



## 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® Course Management System (CMS), please contact the Director of Distance Education by email ([info@arello.org](mailto:info@arello.org) – subject line: New CMS Profile Request) or by phone – 312-300-4800.

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

1. Sign into your Provider Profile here: <https://www.arello.org/de/cms/login.cfm>
2. Select “New Submission” on the top right of the Pending Submissions table.
3. **Read** the attestation page and verify and click “I Agree” that you have read this page.
4. You have now landed on the Submission Wizard page – there are 5 steps to this process  
Step 1: Select certification program, primary contact person, and type of certification  
Step 2: Option for supplemental certification, industry type, provider type, and number of courses  
Step 3: Insert course information – option to add new CDEI™ instructor  
Step 4: Review course information for submission  
Step 5: 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