

# ICD CPO-CD® Recertification Service Options



**CPO-CD® holders may choose to participate in service activities as part of their recertification activities.**

**Service activities may replace 9 hours of education credits.**

Participation in service enriches our contribution to the population affected by CD, to our non-profit organization, builds skills and demonstrates understanding of CD issues.

Please note:

- 1) Candidates are responsible for keeping and maintaining their own records. The ICD requests documentation for verification purposes.
- 2) Service may be completed anytime in the three year period since your last certification or recertification.
- 3) Appropriate proof/documentation is required for service activity submission.
- 4) When submitting service activities with your recertification application, please gather all documentation into one document and attach it to your application.

**Service may be focused in one of two areas, public or ICD. Each category of service offers possibilities in both areas.**

- Public services focus on directly serving the population affected by Chronic Disorganization or another organization where the service will ultimately benefit the same. These services are to provide information to individuals affected by CD – not to promote your business or other interests.
- ICD services assist the ICD in maintaining quality educational programs, publications and opportunities to ICD subscribers and other related professionals.

**For questions regarding service activities not identified on the ICD Service Plan,  
please contact the Certification and Services Director at [ICD@ChallengingDisorganization.org](mailto:ICD@ChallengingDisorganization.org).**

To recertify as a Level III CPO-CD® program, candidates may complete service in any category, consisting of either one activity in green or two activities in black print.

Present	Write	Participate/Contribute	Represent	Lead
<b>Serve as a panelist for an ICD class</b>	<b>Write a new ICD Publication</b>	<b>Serve on ICD committee for one year or term.</b>	<b>Serve as Regional or Chapter Ambassador for one year</b>	<b>Write and present an ICD class</b>
Present or co-present a minimum 20 minutes presentation to a general public audience (minimum 10 people) about CD.	Revise an existing ICD Publication	Edit an ICD publication, article or story	Attend and distribute ICD printed materials at a Related Professional event. (Psychologists, social workers, ADD Coaches, Offices on Aging, etc.)	<b>Chair ICD committee for one year</b>
Present or co-present a minimum 20-minute presentation to a group of professional organizers (minimum 5 people) about CD.	Write a Fact Sheet for the ICD.	Conference tasks: Photographer, conference buddy coordinator	Serve at a booth open to the general public providing information about ICD	<b>Serve as ICD Board Member, Volunteer Coordinator, Class Coordinator,</b>
Podcasts – 3 (10-minute minimum) presentations to a general public audience about CD.	Article (Minimum 450 words) published in print or on-line about CD which cites the ICD as a resource.	Participate in ICD task force, or approved task as assigned by an ICD Director.	Minimum 30-minute meeting with a related professional in which information about CD and ICD is shared	Establish and facilitate a clutter support group (minimum 3 people) which focuses on CD and CD issues
Media appearance in which the words chronic disorganization and ICD are on air (at a minimum)		<b>Participate in ICD Research project, 6 months to 1 year</b>	Serve at ICD booth (Certification, Ambassador, Education) at ICD conference	Coordinate ICD presence at a professional organizing or related professional conference, including vendor/expo booth
2 Social media appearances including CD-related topic and mentioning ICD		Participate in an ICD ConnectUp group for one year or a minimum of 4 meetings.	Participate in Education Mentor Team, assisting at least 3 ICD subscribers.	<b>Coordinate an ICD ConnectUp Group for at least one year, or a minimum of 4 meetings.</b>
		Promote and monitor ICD social media platform		