



Recertification of Level IV Program/Communication Mentor and Level V Master Trainer

To maintain their Level IV or Level V, graduates must demonstrate leadership within the association industry and community affected by CD and continuing education.

Graduates wishing to recertify must complete Column A activity of 18 hours of continuing education, plus two additional activities from Column B and/or C. This could be two Column B, two Column C, or one of each.

Qualifying continuing education may include: ICD classes, webinars or conference sessions; education forums on topics relevant to the CD population; relevant college classes; relevant sessions at a related-industry conference.

Contact Certification Program Director for verification of other education credits.

Please note: Appropriate proof/documentation is required for service activity submission. Graduates are responsible for keeping and maintaining their own records.

A (Learn)	B (Contribute/Mentor)	C (Create, Teach, Lead)
Accumulate 18 hours of continuing education in a field related to Chronic Disorganization.	Mentor a Level III candidate without compensation for 6 sessions.	Create and present an ICD class or conference session.
Research and update an existing ICD class or publication may substitute for 6 hours of continuing education.	Review and provide constructive feedback on at least 6 documents from Level III candidates.	Author a new ICD publication.
Completion of additional Level I Certificate of Study may substitute for 8 hours.	Participate on a Peer Review panel for 3 candidates without compensation.	Chair an ICD committee for one year
Completion of additional Level II Specialist Certificate may substitute for 12 hours.	Participate in the Education Mentor Team with at least 3 subscribers.	Serve as Volunteer Coordinator, ICD Class Coordinator, Board Member*
	Participate in 3 practice coaching sessions with a Level IV Communications Mentor Candidate.	Present on a topic related to CD to a public audience, for a total of at least 2 hours. (May be more than one presentation.)
	Participate on ICD committee for one term.	Write and publish a book related to CD issues.
	Participate in ICD ConnectUp group for one year or minimum of 4 meetings.	Coordinate an ICD ConnectUp group for one year or minimum of 4 meetings.

*Note: **service on ICD Board of Directors** for full 2-year term fulfills both Column B (Mentor) and Column C (Create, Teach, Lead) requirements