

# To-Do List

## For Instructors Seeking Accreditation at the Certified Level\*

- You should already have completed and submitted all Registered Level requirements. You can learn the details of that application process [here](#).
- Begin fulfilling the requirements for Certified Level with the understanding that it might take two years and that your submissions are subject to approval.
- Generate a one- to two-page Course Overview **or multiple overviews** (see [sample](#)) for your class(es). Show dates, completion of IEW Units 1–9, stylistic techniques addressed, and other pertinent info.
- Collect six students' writing samples that obviously correspond to your Course Overview, **with stylistic techniques properly indicated** (students other than your own children):
  - from three different students, a high-, medium-, and low-level performing student from beginning-of-class
  - and three more samples from (ideally) the same students from end-of-class (six work samples in total that obviously correspond to your Course Overview, including at least one 5-paragraph Unit 8 essay or a Unit 9 critique of five paragraphs)
  - Show date and student's first name (students other than your own children).
- Teacher of only Level A (gr. 3–5): On your Course Overview(s), show dates, completion of IEW Units 1–6 and at least one 5-paragraph Unit 7 essay, stylistic techniques addressed, and other pertinent information.
- Teacher of only Level A (gr. 3–5): Collect students' writing samples that obviously correspond to your Course Overview(s), **with stylistic techniques indicated**
  - from three different students, a high-, medium-, and low-level performing student from beginning-of-class
  - and three more samples from end-of-class (six writing samples in total that correspond to your Course Overview(s), including at least one 5-paragraph Unit 7 essay)
  - Show date and student's first name (students other than your own children).
- Obtain two dated and signed letters of recommendation, one from a parent and one from a student.
- At [IEW.com/become-certified-instructor](#), complete the online form with the fee. Submit after compressing all assignments into one .ZIP file for upload. **–OR–**
- Files too big? If you have trouble creating a .ZIP file or completing the upload, send all documents to accreditation@IEW.com after submitting the online application with the fee at [IEW.com/become-certified-instructor](#). **–OR–**
- If submitting by snailmail, make duplicates of your documents.
  - Please do not send checks in the mail. Snailmail your documentation to  
**IEW Instructor Accreditation**  
**8799 N. 387 Rd.**  
**Locust Grove, OK 74352**

Within one month of receiving your online information and payment, and the required documentation, an IEW accreditor will notify you by email of your accreditation status.

\*Instructors at Registered Primary Level must [become accredited at Registered Level](#) before they may apply for accreditation at Certified Level.