

Re-certification educational provider

re-certification events
-implementation 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 eight 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

(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.

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. Recorded seminars cannot be accepted.

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 program or an accompanying open exhibition takes place.

3.2.3. Mixed forms of training ("hybrid form")

Face to face and online at the same time

The digital connection of the lecturer to participants present as well as the connection of participants is not permitted in formally closed attendance courses. 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.

Combinations are possible for formally open events upon request. **For this purpose, a separate application for recognition must be submitted for each form of seminar/ training.**

3.3. How are the points defined?

The points awarded depend on the scope, content, lecturers and form of the event. The fees also depend on the required processing time by the certification body.

The awarding of the maximum points depends on whether the topics are exclusively with a direct curricular connection "chronic wound", or a mixed program (e.g. wound and nursing congress, palliative care and wound).

3.3.1. Thematically mixed trainings

Options for formally open events with thematically mixed programs are:

a) 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. Alternatively, access is registered per lecture.

b) 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.

3.3.2. Points and fees overview

Form of training		Calculation of points		Fees (each plus VAT)	
Attendance formally closed	Classroom form, participants are in presence all the time	Per 45 minutes 1 point	Maximum 8 points per day, maximum 16 points for two or more day events.	Up to ½ day: 1 day: > 1 day:	45.00 € 66.00 € 110.00 €
Attendance formally open	Participant attendance is checked when entering and leaving the seminar	Per 60 minutes 1 point	Maximum 6 points per day, and a maximum of 12 points for two or more day events.	Up to ½ day: 1 day: > 1 day:	88.00 € 135.00 € 250,00 €
Attendance formally open	Individual evidence for participants <u>per</u> previous day	Per 45 minutes 1 point	Maximum 8 points per day Maximum 16 points for 2 or more days	Up to ½ day: 1 day: > 1 day:	88.00 € 135.00 € 250,00 €
E-learning					
Web seminar formally closed	Continuous "face to face" in real time, participants and lecturers are live online	Per 45 minutes 1 point	Maximum 8 points per day, maximum 16 points for events lasting two or more days	Up to ½ day: 1 day: > 1 day:	45.00 € 66.00 € 110.00 €
Web seminar formally open	Consistent participant attendance, no camera requirement throughout, spot check, lecturers are live online	Per 60 minutes 1 point	Maximum 6 points per day, and a maximum of 12 points for two or more day events.	Up to 1 day: 1 day: > 1 day:	88.00 € 135.00 € 250.00 €
Mixed („hybrid“)	Characteristics of attendance formally open <u>and</u> web seminar formally open	Per 60 minutes 1 point	Maximum 6 points per day, and a maximum of 12 points for two or more day events.	The fees of the respective event form apply, i.e. those of attendance plus web seminar	
Online course	Web-based training which the participant can use individually at any time with different tools	Per 45 minutes processing time 1 point	Confirmed processing time for participants, no limit.	Processing time for an admission of 5 years is calculated with the factor 3 at the hourly rate of Annual registration	
Online course		For modules to be approved/transferred to/from another educational provider:		Processing time for a registration of 5 years. Annual registration	




Other/special regulations for the calculation of fees		
Non-binding request		0.00 €
Rejected applications	Calculation as for approval or depending on processing time	minimum 45.00 €
Multiple processing	If adjustments are required after initial feedback from the certification body, this is possible within the scope of the respective fee.	0.00 €
	If further corrections are necessary, an additional processing fee will be charged per transaction or the application will be rejected.	Depending on processing time at least 45.00 €
Cancellation fee	For already registered seminars no refund is possible on the part of the certification body	see above
Rebooking	On another date once	0.00 €

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. Announcement and confirmation of participation

6.1. 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"

6.2. 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 01/01/2024 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 (2024-R-I-999)</p>	
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6.3. 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:

- o Place, date, title of the event
- o Institution/organiser
- o 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.
- o 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.
- o Signature of a responsible person of the training provider

6.4. Template of a confirmation of participation

The confirmation must contain the following data:

Required data (BLACK), examples (BLUE)

<p>Title/topic of the event Additional single topics if applicable New methods of wound treatment -A critical assessment-</p>
<p>Name of participant Mrs XY</p>
<hr/>
<p>Place of event (not applicable for e-learning) Sandbox</p>
<p>Date and time 01.01.2024 from 8:00 a.m. to 4:00</p>

<p>Name of educational provider with ICW educational provider logo Institute XY Wundenhausen</p>
<p>Re-certification points and registration number according ICW/TÜV 6 re-certification points ICW/TÜV (2024-R-999)</p>
<p>Date and signature of responsible chairperson 01.01.2024 </p>

7. Annex

Application training for re-certification

This form can be requested as a Word version! Please fill in all fields, apart from those marked for the certification body, and send the application to: zert.koch@icwunden.de

Applicant	
Location/city educational provider:	
Name of educational provider:	
Provider number:	
Announcement	
	<input type="checkbox"/> The flyer (announcement) is attached. <input type="checkbox"/> There is no flyer or announcement available. <input type="checkbox"/> The event is advertised online Link to advertisement on website:
Company event/product exhibition takes place	<input type="checkbox"/> Yes, during the event in separate rooms or only before/after the event. <input type="checkbox"/> Do not taking place
<input type="checkbox"/> Attendance seminar:	<input type="checkbox"/> Formally closed <input type="checkbox"/> formally open (<input type="checkbox"/> but with individual proof for the participants per lecture)
<input type="checkbox"/> Web seminar (use separate application for online courses)	<input type="checkbox"/> Formally closed <input type="checkbox"/> formally open
<input type="checkbox"/> Hybrid seminar (attendance and web seminar at the same time):	<input type="checkbox"/> Formally open. Details of the distribution can be found in the following table. Please indicate the number of minutes for both face-to-face and web-based sessions.
Link:	
Access code for certification body:	
Wound related event title:	
Date <u>and</u> time from...to:	
Place of event, postal code:	
Street:	
Listing of the event on the ICW homepage:	<input type="checkbox"/> should be published <input type="checkbox"/> should <u>not</u> be published
Name of cooperation partner:	
Responsible person on site:	<input type="checkbox"/> This person is instructed in the specifications of the certification body.

We declare, that we will follow the guidelines for the organisation of recertification events.

Name responsible person of the educational provider

Application training for re-certification

This form can be requested as a Word version! Please fill in all fields, apart from those marked for the certification body, and send the application to: zert.koch@icwunden.de

Applicant	
Location/city educational provider:	
Name of educational provider:	
Provider number:	
Announcement	<input type="checkbox"/> The flyer (announcement) is attached. <input type="checkbox"/> There is no flyer or announcement available. <input type="checkbox"/> The event is advertised online Link to advertisement on website:
Company event/product exhibition takes place	<input type="checkbox"/> Yes, during the event in separate rooms or only before/after the event. <input type="checkbox"/> Do not taking place
<input type="checkbox"/> Attendance seminar:	<input type="checkbox"/> Formally closed <input type="checkbox"/> formally open (<input type="checkbox"/> but with individual proof for the participants per lecture)
<input type="checkbox"/> Web seminar (use separate application for online courses)	<input type="checkbox"/> Formally closed <input type="checkbox"/> formally open
<input type="checkbox"/> Hybrid seminar (attendance and web seminar at the same time):	<input type="checkbox"/> Formally open. Details of the distribution can be found in the following table. Please indicate the number of minutes for both face-to-face and web-based sessions.
Link:	
Access code for certification body:	
Wound related event title:	
Date <u>and</u> time from...to:	
Place of event, postal code:	
Street:	
Listing of the event on the ICW homepage:	<input type="checkbox"/> should be published <input type="checkbox"/> should <u>not</u> be published
Name of cooperation partner:	
Responsible person on site:	<input type="checkbox"/> This person is instructed in the specifications of the certification body.

We declare, that we will follow the guidelines for the organisation of recertification events.

_____ <i>Name responsible person of the educational provider</i>

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

This form can be requested as a Word version! Please fill in all fields, apart from those marked for the certification body, and send the application to: zert.koch@icwunden.de

Applicant	
Location/city educational provider::	
Name of educational provider:	
Provider number:	
Wound related event title:	
Link:	
Access code for certification body:	
Instructions for logging in for the certification body:	
A user manual is attached to the application	<input type="checkbox"/> Yes <input type="checkbox"/> No
If applicable, attached literature	
Confirmation of participation	<input type="checkbox"/> Participants will receive a confirmation of participation with their name and the required details, including the registration number and ICW points awarded. <input type="checkbox"/> Template is attached
Listing of the event on the ICW homepage:	<input type="checkbox"/> should be published <input type="checkbox"/> should <u>not</u> be published
Name of cooperation partner::	
Responsible person:	<input type="checkbox"/> This person is instructed in the specifications of the certification body.

Name responsible person of the educational provider

Please do not fill in the fields marked for the certification body!

Seminar details						
Topic	Lecturer, surname, given name	Lecturer already admitted?	Lecturer working in company/industry?	Minutes	Points	
		<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"/> Initial application:
		<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:			Date for activating the platform: _____
		<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"/> Already registered ↓
		<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:			Indicate the previous registration numbers: _____ _____ _____
		<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:			_____ _____
				In total		
				Registration number		
				Processing fee for initial application 3 x 55.00 € plus VAT per TU		
				<input type="checkbox"/> Registration fee 66.00 € plus VAT		
				Additional fee for multiple processing: <input type="checkbox"/> 45.00 <input type="checkbox"/> 66.00 € plus VAT		

Berlin/Frankenau _____