



ICR COACH REGISTER

Document:
ICR.PD.004.INT CPD REQUIREMENTS V1-PILOT

GENERAL PROVISIONS

The following applies to document ICR.PD.004.INT (CPD vereisten):

1. Document GNG.RD.003.INT General clauses for all documents
2. Document GNG.PD.008.INT Rules for CPD

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

Explanation

CPD points are calculated in contact-clock hours.

1 CPD point = 1 contact clock-hour

Client assignments are to be calculated in numbers, hours or net turnover in accordance with the equation:

General

1 cliënt assignment = 15 clock hours = € 1.500,- turnover VAT excluded

If based on the African continent

1 cliënt assignment = 15 clock hours = SA R 15.000,- turnover VAT excluded

CPD activities and assignments qualify if:

- related to the granted registration & certification scope
Example: you are a coach and attend a specialization course business coaching.
- helpful/supportive to the granted registration & certification scope
Voorbeeld: you are a coach and have acquired an assignment with the specific requirement you speak a foreign language at a basic level. You attend here for a language course.

Additionally, for client assignments, the evidence must be delivered which proofs all assignments are handled in accordance with the code of conduct (document ICR.PD.002 Code of conduct), process- & procedure requirements (document ICR.PD.003 Process- & procedure requirements).

CPD activities do not require upfront approval. The certificate holder him/herself decides on the qualification. Based on the showed/available evidence and on the occasion of the upgrade audit 'associate to full' or the recertification audit (every 5-years), the auditor approves or rejects.



ICR COACH REGISTER

Document:
ICR.PD.004.INT CPD REQUIREMENTS V1-PILOT

REQUIREMENTS FOR CERTIFICATE HOLDERS ASSOCIATE LEVEL

NOT APPLICABLE FOR HYPNOSIS COACHES

Associate period

- The associate period consists of 5 sequential years, starting per January 1st following the 1st year of registration and certification.
- In the year the registration and certification is granted, no CPD requirements apply till December 31st.
- The testing is handled based on the upgrade audit 'associate to full level'.

Requirements

1. 60 or more CPD points if the sequential 5-year-period is met
 - If the associate period is shorter than 5 sequential years:
 - ≤ 1 year = 12 or more CPD points
 - ≤ 2 year = 24 or more CPD points
 - ≤ 3 year = 36 or more CPD points
 - ≤ 4 year = 48 or more CPD points
 - ≤ 5 year = 60 or more CPD points
2. 15 of more scope related client assignments
 - Indien less than 2-year associate level:
 - ≤ 2 year = 25 or more client assignments



ICR COACH REGISTER

Document:
ICR.PD.004.INT CPD REQUIREMENTS V1-PILOT

REQUIREMENTS FOR CERTIFICATE HOLDERS FULL LEVEL

NOT APPLICABLE FOR HYPNOSIS COACHES

Full period

- The full period consists of 5 sequential years, starting per January 1st following the 1st year of the full registration and certification.
- In the year the registration and certification is granted for the 1st time, no CPD requirements apply till December 31st.
- The testing is handled based on the recertification audit (every 5-year).

Requirements

1. 60 or more CPD points
2. 60 of more scope related client assignments



ICR COACH REGISTER

Document:
ICR.PD.004.INT CPD REQUIREMENTS V1-PILOT

REQUIREMENTS FOR HYPNOSIS COACHES ASSOCIATE LEVEL

ONLY FOR HYPNOSIS COACHES

Associate period

- The associate period consists of 2 sequential years, starting per January 1st following the 1st year of registration and certification.
- In the year the registration and certification is granted, no CPD requirements apply till December 31st.
- The testing is handled based on the upgrade audit 'associate to full level'.

Requirements

- 1.** 24 or more CPD points if the sequential 2-year-period is met
 - If the associate period is shorter than 5 sequential years:
 - ≤ 1 year = 12 or more CPD points
 - ≤ 2 year = 24 or more CPD points
- 2.** 30 or more scope related client assignments
 - Indien less than 2-year associate level:
 - ≤ 2 year = 50 or more client assignments

Client assignments are to be calculated in numbers, hours or net turnover in accordance with the equation:

General

1 cliënt assignment = 2 clock hours = € 150,- turnover VAT excluded

If based on the African continent

1 cliënt assignment = 2 clock hours = SA R 1.500,- turnover VAT excluded



ICR COACH REGISTER

Document:
ICR.PD.004.INT CPD REQUIREMENTS V1-PILOT

REQUIREMENTS FOR HYPNOSIS COACHES FULL LEVEL

ONLY FOR HYPNOSIS COACHES

Full period

- The full period consists of 1 sequential year, starting per January 1st following the 1st year of the full registration and certification.
- In the year the registration and certification is granted for the 1st time, no CPD requirements apply till December 31st.
- The testing is handled based on the annual recertification audit.

Requirements

1. Peer review audit

Peer review audit

- Audit number of acquired CPD points (12 or more)
- Audit number of handled client assignments (25 or more)
- Audit available suitable practice location
- Audit correct implementation of the code of conduct and the process- & procedure requirements
- Audit valid official company/organisation registration
- Audit valid first aid or reanimation registration/certificate
- Peer reflection session

The peer review auditor is an ICR Coach Register certified practitioner or has equal qualifications such to the discretion of ICR Coach Register. The practitioner selects his/her own peer review auditor. The practitioner him/herself selects and appoint the peer review auditor. The peer review costs will be invoiced to the practitioner and are not included in the annual registration fee. Peer review cross audits are permitted (A audits B; B audits A). The peer review auditor is not obliged to invoice and to charge.

Client assignments are to be calculated in numbers, hours or net turnover in accordance with the equation:

General

1 client assignment = 2 clock hours = € 150,- turnover VAT excluded

If based on the African continent

1 client assignment = 2 clock hours = SA R 1.500,- turnover VAT excluded