

**Recertification for Levels III-V  
Initial Master Trainer Certification  
Column D (Create, Teach, & Lead)**

The following activities, when completed within three years of submitting your Recertification Application, qualify as Column D (Create, Teach, & Lead) tasks.

- *Create:* Create and present a teleclass on a new topic. Teleclass Director must approve topic. Required documentation is title and date of teleclass presentation.

*Please note:* this must be a new topic to the developer, not a reworked version of a previously presented teleclass.

- *Lead CPO-CD® Book Seminar:* Lead a group of CPO-CD's in a discussion of a current book related to chronic disorganization, groups of people likely to be impacted by CD, or organizing techniques useful for those impacted by CD or related challenges. Required documentation includes name and author of book, date and time of book seminar, list of questions sent to attendees, list of attendees, and three bullet points briefly addressing highlights of the book. **Additional details** <this could be a webpage or a PDF>
- *Lead CPO-CD® Book Recommendation Discussion:* Lead a group of CPO-CD's in a discussion of current books related to chronic disorganization, groups of people likely to be impacted by CD, or organizing techniques useful for those impacted by CD or related challenges. Required documentation includes list of attendees with name and author of chosen books, date and time of book seminar, book annotations, and three bullet points briefly addressing overall conclusions. **Additional details** <this could be a webpage or a PDF>
- *Author:* Author a new ICD Publication. Subject matter must be approved by Publication Director. Required documentation is title of publication and release date.
- *Assist:* Assist in ICD Research. Work with ICD Research Director in a project management-type capacity on one specific ICD-approved research endeavor.

*Please note:* Pre-approval by the CPD required as the caliber of the project requires in-depth involvement and knowledge rather than data gathering.

- *Create and present:* Create and present at an industry or related- industry conference a minimum of a one-hour seminar on chronic disorganization or on how client challenges impact organizing efforts. Required documentation is a copy of the flyer/announcement or an email with the name, date, time, and location of the event.

*Please note:* Presentations must include the definition of CD, how CD is different from other types of clutter behavior such as hoarding or “regular disorganization”, and how organizing is different for those who have CD. The presentation may also distinguish between different groups of people most likely to be impacted by CD. The talk may not just be about “garden variety” disorganization.

*Please note:* this must be a new topic, not a reworked version of a previously released publication. Fact Sheets do not meet this fulfill this option.

- *Serve:* Serve as an ICD Board member for one year. Required documentation is position and dates of year of service noted on the appropriate application.