ARELLO®

Distance Education Certification Program

If you are applying for your first course delivery method, you will need the following documents, which you will find in this PDF Portfolio:

1. Primary Provider Application for Initial Course Certification
2. Time Study Participant form for each participant
3. Instructor Qualifications form – to be filled out annually by instructor of record

If you do not have a provider profile within the ARELLO-IDECC Course Management System (CMS), please contact the Director of Distance Education by email at info@arello.org or by phone at 312-300-4800.

Once your forms are completed, please proceed with the following steps:

1. Sign into your Provider Profile here: https://cms.arello.org
2. Click the "New Submission" button at the top right to begin a new submission.
3. Read the attestation page and verify and click "I Agree" that you have read this page.
4. Select "New Submission", then indicate your provider type, certification type, submission contacts, and industry type(s).
5. Select delivery method. All courses in a submission must use the same delivery method.
6. Enter course information. If you need to add new CDEI™ instructor, you can do that here.
7. Review course information for submission.
8. Payment selection – check/Invoice or credit card.

After you have completed this submission process, you will be directed to the Course submission Page. At this time, you can upload all the necessary documents for the review and start any discussions through the discussion thread. If you have any questions, please use this discussion thread and a response will be given promptly. A Reviewer will be assigned to your course within 7 days of your submission date.

Thank you for your interest in ARELLO® Certification