

1. Complete [application](#) and email to info@iowaaeyc.org.
2. If applying as a Specialty Instructor or Guest Speaker, you will only be notified if you are not approved.
 - a. Applications will be kept for up to one year.
3. If applying as a Level Instructor, please allow up to two weeks for review.
 - a. If approved, you will receive a letter of approval with trainer certificate.
 - b. Level certification is good for up to three years.
4. To continue as a certified Iowa AEYC Level Adult Instructor, you must complete a minimum of 90 minutes of Adult Educator Training from Iowa AEYC or another Iowa DHS approved training organization.
 - a. Such training must show under your [i-PoWeR](#) profile for Iowa AEYC to find.
5. Once approved as a Level Instructor, you must link the role of Adult Educator/Instructor with Iowa AEYC through your profile page in i-PoWeR.
 - a. As soon as new role has been accepted, you can start requesting trainings to be posted on the DHS training registry through Jamie Schmidt at jamies@iowaaeyc.org.
 - b. Jamie will provide you with all necessary forms and instructions for all training requests.