

## Re-certification participants information and application for graduates of ICW/TÜV wound seminars

Since 2008, the joint certification body of ICW and PersCert TÜV has limited the certificates to five years. This is to ensure that the knowledge is kept up to date and that the seminar completion is professionally qualified. The following information applies to the degrees: Woundexpert ICW®, Physician Woundexpert ICW®, Woundtherapist ICW® and Woundcare specialist ICW®.

### 1. What are the requirements for re-certification?

- **Since 2008**, all graduates have had to prove that they have at least eight advanced training points per year. The number of advanced training points awarded by ICW for a course is determined by the recognition and certification body when the course is examined and approved.
- Graduates with degrees **before 2008** have unlimited certificates. If you wish, you can still convert your certificate into a temporary and therefore current one by fulfilling the same requirements for re-certification as described below. In any case, we recommend that you take part in regular further training courses in order to keep your knowledge up to date.

### 2. When do the points have to be earned? When does the period start?

The five "years" count from the **date of validity** indicated on the certificate. The points must already be earned in the first 12 months.

#### Example:

If the last examination date is 18.09.20218, the certificate is limited until 17.09.2023. This means that 8 credits points must be earned between September of each year and September of the following year. A total of 5 x 8 points (= 40 points) must be proven by September 2023. A new certificate is also issued upon re-certification.



### 3. How can the advanced training points be earned?

You have the following options for earning the points:

#### 3.1. Attendance advanced trainings

Of the 40 training points awarded in 5 years, **at least 16 points must be proven by attendance** at specific and recognised events. Proof is provided by the certificate of attendance received.

The following further training courses are recognised for this purpose:

- Registered further training courses of recognised training providers of ICW/PersCert TÜV for the re-certification. One 45-minute lesson will be credited with one point. The course will be registered and listed in advance with the points awarded.

#### 3.2. E-learning

- As an alternative to attendance trainings, you **can earn a maximum of 16 points** within the five-year period through advanced trainings by e-learning. These include **web seminars and online courses**. These training courses will be assessed and registered by the certification body and awarded points. These are listed under "Wound seminars → Seminar dates → Re-certification" on the homepage.

#### 3.3. Work shadowing/clinical practice

- Work shadowing/clinical practice in an institution certified approved by the certification body can be credited with a maximum of **8 points** per five years (one 60-minutes unit = one point). This corresponds to one working day or two half working days. A further division of the practice hours is not permitted (see proof of work shadowing). On prior request to the certification body, the work shadowing/clinical practice can take place in an institution certified according to a comparable standard..

#### 3.4. Lecturing activity

- Specific lecturing activity can be credited with **a maximum of 8 points** per five years. Only lectures at registered recertification events ICW/TÜV can be considered for this purpose.
- One point is awarded per 45-minute lecture. The time of the presentation will be confirmed to the speaker by the provider.
- If the speaker subsequently attends the entire seminar, he/she will receive a certificate of attendance confirming the additional attendance.

## 4. Is it possible to extend the deadline?

### 4.1. *Transfer without giving reasons*

You have the possibility to provide 16 points once within one year for two years, whether in advance or afterwards. A transfer of **8 points** to a year in which no points have been acquired is possible **once** in five years.

### 4.2. *Attested illness*

Attested illness leads to an extension of the deadline by the period of the illness. Maternity protection and the prohibition of employment during pregnancy are also assessed. Parental leave taken cannot be used to extend the deadline or reduce points.

In case of illness, it is possible to extend the deadline by the certified period of illness, namely in the year of illness. However, this does not result in an extension of the 5-year period unless the sickness period has happened at the end of the certificate validity period. The required total points remain at 40 points despite periods of illness.

#### **Example:**

Period of illness = 8 weeks. For the year, 8 points must be acquired by 3/2021. Extension for the acquisition of points 5/2021.

### 4.3. *Special regulations*

- Extraordinary cases which do not allow a timely provision must be applied for at the certification body. An individual decision will be made there. In principle, bottlenecks in official matters cannot be taken into account.
- Special regulations that apply to all graduates, such as those due to the current Corona crisis, are published on the ICW homepage.

## 5. How are re-certification training courses documented?

- Each course must be documented with a certificate of attendance issued by the educational institution.
- Make sure that the certificate includes the details of the location, date, subject of the event, re-certification points with the registration number according to ICW/TÜV.
- Should a certificate have been issued by the applicant himself and thus illegally, the entitlement to a new certificate expires.

## 6. How to apply for re-certification?

You have the option of applying for re-certification as an individual application or via the educational institution.

### 6.1. *Individual application*

You submit your acquired certificates to the TÜV **at the earliest 3 months before and at the latest 3 months after the expiry of the 5 years** (*contact see below*) or

### 6.2. *Via the educational institution*

You handle the re-certification via the educational institution with which you have completed the further trainings. This is only possible if the educational institution offers this service for graduates. The same time deadlines apply.

## 7. What are the costs for re-certification?

### 7.1. *For Woundexpert ICW<sup>®</sup>, Woundtherapist ICW<sup>®</sup> and Woundcare specialist ICW<sup>®</sup>*

The following fee applies for each of these degrees:

- 80.00 € plus VAT if the application is made by post or
- 70.00 € plus VAT when applying via the online portal of PersCert TÜV Berlin

The online application itself is currently only available in German.

### 7.2. *For the Physician Woundexpert ICW<sup>®</sup>*

The following fee applies to this degree:

- 160.00 € plus VAT if applied for by post or
- 150,00 € plus VAT when applying via the online portal of PersCert TÜV Berlin

The online application itself is currently only available in German.

(Status 1/2021)

## 8. What is the procedure if there is more than one qualification?

Example: In addition to the Woundexpert ICW<sup>®</sup>, you have also completed the Woundtherapist ICW<sup>®</sup> and the Woundcare specialist ICW<sup>®</sup>.

- Nevertheless, only **8 points per year must be earned**. Re-certification always applies to the higher of the two degrees (Woundtherapist ICW<sup>®</sup> or Woundcare specialist ICW<sup>®</sup>) This includes the previous one (Woundexpert ICW<sup>®</sup>). At present, no separately identified further training courses need to be attended and no double points need to be earned.
- If you still wish to have the Woundexpert ICW<sup>®</sup> certificate re-issued, the following applies: You send in both certificates together with proof of the eight points per year. We will charge a processing fee for issuing the additional certificate (10.00 € plus VAT at 1/2021).

## 9. Application instructions

You can apply for re-certification in two different ways:

### **9.1 As an individual for yourself**

By post or via the online portal at TÜV

#### 9.1.1 Postal

- ☞ Complete the **application form** in the appendix.
- ☞ Fill out the **list of completed training courses** on page 8 with the recertification training events that you have completed during the past five years
- ☞ Attach all **proofs of completed trainings** in the form of certificates of attendance (copies) for the training events you have included on the list of completed training courses. Keep the originals for your own records.
- ☞ Please enclose a **copy of the certificate**. You will receive a new certificate with a new validity period.
- ☞ Send the completed application to the contact in the attachment

#### 9.1.2 Online

- ☞ see appendix self-registration

### **9.2. Via the training provider**

If the training provider with whom you have completed the training offers this service.

- ☞ Procedure as described under point 9.1.1.
- ☞ Present the completed application to the training provider.

## 10. Appendix

## Proof of work shadowing/clinical practice for re-certification

### Graduates wound seminars ICW/TÜV certification

#### 1. Data of work shadowing/clinical practice institution:

|                 |  |
|-----------------|--|
| <b>Name:</b>    |  |
| <b>Address:</b> |  |
| <b>Country:</b> |  |
| <b>Phone:</b>   |  |
| <b>E-mail:</b>  |  |

#### Kind of institution

|  |                                       |
|--|---------------------------------------|
| <input type="checkbox"/> Inpatient care facility | <input type="checkbox"/> Hospital     |
| <input type="checkbox"/> Outpatient wound clinic | <input type="checkbox"/> Wound centre |

#### Certified by

|  |
|--|
| <input type="checkbox"/> ICW e.V. Wundsiegel® since: _____                             |
| <input type="checkbox"/> An institution with a certification in wound management _____ |

**Please note:** You need to obtain prior approval from the certification body.

#### 2. Confirmation

|   |   |                          |
|---|---|--------------------------|
| <b>We confirm that</b> <input type="checkbox"/> Mrs. <input type="checkbox"/> Mr. <input type="checkbox"/> Divers |   |                          |
| <b>Surname, first/given name:</b>   |   |                          |
| <b>Address:</b>   |   |                          |
| <b>Country:</b>   |   |                          |
| has completed a work shadowing/clinical practice in our institution.  |   |                          |
| <b>Focus of content of the work shadowing:</b> _____  |   |                          |
| <b>Period of time of the work shadowing/clinical practice, date:</b>  | Number of hours   | Stamp of the institution |
| <b>Period of time of the work shadowing/clinical practice, date:</b>  | Number of hours   |                          |
| <b>Place, date</b>  | <b>Name, first name/given name signature ( in block letters plus signature)</b> |                          |

## Re-certification application for graduates for ICW/TÜV personnel certification

TÜV Rheinland Akademie PersCert  
"Wound seminar re-certification"  
Alboinstraße 56  
12103 Berlin

**Herewith, I order the re-certification at the price listed below as:**

|  |  |
|--|--|
| <input type="checkbox"/> <b>Woundexpert ICW®</b><br>Certificate issued on: _____<br>Certificate number: _____  | <input type="checkbox"/> <b>Woundtherapist ICW®</b><br>Certificate issued on: _____<br>Certificate number: _____       |
| <input type="checkbox"/> <b>Physician Woundexpert ICW®</b><br>Certificate issued on: _____<br>Certificate number: _____  | <input type="checkbox"/> <b>Woundcare specialist ICW®</b><br>Certificate issued on: _____<br>Certificate number: _____ |
| <input type="checkbox"/> <b>Mrs</b> <input type="checkbox"/> <b>Mr</b><br><input type="checkbox"/> <b>Divers</b>   | <b>Title if applicable, surname, first name/given name:</b>  |
| <b>Street, house number:</b>   | <b>Postal code, city:</b>  |
| <b>Country:</b>  |  |
| <b>E-mail:</b>   | <b>Phone:</b>  |
| <b>Training points</b><br><input type="checkbox"/> Training activities of eight points/year were completed as required.<br><input type="checkbox"/> I was unable to meet the deadlines for earning points due to illness. The necessary medical certificate is enclosed          |  |
| <b>Fees:</b><br>⇒ Woundexpert ICW®, Woundtherapist ICW®, Woundcare specialist ICW®<br>80.00 € plus VAT e.g. 70.00 € plus VAT when applying via the online portal<br>⇒ Physician Woundexpert ICW®<br>160.00 € plus VAT e.g. 150.00 € plus VAT when applying via the online portal |  |

I authorise the certification body PersCert TÜV to save/use my personal data for the execution/maintenance of the certification. The same applies to the verification of the certification towards third parties who have an legitimate interest.

PersCert TÜV assures the applicant that personal data will be handled according to the DGSVO (German data protection regulation).

\_\_\_\_\_  
*Place, date*

\_\_\_\_\_  
*Signature of the applicant*

*Access to the online portal for recertification can be obtained by contacting TÜV.*

## List of advanced trainings for the application of re-certification for graduates

| Date of event | Re-certification points according certification body | Registered number according certification body | Type of event<br>a) Attendance advanced training<br>b) E-learning<br>c) Work shadowing/clinical practice at a certified institution<br>d) Points earned by lecturing activity at a registered re-certification seminar | Proof enclosed (copy)        |
|---------------|--|--|--|------------------------------|
|               |  |  |  | <input type="checkbox"/> yes |
|               |  |  |  | <input type="checkbox"/> yes |
|               |  |  |  | <input type="checkbox"/> yes |
|               |  |  |  | <input type="checkbox"/> yes |
|               |  |  |  | <input type="checkbox"/> yes |
|               |  |  |  | <input type="checkbox"/> yes |
|               |  |  |  | <input type="checkbox"/> yes |
|               |  |  |  | <input type="checkbox"/> yes |
|               |  |  |  | <input type="checkbox"/> yes |
|               |  |  |  | <input type="checkbox"/> yes |
|               |  |  |  | <input type="checkbox"/> yes |
|               |  |  |  | <input type="checkbox"/> yes |



## **Contacts**

### **Application re-certification:**

TÜV Rheinland Akademie  
PersCert TÜV  
Alboinstraße 56  
12103 Berlin  
Phone: +49 (0) 30 75 62 36 16  
[perscert-icw@de.tuv.com](mailto:perscert-icw@de.tuv.com)

### **Content questions:**

Anerkennungs- und Zertifizierungsstelle  
ICW e.V./PersCert TÜV  
Office  
Saalenstraße 10  
35110 Frankenau  
Phone: +49 (0) 64 55 91 89 967  
[www.icwunden.de](http://www.icwunden.de)  
[zert.koch@icwunden.de](mailto:zert.koch@icwunden.de)

### **Online portal for re-certification application**

<https://eucentral.questionmark.com/home/700011/user/register/site/5fd9e62ae3de1/user?template=DE&language=de>