# 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 2024, then only activities started after January 2022 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 and Services Director at 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.  Not all activities may be available at all times.

| Present on CD* | 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, |
| Online video content – total 30 minute minimum - presentations to a general audience about CD. | Article, blog posts (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, serve at Certification Booth at conference. | 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  (final edit must include disorganization and ICD) | | Participate in ICD task force, or approved task as assigned by an ICD Director. | Set up and 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 |
| *Presentations must include CD, not just a mention of chronic disorganization and ICD; not business-related | *Content must include CD, not just a mention of chronic disorganization and ICD; not business-related | Promote and monitor ICD social media platform. | | Coordinate an ICD ConnectUp  for at least one year, or a minimum of 4 meetings. |
| *Present activities should occur during the CPO-CD program, not before | | Participate in ICD Research project, 6 months to 1 year | | |