



## ADMISSION AUDITS ICR COACH REGISTER

Document: ICR.AD.006.INT ADMISSION AUDIT HYPNOSIS COACH V1-PILOT

### GENERAL PROVISIONS

The following applies to document ICR.AD.006.INT (Admission audit hypnosis coach):

1. Document GNG.RD.003.INT General clauses for all documents
2. Document GNG.PD.001.INT Rules for audits
3. Document ICR.AD.001.INT Admission audit document requirements (\*)

The aforementioned documents are published on our websites and are hereby designated as a repeat and insert.

**(\*)**

### **!! Consult this document !!**

In this document: the complete description and all qualification requirements (allowed evidence) with regard to the documents to be supplied by you.

### DOCUMENT TYPE

- Yes = required document
- N.A. = not applicable
- Optional = optional document
- Notification = You will receive a notification with regards to required documents

### DOCUMENT FORWARDING

- Documents can not be uploaded.
- Documents can only be forwarded via email [info@icr-coachregister.com](mailto:info@icr-coachregister.com) or WeTransfer.

### EXTENSION OF YOUR CERTIFICATION | ADD A SCOPE

Documents delivered for another main/subscope do not have to be submitted again.  
You only submit documents that have not been submitted before.

### UPGRADING FROM ASSOCIATE TO FULL LEVEL

Documents delivered for an associate-level do not have to be submitted again.  
You only submit documents that have not been submitted before.

### AN INCOMPLETE ADMISSION FILE EQUALS NO REGISTRATION/CERTIFICATION

The registration/certification is granted as soon as the admission file is complete.

### COMPULSORY: PERSONAL PROFILE

A personal profile is compulsory.

### OPTIONAL: COMPANY PROFILE

A company profile is optional and associated with basic company registration and company certification.

**Exception:** if you want to enter on full level certification and have  $\geq 5$  years experience +  $\geq 75$  client assignments, the company certification is mandatory. You receive an exemption for documents PF.021 - 024.



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	Levels of Certification ►	Associate =	Full IF	Full IF
	DESCRIPTION ▼	Experience (*) < 2 years & < 30 assignments	Experience (*) (**) ≥ 2 years & ≥ 30 assignments	Experience (*) ≥ 5 years & ≥ 125 assignments
<b>Part</b>	<b>Certification Scheme</b>			
Scheme	ICR international coachpractitioner®			
Norm	GNG-ICR-ISO-(HVBNL)			
Main scope	ICR Coach Register International Certified Hypnosis Coach® (ICR.H®)			
Subscope	<i>If based in Belgium or Netherlands:</i> <ul style="list-style-type: none"> <li>- Membership Hypnosis Association Belgium-Netherlands</li> <li>- Associate = HVBNL certified practitioner</li> <li>- Full = HVBNL certified master-practitioner</li> </ul>			
Subtype	Not applicable			
	<b>PERSONAL PROFILE (INDIVIDUAL ADMISSION FILE)</b>			
<b>Document</b>	<b>Identification</b>			
PF.001	Online application form	Yes	Yes	Yes
PF.002	Registration form subscopes, subtypes, specialisms	Optional	Optional	Optional
<b>Document</b>	<b>Background</b>			
PF.010	Police clearance (proof: no criminal history)	Yes	Yes	Yes
PF.011	2x general letters of recommendation	Yes	N.A.	N.A.
PF.012	2x client reference letters, issued by own clients	N.A.	Yes	Yes
<b>Document</b>	<b>Prior education</b>			
PF.020	Prior education level ≥ EQF 4	Yes	Yes	Yes
<b>Document</b>	<b>Professional Competencies</b>			
PF.021	Completed qualifying training program hypnosis coach or equal work-, knowledge- and experience level	Yes	Yes	= CF.050
PF.022	Valid first aid or reanimation certificate or registration	Yes	Yes	Yes
PF.022	Completed qualifying specialization training	Optional	Optional	Optional
PF.023 - 024	Completed knowledge and skills audit	= PF.021	= PF.021	= PF.021
PF.025	Other recognitions, certifications, memberships	Optional	Optional	Optional
<b>Document</b>	<b>Experience</b>			
PF.030	Curriculum vitae	Yes	Yes	Yes
PF.031	Own statement of experience, the minimum period	N.A.	Yes	= CF.050
PF.032	Own statement of experience, minimum numbers of assignments	N.A.	Yes	= CF.050
<b>Document</b>	<b>Liabilities</b>			
PF.040	Public Indemnity Insurance	Yes	Yes	Yes
<b>Document</b>	<b>Process/Procedures</b>			
PF.050	See, CF.050, process/procedure audit	Optional	Optional	= CF.050
Other	Further documents at the discretion of ICR Coach Register	Notification	Notification	Notification
	<b>COMPANY PROFILE (COMPANY ADMISSION FILE)</b>			
<b>Document</b>	<b>Company/Organisations</b>			



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	<b>DESCRIPTION ▼</b>	<b>Experience (*)</b> <b>&lt; 2 years &amp;</b> <b>&lt; 30</b> <b>assignments</b>	<b>Experience (*) (**)</b> <b>≥ 2 years &amp;</b> <b>≥ 30</b> <b>assignments</b>	<b>Experience (*) ≥ 5 years</b> <b>&amp; ≥ 125</b> <b>assignments</b>
CF.001	Online Notification Form	Optional	Optional	Yes
CF.002	Proof of official Company registration	Yes	Yes	Yes
CF.050	Proces/Procedure audit(s) (=company certification)	Optional	Optional	Yes
CF.051	Proof available and suitable practice location	Yes	Yes	Yes

*(\*) Experience can also be measured against the number of hours and/or turnover. See document ICR.AD.001.INT (Admission audit document requirements) for the replacing criteria for hours or turnover.*

*(\*\*) Alternatively if ≤ 2 year, than 50 or more client assignments*