



**INSTITUTE FOR CHALLENGING DISORGANIZATION®**  
Education. Research. Strategies.

**ICD Level III Certification Program  
CPO-CD® Overview**



Presented by  
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**Why participate in the ICD's certificate and certification program?**

- Increase your professional organizing knowledge
- Understand best practices to serve your clients
- Advance your profession with credentials
- Become a leader in the field of organization
- Earn respect of related industry professionals

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A Level III Certified Professional Organizer in Chronic Disorganization (CPO-CD®) is a professional organizer who has been educated in depth on the issues of chronic disorganization. The CPO-CD® student spends 17-20 months of intensive time studying and applying this learning in practical application with current clients. The purpose of the ICD CPO-CD® program is to develop a professional organizer's skills and knowledge by utilizing a mentor-style relationship. This program provides the intermediate and advanced professional organizer an environment and forum to discuss client issues, problems and challenges. Participation in the CPO-CD® program develops professional integrity and improves an organizer's communication skills. The CPO-CD® program is specifically geared to improve the quality of service, techniques and knowledge professional organizers provide to their CD clients.

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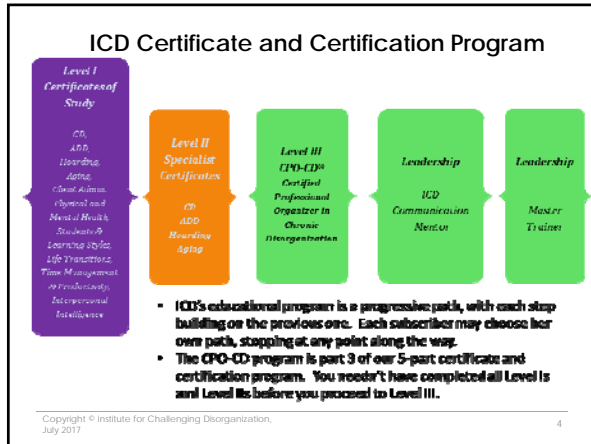
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### Entrance Requirements

- Must be a subscriber in good standing throughout your CPO-CD studies.
- ICD subscriber for 2 years
- Professional organizer for 2 years
- Experience with at least 5 clients affected by CD issues
- Currently working with at least 3 clients affected by CD issues
- Hold at least 3 Level I Certificates of Study (of CD, HRD, Aging, ADHD)
- Hold at least 2 Level II Specialist Certificates
- Have read at least 8 books on CD related issues
- Submit payment – payment plan available – 4 installments, November through June

See the form *Readiness for CPO-CD fill in 2017*

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### Entrance Requirements (Cont.)

“But I’m not quite there!”

ICD will consider applicants who do not meet all of the entrance requirements. We have a waiver application process. If you meet most, but not all of the requirements and wish to enter the next Level III class, contact the Certification Program Director.

The Level III program starts in January; applications are due in November.

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**Program Components**

- 18 educational sessions with a program mentor
- Written Assignments – analytical commentary, 4 book analyses, medical condition report, medical case study, other assignments related to sessions
- Presentations – on Chronic Disorganization, presentation of written assignments, presenting assignments to program mentor
- Program and session feedback reports to Certification Program Director
- Service Component

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**Program Components (cont.)**

- 18 educational sessions with a program mentor
  - sessions are scheduled at mutually convenient time for student and mentor
  - Student initiates call – calling plan is recommended – meetings are by phone or skype
  - First 4 sessions are held once every 10 to 14 days
  - Following 14 sessions once every 4 to 6 weeks
  - January year one through July/August year two
  - There is room for life events, and time to catch up if necessary
  - Session topics include
    - ICD terminology
    - Processing modalities
    - Ethics and boundaries
    - client challenges
    - Mental and Physical Health Conditions
    - Exploring Self Improvement

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**Program Components (cont.)**

- Written Assignments – analytical commentary, 4 book analyses, medical condition report, medical case study, other assignments related to sessions
  - Written assignments are expected to be at a college/university level of writing
  - Hiring outside editors is allowed
  - Assignments are strictly formatted – the aim is to achieve a professional voice and presentation
  - Templates and samples are available for most assignments

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**Program Components (cont.)**

- Presentations – on Chronic Disorganization, presentation of written assignments, presenting assignments to program mentor
  - Presentations are primarily to the program mentor, with the exception of the peer review at the end of the program, and any service that involves presentations

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**Program Components (cont.)**

- Program and session feedback reports to Certification Program Director
  - Reports are required at regular intervals, primarily fill-in and short answers questions

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**Program Components (cont.)**

- Service Component
  - Service to ICD and the CD community is part of the Level III program.

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Present	Write	Participate/Contribute	Represent	Lead
Required	Required	Required	Option 1	Option 2
Choose at least one	Choose one green or two black	Choose at least 3	Choose at least one	Choose at least one
Serve as a panelist for an ICD telecast	Write a new ICD Publication	Serve on ICD committee for one year	Serve as Regional or Chapter Ambassador for one year	Write and present an ICD telecast
Present or co-present a minimum 20 minutes presentation to a general public audience (minimum 10 people) about CD.	Write long feature story (over 750 words) for the Chronical	Edit an ICD publication, article of story	Attend and distribute ICD printed materials at a Related Professional event (Psychologists, social workers, AAD 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.	Administer ICD exams	Serve at a booth open to the general public providing information about the ICD	Serve as Volunteer Coordinator, Telecast Coordinator
Podcasts – 3 (30-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 task: session host photographer exam registrator/lector buddy post online updates	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
TV appearance in which the words chronic disorganization and ICD are on air (at a minimum)	Revise an existing ICD Publication	Participate in ICD task force	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
	Write short to medium (under 750 words) feature story for the Chronical	Conference buddy coordinator		
	Write shorter article for the Chronical	Promote and monitor ICD social media platform.		
		Participate in ICD Research project, 6 months to 1 year		

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### Completion Requirements

- Completion of all 18 program sessions
- Must hold all three of the following Level I Certificates of Study
  - Certificate of Study in Basic ADHD Issues with the CD Client
  - Certificate of Study in Basic Hoarding Issues with the CD Client
  - Certificate of Study in Understanding the Needs of the Aging CD Client
- Must hold three of the four Specialist Certificates (CD, Aging, ADHD, Hoarding)
- Successful completion of Peer Review

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### The Peer Review

- Generally held at an ICD conference
- Culmination of program – opportunity for the candidates to demonstrate the depth and breadth of their learning

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**What Next?**

- If you are interested in participating in the program from January 2018 to September 2019 please contact CPD Laurene Livesey Park to set up meeting to discuss your situation
- Look at service opportunities, and volunteer!
- Top up your Level I and Level II requirements, if necessary
  
- Ask Questions!  
[ICDCert@ChallengingDisorganization.org](mailto:ICDCert@ChallengingDisorganization.org)

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