

Basic Qualified Intellectual Disabilities Professional (QIDP) Training Program Letter of Application: Checklist C

Directions: Please submit this form along with the materials listed below when requesting approval of a **QIDP training** *program developed by your agency.* Submit this form and the supporting documentation to:

Department of Human Services Division of Developmental Disabilities QIDP Credential Review 319 East Madison, Suite 4J Springfield, IL 62701

- 1. Copies of QIDP Job and Education Requirements: Checklist A (IL462-0130) (One for each existing QIDP).
- 2. Submission statement.
- 3. Instructor's guide.
- 4. Handouts.
- 5. Overheads.
- 6. Other supplemental training materials.
- 7. A completed copy of the Basic QIDP Training Course Content Review Guide.
- 8. Sponsor's certificate of approval issued by State Board of Education or the Board of Higher Education (If Applicable).
- 9. Statement of program rationale.
- 10. Training Plan.
- 11. Resumes of instructors.
- 12. Instructor's Qualifications: Checklist D (IL462-0133) (One for each instructor).
- 13. Copies of on-the-job activities (Optional).
- 14. Copies of competency assessment tools.
- 15. Performance standard statement.
- 16. Copy of attendance policy.

Course Coordinator	Phone #:	
Agency	Fax #:	
Address	E-Mail:	
I certify that the submitted information is correct.	(Signature of Agency Director)	(Date)