

# INTERNATIONAL ASSOCIATION OF EATING DISORDERS PROFESSIONALS



## Certification Checklist:

### NEW CERTIFICATION APPLICATION

- Hours can be accrued once the following qualifications are met:
  - 1) you meet the education requirement/licensure status for your discipline
  - 2) you have an agreement with your CEDS Supervisor (iaedp™ -Approved Supervisor) with a specific start date
- Accrue a minimum of 2500 hours of eating disorder experience under supervision of an iaedp™-Approved Supervisor (iaedp™ -Approved Supervisor completes supervision section of application)
  - Hours CANNOT accrue in less than 24 months/ 2 years (or in more than a 40hr/week)
  - RECOMMENDED: 1 hour of supervision per month
  - REQUIRED: Supervisees in part-time practice should not exceed 80 hours of eating disorder direct hours without a supervision hour
  - REQUIREMENTS FOR DIRECT AND INDIRECT SUPERVISED EXPERIENCE HOURS
    - Minimum of 2000 hours MUST be direct client/patient service
    - Minimum of 150 hours MUST be indirect client/patient service
    - Additional 350 hours can be direct or indirect
  - REQUIRED: Supervision within discipline (medical, nutrition, psychotherapy)
    - Minimum of 1875 practice hours MUST be supervised by an iaedp™-Approved Supervisor within your discipline
    - 625 additional hours can be from within or outside your discipline
  - REQUIRED: Minimum 24 iaedp™-Approved supervisor Contact Hours
    - Minimum of 12 hours MUST be individual/dyad
    - 12 additional hours can be individual or group
- Completes Questions within [iaedp's Application Portal](#) (statement of intent, treatment approach, disclosures, and ethics)
- Member of iaedp™ (paid and current in regards to your dues) within [iaedp's Member Portal](#)
- Completes 4 Core Course + Tests within [iaedp's LMS Portal](#)
  - Core Courses can count for CE requirement as well if they have been completed in the past 2 years of application submission
- Takes [Final Exam](#)
- Accrues 20 Eating Disorder and/or Eating Disorder treatment specific CEUs (with certificate – certificate must have your name, date of CE training, title of training, and # of hours received from training)
- Includes Curriculum Vitae (CV) with application
- Completes Case Study
- Gathers 3 Letters of Recommendation (hand signature required)
  - Cannot be your iaedp™-Approved Supervisor or personal therapist
  - Must be from a licensed or credentialed practitioner
  - At least one must be written by an experienced clinician within your discipline
  - At least one must be written by a clinician whose discipline is different from yours and is typically included in a treatment team
- Proof of license or registration card - must be active and current (need expiration date on the submitted document)
  - Must be fully and independently licensed when you submit your application
- Copy of final transcript or diploma of highest education (corresponding to what you practice/treat clients under)
- Application fee paid

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### CERTIFICATION RENEWAL APPLICATION

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- Completes Questions within [iaedp's Application Portal](#)
- Accrues 20 CE specific to eating disorder and/or treatment of eating disorders within the past 2 years
  - *Examples of the subject matter that is related to Eating Disorders include, but are not necessarily limited to: psychotherapy techniques that can be applied to those suffering from eating disorders; psychological disorders common in persons with eating disorders, such as child sexual abuse, depression, obsessive compulsive disorder, substance dependence, etc.; physical problems commonly seen in persons with eating disorders, including obesity, malnutrition, dental problems, medical problems present with persons with eating disorders, etc. and similar topics.*
  - *Doctoral or master level courses and publications do not count as CEs.*
- Attends iaedp™ symposium every 4 years (the amount of CEs you receive from the iaedp™ symposium can count toward the CE requirement as well)
- Proof of active and current membership within [iaedp's Member Portal](#) (paid and current in regards to your dues)
- Proof that license or registration card is active and current (needs expiration date on submitted document)
- Pays Application fee

A certification renewal late fee of \$125 will be incurred at 30 days past the expiration date.

If a member fails to renew within 90 days of expiration date, the certification credential becomes deactivated. The member will be required to petition for reinstatement by contacting Certification Services.