



## IADLEST NATIONAL CERTIFIED INSTRUCTOR (INCI) RENEWAL APPLICATION Instructions

The INCI Application Form is used to document the applicant applying for recertification of his/her IADLEST's National Certified Instructor Program (INCI). Applicants must satisfactorily complete each requirement of the application before INCI recertification shall be awarded. When all requirements have been completed, please submit the information to the Project Manager at: [kelly@iadlest.org](mailto:kelly@iadlest.org)

### **SECTION I: Applicant Information**

Type or print legibly, the applicant's last name, first name, middle initial, last four digits of Social Security number, date of birth, address and email. Enter the applicant's employer name and telephone number. If retired or no longer employed, list a contact individual from your last employing agency who can verify your employment status and/or instructor experience.

### **SECTION II: Applicant Training Hours, Instructor Bio and Professional Photo**

Attach documentation that demonstrates six (6) hours of instructor training or training in your areas of instruction expertise, instructor development or curriculum development with your application.

If applicable, you may submit an updated instructor biography and or photograph. These items will be displayed on the INCI website after recertification is granted.

INCI recertification is a two-year certification period.

### **Mailing Instructions**

Completed applications and other supporting documents should be e-mailed to: [kelly@iadlest.org](mailto:kelly@iadlest.org)

### **SECTION III: Applicant Biennial Renewal Fee**

You can mail your renewal fee to: IADLEST, 152 S. Kestrel Place, Suite 102, Eagle, Idaho 83616-5137; or send the fee electronically. You may pay your renewal fee of \$125 by credit card or PayPal here:

[Pay Your INCI Renewal Fee Here](#)

### **Questions**

If you have questions regarding this form or for more information about the INCI, contact Kelly Alzaharna at: [kelly@iadlest.org](mailto:kelly@iadlest.org)

When all documentation has been submitted and the fee has been paid, you'll receive an updated certificate and badge in the mail. Please allow 1-2 weeks for processing.

# IADLEST NATIONAL CERTIFIED INSTRUCTOR (INCI) RENEWAL APPLICATION

## SECTION I: Applicant for Instructor Certification Renewal

Last Name	First Name & MI	Last 4 SS#	Date of Birth
Applicant Address			
City/State/Zip			
Applicant E-Mail			Applicant Telephone
Employer (current or last)			Employer Telephone

## SECTION II: Applicant Training Hours, Instructor Bio and Professional Photo

Attach documentation that demonstrates (6) hours of instructor training or training in your areas of instruction expertise, instructor development or curriculum development with your application.

Applicants for instructor renewal are encouraged to review their photo and biography [Gallery of INCI Instructors](#) and their instructor expertise [Instructor Expertise](#) listed on the IADLEST INCI web pages. Send revised information with this application.

## SECTION III: Applicant Biennial Renewal Fee

Nationally Certified Instructor renewal fee is \$125.00.

### Payment

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