

# **Re-certification participants -information and application-**

**ICW/TÜV  
2024**

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## 1. Responsibility and objective

The renewal of your certificate is bound to the criteria that were made known to you as a certificate holder with the acquisition of the degree and can be viewed at any time through publications such as these. It is your responsibility to fulfil these criteria!

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®.

## 2. 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.

## 3. 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 18.09.2021, the certificate is limited until 17.09.2026.

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 2026.

A new certificate is also issued upon re-certification.



## 4. How can recognised ICW recertification events be recognised?

ICW recertification trainings may only be conducted by education providers recognised by the ICW. These can be identified by the ICW provider logo (ICW logo with integrated provider number). An event at which you receive ICW points can also be recognised by the registration number (R-number, e.g. 2023-R-00), which ICW-approved and registered events receive. Only such trainings may display ICW recertification points. Proof of points is provided by the certificate of attendance received by name.

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

You have the following options for earning the points:

### Attendance advanced trainings

Of the 40 training points awarded in five years, **at least 16 points must be proven by attendance.**

### 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 (web-based live seminar) and online courses (learning modules that can be worked on independently of time).

### 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.

### 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.

## 6. Which possibilities exist for extending the deadline?

☞ It is exclusively about the regulations for the extension of the time limit for earning points. The validity of the certificate cannot be extended.

### 6.1. Transfer of points within the five years of validity

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.

### 6.2. 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. The extension of the deadline will not be transferred to the following years. The validity period and the required 40 total points remain unchanged. The only exception is a period of illness which occurred at the end of the certificate period.

**Example:** Period of illness = 8 weeks. For the year, 8 points must be acquired by 3/2023. Extension for the acquisition of points 5/2023. Points acquired in the following year again until 3/2024.

The only exception is a period of illness that occurs at the end of the certificate period.

### 6.3. 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.

## 7. 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.

## 8. When do you apply for recertification?

You submit your certificates to TÜV at the **earliest three months before and at the latest three months after the expiry of the five years** (see below for contact).

## 9. What costs will be incurred?

### 9.1. For Woundexpert ICW®, Woundtherapist ICW®, Woundcare specialist ICW®

The following fee applies for each of these degrees:

- 85.00 € plus VAT if the application is made by post or
- 75.00 € plus VAT when applying via the online portal of PersCert TÜV Berlin

⇒ *The online application is currently only available in German.*

### 9.2. For the Physician Woundexpert ICW®

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 is currently only available in German. (Status 1/2024)*

## 10. 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 submit your certificate copies at the expiry of the highest level qualification together with the evidence of the 8 points per year of validity. You tick this accordingly on the application. A processing fee (€10.00 plus VAT as of 1/2024) will be charged for the issue of the additional certificate.

## 11. Application instructions

You can apply for re-certification in two different ways: As an individual for yourself, by post or via the online portal at TÜV (only available in German) or via the training provider where you completed the training (if they offer this service).

### 11.1 Application online

This application form is 10.00 € cheaper than the postal application. (only available in German). See appendix for instructions on how to apply online via the online portal.

### 11.2 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:

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

### 11.3 . Via the training provider

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

- ☞ Procedure as described under point 9.
- ☞ Present the completed application to the training provider.

## 12. Appendix

- **German manual for the online portal**
- **Proof of work shadowing for re-certification**
- **Application postal**
- **List of advanced trainings**

## ☐☐ Anleitung zum Antrag über das Online-Portal

### 1. Informationen zur Vorbereitung

**Bitte nutzen Sie einen stabilen Internetzugang über einen PC/Laptop nicht über das Mobiltelefon/Tablet.**

Willkommen bei Ihrer ICW Rezertifizierung. Bevor Sie den Rezertifizierungs-Prozess online starten, halten Sie bitte folgende Unterlagen – gescannt / maximal 5 MB - bereit:

- Ihr aktuelles / ablaufendes Zertifikat (.pdf, .jpeg, oder .png)
- Sämtliche Nachweise Ihrer Fortbildungen (.pdf)
- Falls zutreffend: Nachweis zur Namensänderung z.B. Eheurkunde (.pdf, .jpeg, oder .png)
- Falls zutreffend: Bescheinigungen zur Fristverlängerung der Punktesammlung z. B.: Arbeitsunfähigkeitsbescheinigung (.pdf, .jpeg, oder .png)
- Liegen alle Unterlagen bereit, gehen Sie wie folgt vor, um Ihre Rezertifizierung zu beantragen:

### 2. Schritt 1 Selbstregistrierung

Durch betätigen des für Ihren Abschluss entsprechenden Links gelangen Sie zur Selbstregistrierung auf die TÜV Rheinland Prüfungsplattform:

[Anmeldung Rezertifizierung Wundexperte ICW](#)

[Anmeldung Rezertifizierung Fachtherapeut:in ICW](#)

[Anmeldung Rezertifizierung Pflge-therapeut:in ICW](#)

[Anmeldung Rezertifizierung Aertzlicher Wundexperte ICW](#)

**Hier erstellen Sie Ihr Benutzerkonto.**

Hinweis:

- **Benutzername:** Bitte verwenden Sie unbedingt Ihre Email-Adresse als Benutzernamen. Andere Namen führen zu Fehlermeldungen!
  - **Anrede:** (z.B. Frau, Herr)
  - **Geburtsdatum:** Geben Sie Ihr Geburtsdatum wie folgt ein: Tag- Monat - Jahr
  - **Details:** Bitte geben Sie hier Ihren Geburtsort so ein, wie in Ihrem Ausweis/Pass dargestellt ein.
  - **Bestätigen** Sie Ihre Eingaben, indem Sie das Feld „Neues Benutzerkonto erstellen“ drücken. Sie erhalten nun eine E-Mail auf das von Ihnen hinterlegte E-Mail-Konto. Bitte öffnen Sie diese E-Mail und bestätigen Ihre E-Mail-Adresse per Klick auf den Link und klicken dann auf ‚Anmelden‘.
- ☞ Bitte bedenken Sie, dass Sie sich nur einmalig unter diesem Link einwählen können und dieser nach 24 Stunden seine Gültigkeit verliert.

**Sie sind nun eingeloggt und müssen Ihre Daten vervollständigen:**


- **Passwort & Passwort bestätigen:** Vergeben Sie nun ein frei gewähltes Passwort. Der Balken zeigt Ihnen die Sicherheit des gewählten Passworts an. Dieses müssen Sie zweimal eingeben, um mögliche Schreibfehler zu vermeiden.
- Überprüfen Sie, ob die weiteren Einstellungen korrekt sind (Sprache, Region).
- Sind alle Daten korrekt, bestätigen Sie mit ‚Speichern‘.
- Sie erhalten eine Bestätigung, dass alle Änderungen gespeichert wurden.

Ihre Selbstregistrierung ist nun erfolgreich abgeschlossen. Sie können nun Ihre Daten zum Rezertifizierungsantrag im Bereich „Meine Prüfungen“ eingeben.

### 3. Schritt 2 Antrag ausfüllen und abgeben

Loggen Sie sich unter dem entsprechenden Abschluss-Link ein und folgen Sie den dortigen Hinweisen. Wir empfehlen Ihnen, den Rezertifizierungsantrag in einem Schritt vollständig zu bearbeiten und abzusenden. Sie haben jedoch die Möglichkeit einer Unterbrechung für maximal zwei Monate. Danach wird Ihr Antrag automatisch gelöscht. Das Zertifikat und die Rechnung gehen Ihnen gesondert zu.

## **Proof of work shadowing/clinical practice for re-certification** **Graduates wound seminars ICW/TÜV certification**

 Possible once within the five-year validity period

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

<b>Name:</b>	
<b>Address:</b>	
<b>Country:</b>	
<b>Phone:</b>	
<b>E-mail:</b>	
<input type="checkbox"/> Inpatient care facility	<input type="checkbox"/> Hospital
<input type="checkbox"/> Outpatient wound clinic	<input type="checkbox"/> Wound centre
<input type="checkbox"/> ICW e.V. Wundsiegel® (Wound Seal) since:	
<input type="checkbox"/> Comparable specific certification in wound management:	

### **Confirmation**

<b>We confirm</b> <input type="checkbox"/> Mrs <input type="checkbox"/> Mister <input type="checkbox"/> X-Gender			
<b>Surname:</b>			
<b>First name:</b>			
<b>Postal 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>Time of the hospitation</b>		<b>Number of hours:</b>	<b>Stamp of the institution</b>
<b>Date:</b>			
<b>Time of the hospitation</b>		<b>Number of hours:</b>	
<b>Date:</b>			
<b>Place:</b>		<b>Surname:</b>	
		<b>First name:</b>	
<b>Date:</b>		<b>Signature:</b>	



**Re-certification for graduates**

for ICW/TÜV personnel certification  
**TÜV Rheinland Akademie PersCert TÜV**  
„Rezertifizierung Wundseminare“  
**Alboinstraße 56**  
**12103 Berlin**

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

<input type="checkbox"/> <b>Woundexpert ICW®</b> Certificate issued on: _____ Certificate number : _____		<input type="checkbox"/> <b>Woundtherapist ICW®</b> Certificate issued on: _____ Certificate number: _____	
<input type="checkbox"/> <b>Physician Woundexpert ICW®</b> Certificate issued on: _____ Certificate number: _____		<input type="checkbox"/> <b>Woundcare specialist ICW®</b> Certificate issued on: _____ Certificate number: _____	
<input type="checkbox"/> Mrs <input type="checkbox"/> Mr <input type="checkbox"/> X-Gender		<b>Surname:</b> _____	
<b>Academic degree if applicable</b>		<b>First name:</b> _____	
<b>Date of birth:</b> _____			
<b>Postal address:</b> _____		<b>Country:</b> _____	
<b>E-mail:</b> _____		<b>Phone:</b> _____	
<b>Training points</b> <input type="checkbox"/> Training activities of eight points/year were completed as required. <input type="checkbox"/> I was unable to meet the deadlines for earning points due to illness. The necessary medical certificate is enclosed.			
<b>Fees for application processing including certificate preparation</b> ⇒ Woundexpert ICW®, Woundtherapist ICW®, Woundcare specialist ICW® 85.00 € plus VAT e.g. 75.00 € plus VAT when applying via the online portal ⇒ Physician Woundexpert ICW® 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. <b>I understand that the fees listed must also be paid in the event of a refusal.</b> 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



## 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)