



INSTITUTE FOR
CHALLENGING
DISORGANIZATIONSM

An officially sponsored Informational Teleclass

So You Want to be a CPO-CD[®] ?

(This is a not-for-credit teleclass)

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CPO® vs. CPO-CD®

| | CPO® | CPO-CD® |
|------------------------|--|---|
| Certifying Body | BCPO | ICD |
| Qualifications | <ul style="list-style-type: none"> Professional organizer Proof of 1500 hours paid work experience in the last three years | <ul style="list-style-type: none"> Member of ICD Working as PO for 2 years+ Working with 3 CD clients, experience with at least 5 2 Level II Specialist 3 Level I Certificates of Study Eight books |
| Course of Study | Independent Study | <ul style="list-style-type: none"> Highly structured, intensive 18-month educational program specific to our client work |
| | Pass multiple choice exam | Pass oral Peer Review |
| Recertification | Yes | Yes |

Are You Ready?

Before you sign up, you must meet the following qualifications:

- Be a member in good standing of the ICD.
- Have worked as a PO for at least two years.
- Currently working with at least three CD clients, with experience with at least 5 CD clients.
- Received your Level I Certificate of Study in two of Hoarding, ADD, and Aging.
- Received your Level II CD Specialist Certificate and at least one other Level II Specialist Certificate.
- Have read or listened to at least eight books on organizing topics.
- Acknowledge program withdrawal and refund policies.
- Agree to the program commitments and obligations.

Commitments & Program Obligations

You must be willing to:

1. Attend the Level III Orientation Teleclass.
2. Complete **CD Direct Service** tasks for a total of **10 to 20 points** and **ICD Service** tasks for a total of **30 to 40 points**. See Service Point Plan on the Subscribers Only part of the ICD website for additional details.
3. Sign a statement of confidentiality with your assigned mentor.
4. Initiate the calls to meet with your assigned mentor by telephone for the 18 program hours.
5. Communicate with the ICD Certification Director if you and your mentor have difficulty with your overall communications or in your mentor relationship.
6. Complete a total of 4 of the Level I Certificates of Studies in our core areas to achieve your graduation. These are Level I Basic ADD Issues with the CD Client, Level I Understanding the Needs of the Aging CD Client, and Level I Basic Hoarding Issues with the CD Client.
7. Accomplish 2 of the 3 additional Level II Specialist Certificates by your graduation date. These are ADD Specialist, Hoarding Specialist and Aging Specialist.
8. Complete the required reading, projects, analytical commentary, four written book analyses, written case and assessment studies and complete the statistical survey and program paperwork. ***Estimated 120 hours (this is a low average estimate)***

Assignments include:

1. Books, ICD pubs, and websites to be read.
 - Reports to be written according to specified criteria
 - Hire an organizer assignment
 - Self-evaluations
 - Oral presentations
 - Share and document client challenges
 - Examination of your own strengths and weaknesses
9. Sit for a one hour oral peer review at the culmination of your program. This will take place at the annual ICD conference.

Important Dates

- Registration and payment (either first installment or entire payment) postmarked by date on website and sent to ICD. Please send payment to HQ, and scan a copy of your application to the Certification Program Director, without the payment information.
- Waiver form (if necessary) sent electronically to Certification Program Director at least two weeks before program application deadline. Waivers are required for people who do not meet entrance requirements, but feel that they are ready for the program. Waivers are granted at the discretion of the Certification Program Director, after discussion with the candidate.
- Required Level III Orientation Teleclass on date indicated on current application Eastern time.
- Start mentoring sessions in January.
- Sit for Peer Review in Fall, the year after you start the program at the annual ICD Conference

Further Discussion of Program Components

Elements of Success:

Non-stated prerequisites:

- Fluency in written communications
- Ability to write to a prescribed format
- Ability to trust the program
- Equipment requirements – scanner, internet connection, headset for phone

Communications:

Who to talk to when...

Support:

ICD Involvement:

Attendance at ICD conferences

Materials:

Writing Assignments:

Service Points:

You must earn a minimum of 30 ICD Service Points, and 10 Public Service points. The additional 10 required service points are “flex” points, and can be either ICD or Public, or a combination of both. Total service points to be earned is a minimum of 10.

If you have any questions, please don't hesitate to contact me by email at CertDir@challengingdisorganization.org Good luck, and I hope to hear from you soon!