

# ICD Service Plan



**ICD Subscribers must engage in service activities in order to graduate from our Level III Certification Program.  
Many of these points can be earned in advance of entering the Certification program.**

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 accrued up to two years prior to the start of a new level. For example, if you started Level III in January 2022, then only activities completed after January 2020 are valid.
- 3) Appropriate proof/documentation is required for service activity submission.
- 4) When submitting service application for Level III peer review packet please use appropriate service point submission form, available in your CPO-CD® Class folder on box.com.

**Service will be focused in two areas, public and ICD. Each category of service offers possibilities in both areas.  
It is required that CPO-CD® candidates complete a mix of public and ICD service.**

- 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 Program Director at [ICD@ChallengingDisorganization.org](mailto:ICD@ChallengingDisorganization.org).**

To graduate from the Level III CPO-CD program, candidates must complete service in the Present, Write and Participate/Contribute categories, and **either** the Represent or Lead categories.

Present	Write	Participate/Contribute	Represent	Lead
Required	Required	Required	Option 1	Option 2
Choose at least one	Choose one green or two black	Choose one green or two black	Choose one green or two black	Choose at least one
Serve as a panelist for an ICD class	Write a new ICD Publication	Serve on ICD committee for one year or term.	Serve as Regional or Chapter Ambassador for one year	Write and present an ICD class
Present or co-present a minimum 20 minutes presentation to a general public audience (minimum 10 people) about CD.	Revise or translate 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.)	Chair ICD committee for one year
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.	Participate in an ICD ConnectUp for one year or a minimum of 4 meetings.	Serve at a booth open to the general public providing information about the ICD	Serve as ICD Board Member, Volunteer Coordinator, Class Coordinator,
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.	Conference tasks: Photographer, registrant, conference buddy coordinator	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)		Participate in ICD task force, or approved task as assigned by an ICD Director.	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
		Promote and monitor ICD social media platform.		Coordinate an ICD ConnectUp for at least one year, or a minimum of 4 meetings.
		Participate in ICD Research project, 6 months to 1 year		