

Re-certification educational provider -information and application-

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Re-certification educational provider **-information and application-**

Application and organisation of training courses for re-certification

1. Basic information

The joint certification body ICW/PersCert TÜV has limited certificates to five years of validity since 2008. This ensures that the seminar content is up-to-date and that graduates of the Woundexpert ICW®, Physician Woundexpert ICW®, Woundtherapist ICW® and Woundcare-specialist ICW® seminars are qualified in the subject matter. In the following, you will find information on the options and requirements for the organisation of re-certification for training courses.

For the requirements applicable to participants/course graduates, please see the document "Re-certification participant's information and application".

2. Application

2.1. Who may apply for re-certification points?

Only recognised ICW/TÜV certification course providers may provide re-certification for Woundexpert ICW®, Physician Woundexpert ICW®, Woundtherapist ICW® and Woundcare-Specialist ICW® courses and events. An application and thus re-certification points is only possible in advance of the event.

The recognised educational provider may cooperate with other organisers. The applicant is the provider that is already recognised by ICW/TÜV. Based on an existing contract (recognition agreement), the provider guarantees compliance with quality requirements and that the further training courses can be audited by ICW/TÜV. This rule also applies for ICW regional groups.

2.2. How does the application procedure work?

- The application is made by using the application form (annex) for re-certification which must be sent in full to the certification body in Frankenau with a lead time of at least 8 weeks.
- The title of the event must refer precisely to the content.
- If the event is advertised as an ICW/TÜV re-certification event, the announcement (e.g. flyer) must be enclosed as a draft.
- An announcement of a re-certification event may only be published once the re-certification points have been confirmed by the certification body.
- If the announcement is erroneously published beforehand, the certification body may refuse the points.

2.3. Application forms for re-certification of educational providers including e-learning in form of online courses and web seminars

(See annex)

3. Rating

3.1 Which topics can be rated for re-certification?

Only topics directly related to the topic "chronic wounds" and the curricula of the ICW/TÜV seminars can be rated for re-certification. See point 4.1.4.

3.2. Which forms of training can be rated?

3.2.1. E-learning

a) *Online course*

This is a web-based programs that can be controlled flexibly by the participant and where time and learning objectives are checked.

Further details are regulated in the form "E-learning".

b) *Web seminar*

A web seminar is a time-bound live seminar during which the lecturer and the participants communicate with each other by means of a camera and audio function.

Please see form "E-learning" for further details.

Web seminars are differentiated into **formally open** and **formally closed** in a very similar way to attendance training.

⇒ Details are specified in the form e-learning in ICW/TÜV seminars

3.2.2. Attendance training

c) *Formally closed seminar*

Events with "a seminar character in classroom form" include those events which correspond to a classic further education or training setting. The participants stay in a seminar room and the lecturer is present. The organiser can prove and verify the temporal presence of the participants.

d) *Formally open event*

This could be a congress, symposium, wound day or similar. This includes all events "without classroom form", where, for example, a parallel programs or an accompanying open exhibition takes place.

e) *Mixed forms of attendance and e-learning*

In principle, digital connections of the lecturer to the participants present is **not** permitted. The digital connection of participants to an attendance training course is also not permitted. However, it is possible to connect an additional lecturer for a specific topic.

The transfer of a continuing education course to a second real classroom with a further group of participants is not permitted.

Subsequent retrieval of the events in recorded form on the Internet or by other data transfer is also not permitted.

In individual cases, a pure congress lecture (formally open event) can be switched to a second lecture room. These exceptions must be discussed in advance with the certification body.

3.3. How are the points defined?

The points awarded depend on the scope, content, lecturers and form of the event. In principle, one point is awarded per 45-minute teaching unit (TU). Therefore, a transparent time and content statement as well as a detailed naming of the lecturers for the respective event is required. The points are determined as follows depending on the type of seminar:

3.3.1. E-learning

a) *Online courses*

The points for e-learning further training courses depend on the scope and degree of difficulty of the task and are determined individually by the certification body.

b) *Web seminars*

One point is awarded per 45-minute lesson. Due to the attention span it is recommended to plan not more than 4 teaching units per day.

A maximum of 8 points per day is possible if the lessons are interactive.

3.3.2. Attendance training

a) *Formally closed seminar (see definition under 2.3.)*

These seminars are registered with a maximum of 8 points per day and a maximum of 16 points for seminars lasting two or more days.

b) *Formally open seminar (see definition under 2.3.)*

These seminars will be registered with a maximum of six points per day and a maximum of 12 points for two- and multi-day events.

If the maximum points are awarded depends on whether the seminar is exclusively on topics with a direct curricular connection "chronic wound" or on a mixed programme (e.g. wound and care congress, palliative care and wound).

Options in the case of formally open events with a mixed programme are:

o Proportionate calculation


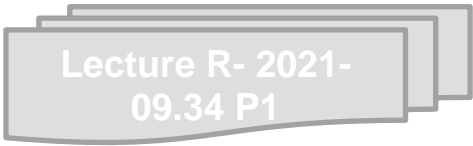

In the case of a mixed programme, the proportion of lectures with curricular relevant topics will be charged. This forms the basis for the calculation of the points.

Example: 50 % of the course relates to the topic of chronic wounds = half the number of points. In this case the points are confirmed as a lump sum for participation in the event.

o Individual records

Alternatively, the lectures relevant to the curriculum can be attended individually, e.g. by stamping, barcode, or similar on a personalised form "Points Record" (see example). The educational provider is responsible for the unambiguousness. This proof does not have to be additionally kept as a copy by the training provider of the event. It does not replace the list of participants to be kept with their signatures.

3.4. Examples, registration of points – individual record

Educational provider, logo of educational provider, registration number event, day		
Surname, given name participant attended the following lectures:		
To stamp or signature of responsible person bar code, seal, etc.		
Lecture	Time or point	
Lectures could be pre-listed		
Badge e.g. with registration number from the certification body and sub items consecutively numbers, e.g. legend on back side		
		
Electronically as electronical registration with a later printout for the participant		
		

Please note:

- ⇒ The number of points must be clearly traceable
- ⇒ The training provider does not have to sign the certificate or add up the points.

3.5. How is credit issued for work shadowing?

ICW/TÜV certification graduates can earn a maximum of eight points within five years in the form of work shadowing at a certified institution. The institution certifies the participant's work shadowing experience on the appropriate valid form. The participant does not need to submit an application to the certification body office in advance. This form of credit is not related to the educational provider's offerings and is awarded one point per hour of time (60 minutes).

4. Quality criteria

4.1. *What points are checked by the certification body?*

4.1.1. Content and announcement (see example)

The announcement must correspond to the application and name the recognised training provider as organiser and, if applicable, cooperation partner.

4.1.2. Lecturers

Lecturers must already be confirmed for the subject or must be newly registered. For this purpose, the relevant information must be entered on the list of lecturers.

4.1.3. Neutrality

Contributions or presentations by company employees cannot be recognised because of the neutrality requirement (exception: the topic is not related to the company's activities or products).

4.1.4. Relevance of the topic

All events and topics must be closely related to the topic of chronic wounds or the curriculum content (Woundexpert ICW®, Physician Woundexpert ICW®, Woundtherapist ICW® or Woundcare Specialist ICW®). These can build on, supplement, deepen or update the content. Topics that are detached from these cannot be recognised. This is particularly relevant for related topics. Examples: The topic "Dementia" is not approved and is therefore not awarded points. The topic "Consequences of dementia in people with chronic wounds" is permitted and is awarded points.

4.1.5. Teaching material

The ICW/TÜV certification body reserves the right to request the documents used for the event, such as presentations or handouts, in advance or at a later date. The regular retention period of two years applies to the documents.

5. Processing

5.1. *How do you get a feedback / confirmation of the application?*

The certification body evaluates each application and gives a differentiated feedback, if necessary directly the approval with registration number and points. Reasons will always be given for any rejection.

A deadline is set for rectification. If this deadline is not met, the application will be closed by the certification body as not confirmed and a fee will be charged. Upon approval, the course will receive a registration number and will be evaluated with re-certification points. Both are noted on the application form received and returned to the applicant as confirmation.

5.2. *How is the seminar listed?*

The registration number and registration points will be listed in the list "Courses Re-certification" on the ICW homepage with the information from the application (no guarantee). This allows potential participants to view the core data. The training courses are published according to both the location of the course and the alphabetical location of the educational institution.

6. Fees

6.1. How are the fees calculated?

The application is subject to a fee when it has been processed, even if the certification body rejects the application.

A non-binding request can be made at no cost.

6.1.1. Attendance training

	a) <i>Formally closed seminar</i>	
Until ½ Day	= up to max. 4 TU	40.00 € plus VAT
1 day	> 4 units up to max. 8 TU	60.00 € plus VAT
>1 day	up to max.16 points	100.00 € plus VAT
	b) <i>Formally open event (congress character)</i>	
Until ½ Day	= up to max. 4 TU	80.00 € plus VAT
1 day	> 4 TU	120.00 € plus VAT
>1 day	up to max.12 points	

6.1.2. E-learning

a) *Online courses*

In the case of online courses, the additional time required for the assessment is calculated and is based on the processing time estimated by the educational provider for the participant. This will be invoiced with a factor of 3 at an hourly rate of 50.00 € plus VAT. This additional fee is valid for an admission of 5 years.

b) *Web seminars*

Depending on their form, these are calculated like a closed attendance training course or, in the case of a high number of participants >25 and parallel connections, like a formally open event (congress).

⇒ *Details are specified in the form e-learning in ICW/TÜV seminars*

6.2. What are the fees for rejection/confirmation of the application?

- In the event of rejection, a processing fee of 40.00 € plus VAT will be charged.
- Should rectification be necessary after a one-time feedback by the certification body, this can be done within the respective fee.
- Should further improvements be necessary, an additional processing fee of at least 40.00 € plus VAT will be charged per transaction.

7. Announcement and confirmation of participation

7.1. How is the seminar announced?

Re-certification points may neither be indicated nor suggested as long as there is no confirmation from the certification body together with the registration number. It is forbidden to award any points!

In the announcement, the following can be formulated:

"The announcement for ICW/TÜV re-certification points is subject to recognition by the certification body. After confirmation the points will be listed on the ICW homepage.

or


"Subject to the approval of the certification body, points will be awarded".

"Points subject to approval by the certification body"

7.2. Template for an announcement

The confirmation must contain the following data:

Required information (BLACK), examples (BLUE)

<p>Title/topic of the event New Methods of Wound Treatment -A Critical Assessment-</p>	
<p>Name of recognised provider with ICW provider logo XY Institute Wundenhausen</p>	
<p><i>Alternative (cooperation)</i></p>	
<p>Name of event organiser Wound Network North-North-East <i>or: Company XXL</i></p>	
<p>In cooperation with Name of ICW/TÜV recognised provider XY Institute Wundenhausen</p>	
<p>Event location: Sandbox Date and time</p>	
<p>01/01/2021 from 8:00 a.m. to 04:00 p.m.</p>	
<p>ICW/TÜV re-certification points</p>	
<p>The event was confirmed with 6 re-certification points by the ICW/TÜV certification office (2021-R-999)</p>	

7.3. What must the certificate of participation contain?

A certificate of participation must be issued for each participant by name (no blank certificate!). The certificate of participation may only be handed out at the end of the event, later sending is also possible. It must contain the following information:



- Place, date, title of the event
- Institution/organiser
- Registration number and points (issued by the certification body)
 - ⇒ The current year must be entered. This applies in particular if re-certification events on the same topic were approved and held in previous years.
- Name of the participant in print version. If the name is entered by hand, an additional signature/hand mark of the person responsible is required.
- Signature of a responsible person of the training provider

7.4. Template of a confirmation of participation

The confirmation must contain the following data:

Required data (BLACK), examples (BLUE)

Title/topic of the event Additional single topics if applicable New methods of wound treatment -A critical assessment-	
Name of participant Mrs XY	

Place of event (not applicable for e-learning) Sandbox	
Date and time 01.01.2021 from 8:00 a.m. to 4:00	
Name of educational provider with ICW educational provider logo Institute XY Wundenhausen	
Re-certification points and registration number according ICW/TÜV 6 re-certification points ICW/TÜV (2021-R-999)	
Date and signature of responsible chairperson	
01.01.2021 	

8. Annex

Application attendance training for re-certification



Applicant/recognised educational provider ICW/TÜV: _____ **Provider number:** _____
 For cooperation's, please indicate name of cooperation partner: _____
Responsible person at provider: _____ Knows the guidelines of the certification body
Event title: _____ **Type:** formally open formally closed
Postal code, place of event, street: _____
Date of the event: _____ **time from:** _____ **to:** _____ (This form can be requested as Word file.)

Lecturer Surname, given name	Topic	TU/ 45 min	Lecturer already admitted?	Lecturer working in company/industry?
			<input type="checkbox"/> yes <input type="checkbox"/> no, qualification indicated in enclosed lecturer list/proof of qualification	<input type="checkbox"/> no <input type="checkbox"/> yes, the following:
			<input type="checkbox"/> yes <input type="checkbox"/> no, qualification indicated in enclosed lecturer list/proof of qualification	<input type="checkbox"/> no <input type="checkbox"/> yes, the following:
			<input type="checkbox"/> yes <input type="checkbox"/> no, qualification indicated in enclosed lecturer list/proof of qualification	<input type="checkbox"/> no <input type="checkbox"/> yes, the following:
			<input type="checkbox"/> yes <input type="checkbox"/> no, qualification indicated in enclosed lecturer list/proof of qualification	<input type="checkbox"/> no <input type="checkbox"/> yes, the following:

Mandatory fields:

- The flyer (announcement) is attached. There is no flyer or announcement available.
- Company event / product exhibition takes place: No Yes, during the event in separate rooms or only before/after the event.
- The event should be published should not be published in the lists on the ICW homepage.
- By applying, we declare to obey the guidelines for organising re-certification events.

Name of responsible applicant:

 Please send the application to:
 e-mail zert.koch@icwunden.de

⚠ To be filled in by the certification body!
 The further training is awarded _____ points.
 Registration number: _____
 Processing fee: 40.00 60.00 80.00 120.00 € plus VAT
 Additional fee for multiple processing: 40.00 60.00 € plus VAT
 Berlin, Frankenau _____



Application web seminar for re-certification

Applicant/recognised educational provider ICW/TÜV: _____ **Provider number:** _____
 For cooperation's, please indicate name of cooperation partner: _____
Responsible person at provider: _____ Knows the guidelines of the certification body
Event title: _____ **Type:** formally open formally closed
Link if applicable: _____
Access code for certification body: _____
Date of the event: _____ **time from:** _____ **to:** _____ (This form can be requested as Word file.)

Lecturer Surname, given name	Topic	TU/ 45 Min	Lecturer already admitted?	Lecturer working in company/industry?
			<input type="checkbox"/> yes <input type="checkbox"/> no, qualification indicated in enclosed lecturer list/proof of qualification	<input type="checkbox"/> no <input type="checkbox"/> yes, the following:
			<input type="checkbox"/> yes <input type="checkbox"/> no, qualification indicated in enclosed lecturer list/proof of qualification	<input type="checkbox"/> no <input type="checkbox"/> yes, the following:
			<input type="checkbox"/> yes <input type="checkbox"/> no, qualification indicated in enclosed lecturer list/proof of qualification	<input type="checkbox"/> no <input type="checkbox"/> yes, the following:
			<input type="checkbox"/> yes <input type="checkbox"/> no, qualification indicated in enclosed lecturer list/proof of qualification	<input type="checkbox"/> no <input type="checkbox"/> yes, the following:

Mandatory fields:

- The flyer (announcement) is attached. There is no flyer or announcement available.
 The event should be published should not be published in the lists on the ICW homepage.
 By applying we declare to obey the guidelines for organising re-certification events

The event takes place: with continuous camera presence of the participants and lecturers in live version.

with continuous camera presence of the lecturers, but not of the participants. Their presence is "only" recorded by camera at the beginning/end.

Name of the responsible applicant:

 Please send the application to:
 e-mail zert.koch@icwunden.de

To be filled in by the certification body!

The further training is awarded _____ points.

Registration number: _____

Processing fee: 40.00 60.00 80.00 120.00 € plus VAT

Additional fee for multiple processing: 40.00 60.00 € plus VAT

Berlin, Frankenau _____

Application online course (e-learning module) for re-certification



Applicant/recognised educational provider ICW/TÜV: _____ **Provider number:** _____
 For cooperation's, please indicate name of cooperation partner: _____
 Course title: _____
 Link if applicable: _____
 Access code for certification body: _____
 Enclosed literature to be worked through if applicable: _____ *(This form can be requested as Word file.)*

Topic	Type of teaching (web-based, others)	TU/45 minutes	Already admitted? Yes?: Please indicate year and registration no.
			<input type="checkbox"/> Yes:
Total volume of teaching unit:			

Mandatory fields:

- In case of initial application/The platform is planned to be activated on _____.
- The participants receive a nominal certificate of participation with the required data, registration number and ICW points.
- A manual is enclosed to the application.
- The event should be published should not be published in the lists on the ICW homepage.
- By applying we declare to obey the guidelines for organising re-certification events.

Name of the responsible applicant:

Please send the application to:
 e-mail: zert.koch@icwunden.de

⚠ To be filled in by the certification body!

The further training is awarded _____ points.

Registration number: _____

Processing fee for initial application: 3 x 50.00 € _____

Processing fee: 40.00 € plus VAT

Additional fee for multiple processing: 40.00 € _____ plus VAT

Berlin, Frankenau _____