



ADMISSION AUDITS ICR COACH REGISTER

Document: ICR.AD.006.INT ADMISSION AUDIT HYPNOSIS COACH V3 – Jan 2022

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 or WeTransfer.

ADD A SCOPE | UPGRADING FROM ASSOCIATE TO FULL LEVEL

Documents delivered for another scope and the 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 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. You must choose between basic company registration or company certification.

ALTERNATIVE EXPEROPTIONAL: COMPANY PROFILE

The number of client assignments can be audited against clock hours or turn-over. If less than two years of experience exists, the minimum requirement for client assignments is 25 (instead of 15).



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	Levels of Certification ►	Associate =	Full IF	Full IF
	DESCRIPTION ▼	Experience < 2 years & < 15 assignments	Experience ≥ 2 years & ≥ 15 assignments OR < 2 years & ≥ 25 assignments	Experience ≥ 5 years & ≥ 75 assignments
Part	Certification Scheme			
Scheme	ICR international coachpractitioner®			
Norm	GNG-ICR-ISO			
Main scope	ICR Coach Register International Certified Hypnosis Coach® (ICR.H®)			
Subscope	Not applicable			
Subtype	Not applicable			
Document	Document description			
CF.002	Evidence official company registration	Optional	Optional	Optional
CF.051	Evidence available suitable practice location	Yes	Yes	Yes
PF.001	Online application form	Yes	Yes	Yes
PF.002	Registration form subsopes, subtypes, specialisms	Optional	Optional	Optional
PF.010	Police clearance (Evidence 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
PF.020	Prior education level ≥ EQF 5	Yes	Yes	Yes
PF.021	Completed qualifying training program hypnosis coach	Yes	Yes	= PF.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
PF.030	Curriculum vitae	Yes	Yes	Yes
PF.031	Entry full level, statement, minimum period	N.A.	Yes	= PF.050
PF.032	Entry full level, statement, minimum number client assignments	N.A.	Yes	= PF.050
PF.033	Entry full level, mentor statement	Optional	N.A.	N.A.
PF.040	Public Indemnity Insurance	Yes	Yes	Yes
PF.050	Qualifying result process/procedure audit	Optional	Optional	Yes
Other	Further documents at the discretion of ICR Coach Register	Notification	Notification	Notification