



Accredited Program Graduate  
C-IAYT Application Instructions

1. Before you begin:
  - If you are unsure about which is your Certification Pathway refer to the **Eligibility Chart and Rules** on the website under Certification.
  - Go to the **Certification>Apply Now** tab and select your Pathway.
  - Review the Application Materials, including the sample of the online application.
  - Read the Code of Ethics, Grounds for Disciplinary Action, Scope of Practice, and the Policy on Use of C-IAYT Credential. You will be asked on the application to attest that you have read these. Other policies and procedures are also available there for your review.
  - Familiarize yourself with the sample application.
  - Gather your evidence of completion of an IAYT Accredited Program (REQUIRED)
  - Make sure that both your name and member number are included in the file name. Name your file like this:
    - a. LASTNAME\_MemberNumber\_File\_Identifier
      - i. Example: Smith\_12345678\_Accredited\_Program
2. When you are ready to apply, make sure you are logged into your IAYT account at [www.iayt.org](http://www.iayt.org)
  - a. Go to your member profile and retrieve your member number. You will need to enter it to register and on the application. (A link to your membership number will appear in both the registration and application if you need it.)
3. Return to Certification>Apply Now>Accredited Program Graduate. Scroll to the bottom of the page and click on the Apply button.
4. From here you will register to apply and pay the initial application fee of \$125. The balance of \$125 is due upon approval of your application.
5. When you complete the registration, you will be directed to the online application for Accredited Program Graduates. You will also receive a Thank You email confirming your registration. **SAVE THIS EMAIL.** It has the link to return to your application and the email address to which you will mail your file.
6. Your program completion evidence will be sent AFTER completing the online portion of the application. The email address to which you will send your file will be displayed at the beginning and end of the application. Make note of it so you can send your file once your online application is submitted.
7. Complete the application, answering all required fields. Use Save and Continue Later throughout so that your information is retained if you leave the application.
8. **Submit the Application.**
9. You will receive a screen with a submission number. You will not receive a confirmation email so please save this number/screen for any future correspondence
10. After you submit the application send your program completion evidence to the address provided in the application. PUT YOUR NAME AND MEMBER NUMBER IN THE SUBJECT LINE. This email address sends the file to IAYT's secure Dropbox account. The IAYT Certification team will be notified when they arrive.
11. Applications are reviewed in the order received. Please allow up to 90 days for notification.