

Instructions and Checklist for Core Courses

- Register and pay for each core course at www.iaedp.com under the Institute link
- Download the course syllabus, found under the Institute link
- Look for instructions, a user id, and password to be sent to you 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.
- Complete the final exam for the core course. You will be able to take this exam a total of 2 times. A passing score is 75% or better. You will receive notification by email after you complete the final exam if you passed or failed. If you fail the test twice, you will be required to re-register and retake the course.
- Complete the iaedp™ Certification Core Course Completion Notification Form available on the Institute or Quick Links page at www.iaedp.com and submit it by using the “submit button” in the document.
- Look for instructions on how to download your completion certificate after the iaedp Institute Manager has reviewed your files to make sure that you have completed all assignments. Lost completion certificates will not be replaced. It is your responsibility to safeguard your documents.