

IADLEST INTERNATIONAL CERTIFIED INSTRUCTOR RENEWAL APPLICATION Instructions

This form is used to document the criteria of each applicant for IADLEST's International Certified Instructor Program (IICI). Applicants must satisfactorily complete each section of this application and upload the required documents and reference contact information. When you have completed the application, and collected the assorted documents, please submit them to the Project Manager at: wflink@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, and date of birth. 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, Résumé, Instructor Bio and Professional Photo

Attach documentation that demonstrates 6 hours of instructor training or training in your areas of instruction expertise with your application. If applicable, please submit an updated current résumé indicating your instructional/curriculum design experience. These items will be displayed on the IICI website after certification is granted.

IADLEST International Certified Instructor Certification (IICI) is a two-year certification. If you acquire ten (10) instructor referrals that apply for certification with IADLEST before your next renewal, the recertification fee will be waived.

SECTION III: Recertification Fee

The recertification fee for renewing IICI certification follows one of two fee structures. If the applicant only holds IADLEST International Instructor Certification, the recertification fee is \$175.00. However, if the recertification applicant also currently holds IADLEST National Instructor Certification (INCI) the IADLEST International Instructor Certification (IICI) recertification is \$75.00.

You can mail your IICI renewal fee to: IADLEST, 152 S. Kestrel Place, Suite 102, Eagle, Idaho 83616-5137 or telephone (208) 288-5491 to pay your renewal fee of \$175, or, you may pay your renewal fee by credit card or PayPal online at: <https://www.iadleststore.org/product-page/international-instructor-certification-fee>.

For those paying their IICI recertification fee who also hold a current INCI certification, you may also pay your renewal fee of \$75 by credit card or PayPal online at: <https://www.iadleststore.org/product-page/international-instructor-certification-fee>.

Questions

If you have any questions regarding this form or for more information about the IICI, contact William Flink at: wflink@iadlest.org

SECTION I: Applicant 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 Résumé, Instructor Bio and Professional Photo

Attach documentation that demonstrates 6 hours of instructor training or training in your areas of instruction expertise with your application. Applicants for instructor renewal are encouraged to review their biography at <https://www.iadlest.org/training/instructor-certifications/international-certification/iici-instructors> and their instructor expertise <https://www.iadlest.org/training/national-certified-instructor/inci-expertise> listed on the IADLEST IICI web pages. If applicable, send revised information with this application.

SECTION III: Applicant Annual Renewal Fee International Certified Instructor renewal fee is \$175.00. However, if the applicant for renewal also holds IADLEST National Instructor Certification (INCI) at the time of renewal, the International Instructor Recertification fee is \$75.00.

Payment

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 by credit card or PayPal online here: <https://www.iadleststore.org/product-page/international-instructor-certification-fee>.

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Questions

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