer to “Core Course Information and Guidelines” ([www.iaedp.com](http://www.iaedp.com)) for more detail. NOTE: All applicants regardless of discipline must complete and pass all 4 core courses in order to meet the criteria for the Traditional certification route. Once you purchase and download an online core course, you have 90 days to complete the course and pass the course exam. A passing score on a core course is valid for two years upon receipt. Core courses are now offered as a pre-symposium workshop prior to the iaedp yearly Symposium. NOTE: Equivalency candidates are not required to take the core courses.

**Step 5** – Complete Case Study – Refer to “Case Study Guidelines” ([www.iaedp.com](http://www.iaedp.com)).

**Step 6** – Take/pass Certification Exam available on-line ([www.iaedp.com](http://www.iaedp.com) under Institute link) The Certification Committee recommends that you take the exam as soon as possible after completion of the Core Courses. Your passing exam score will be good for two years if you need more time to complete the application process. NOTE: Equivalency applicants do not take the exam.

**Step 7** – Read “Approved Supervisor Options and Guidelines” to select an iaedp approved supervisor. Your supervisor(s) can be either 1) an existing iaedp Approved Supervisor who can be found by searching the iaedp membership directory, or 2) an experienced clinician in the field of eating disorders with whom you currently work who provides supervision to you, meets the requirements for an Approved Supervisor and is willing to complete the one-time Approved Supervisor Application (with a \$75 one-time fee). It is imperative that the supervisor applicant’s resume demonstrate experience and expertise in the field of eating disorders. NOTE: Your supervisor does not have to be in the same geographical area as you, nor does your supervisor have to meet you in person since supervision can be done by telephone and/or email. The mode and frequency of supervision is up to you and your approved supervisor to determine based on your level of expertise. Once you have selected an approved supervisor, you can begin documenting your patient care hours related to eating disorders. Of the total 2500 supervised hours required, 500 can be from your internship. The remaining 2000 hours must be accrued post-licensure, with 75% or more supervised by an approved supervisor within your own discipline. Up to 25% can be from an approved supervisor from another discipline within the treatment team. Patient care hours can include individual, family and group therapy hours. iaedp offers an “Applicant Log of Patient Care Hours” to use for your personal documentation of your hours but does not need to be included in your final application packet. The “Approved Supervisor Documentation Form” is for your supervisor to use to document and sign, and this document must be included within your completed application packet. All supporting documents and forms can be found at [www.iaedp.com](http://www.iaedp.com) under Certification or Quick Links.

**Step 8** – Recommendation Letters – Ask three experienced eating disorder professionals (one of the three must be from your own discipline) who are familiar with your work in the field of eating disorders to write a letter of recommendation for you. Each recommender must include full name, credentials and place of employment. Letters can be mailed directly to you for inclusion in your final application packet.

**Step 9** – Statement of Intent: Why do you want this certification? Why is it important to you? How do you plan to utilize it?

**Step 10** – Sign the Ethics Statement found directly on the Traditional Certification Application. Include one (1) passport-sized photo, the \$150 fee, copies of applicable licenses and current iaedp™ membership with your completed application. NOTE: The membership application or renewal can be done simultaneously with the certification application. **Make a copy of your entire application for your records before mailing.**

**Step 11** – Mail typed and completed application by regular (NOT certified) mail to the following:  
International Association of Eating Disorders Professionals  
Attention: Certification Application  
PO Box 1295  
Pekin, IL 61555-1295

No certified mail will be accepted since this is a post office box and no signature can be required. If you choose to track the package, make sure you select the option that does NOT require a signature at delivery site.

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Your approved iaedp Certification is renewable every two (2) years and requires 20 CEUs as well as attendance at an iaedp Symposium every four (4) years. You are responsible to maintain your continuing education during the course of each two year renewable period and to renew your certification prior to its expiration. You will receive advanced notice of your forthcoming renewal date from the iaedp Membership Office and will be expected to comply with a timely application following the guidelines of the Certification Renewal Application.

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