

Recognition agreement

**ICW/TÜV
2024**

Recognition agreement

**between the joint recognition and certification body ICW/PersCert TÜV for
wound qualifications**

*- known as the recognition and certifying body in the following -
and*

✍ please complete in block letters

*Provider number:		*will be assigned by certification body in case of first recognition	
Name of the institute:			
Owner of the institute:			
Postal address:			
Country:			
Location:		Relevant information if the educational provider would like to admit several locations	
Contact person:			
Phone:		Fax:	
Public e-mail:			
e-mail 2*:			
*e-mail 2 for sending confidential content such as exams/audit evaluations if different from public e-mail			
Website:			

- known as the educational provider in the following-

The joint recognition and certifying body and the *educational provider* agree to monitor the maintenance of the recognition for the period of five years. Within this period, the following services are to be covered by a contract:

§ 1 Duration of contract

The recognition arrangement **is applicable for a period of five years** from the date of issue of the certificate. In case of an application for several seminars the recognition arrangement will be applied for these seminars as well.

Before the expiry of the validity of the recognition after five years, the provider may apply for a **re-recognition**. For this purpose, a new application for recognition must **be submitted with a lead time of at least eight weeks**.

In the event of an **interruption of continuing education activities** around the recognised seminar type **of more than 24 months**, the recognition shall expire. The implementation of recertification training courses shall not be considered. If there is a desire to resume the training, a new application for recognition must be submitted and the corresponding fees paid.

The agreement may be terminated from both sides within a period of three months from the quarter end. The right to extraordinary termination remains unaffected. To be valid, terminations must be in written form.

§ 2 Scope of recognition and certifying body

The recognition and certifying body is committed to the educational provider to provide the following services:

1. **Maintaining** the recognition in compliance with the policies and regulations of the common recognition and certifying body ICW/PersCert TÜV.
2. **Monitoring** of compliance with policies and regulations of the joint recognition and certifying body ICW/PersCert TÜV by document review and unannounced on-site audits.
3. **Keeping your name** in the public register of recognised education and training institutions/provider that are authorised to perform wound qualifications in accordance with the guidelines of the ICW e.V.

§ 3 Rights of education and training institution

1. The educational provider is entitled to organise their courses as per curricula of the ICW and take examinations in accordance with the examination regulations.
2. The educational provider is authorised to use the recognition by the joint recognition and certifying body ICW/PersCert TÜV for wound qualifications and the reference "qualification as per the curriculum of the ICW" **for advertising** purposes and use in public relations.

If the participants of the recognised educational provider comply with the guidelines and regulations agreed by the recognition and certification procedures and for payment of examination fees, they are eligible for a **certificate** of the joint recognition and certifying body. The examination and certification fee for the Woundexpert ICW®, Woundtherapist ICW® and Woundcare specialist ICW® is € 80.00 plus VAT in each case, for the Physician Woundexpert ICW® the fee must be requested from the certification body.

§ 4 Obligations of education and training institution

The educational provider accepts the following obligations:

1. The delivery of courses and exams must be reported to the joint recognition and certifying body at least **four weeks before** with the exact project location, date and time, and created timetable.
2. **Deviations** from the conceptual, personnel and other quality attributes of the courses and tests promised in the application for recognition and confirmed by the recognition are

to be reported to the joint recognition and certifying body **before** the start of training and certified by them. Unpredictable deviations are to be informed **without delay**.

3. The recognised educational provider also must **allow unannounced authorised representatives of the joint recognition and certifying body the participation** in the training and testing for the purpose of verifying compliance with the agreed rules and regulations (audit). It is obligated to provide relevant quality inspection records upon request and provide information and documents requested as copy. The seminar documents must be kept for at least two years, the examination documents for five years.
4. If an audit, as provided under 3., cannot take place due to changes, which were not announced to the certifying body (e.g., change in the course schedule or course location), the educational provider is obligated to **reimburse the costs** in the amount of 525.00 € plus VAT.
5. If **deviations** from the agreed processes occur or are detected in such samples, the recognised educational provider is **obligated to correct the deviations** in line with the deadline set by the joint recognition and certifying body. In case of necessary re-audits due to substantial deviations, the educational provider is obliged to proportionally refund the costs.
6. If **recurring serious deviations** from the agreed processes occur or deviations are not corrected within the time allowed, **the joint recognition and certifying body is authorised to cancel the recognition with immediate effect**. Thus, all rights of the recognised educational provider are terminated which arise from this agreement **e.g.**, handing over examination questions to third parties. This terminates all rights of the training provider arising from this agreement.
7. **Participants** who have attended an **objectionable course or test are not entitled to a certificate** from the joint recognition and certifying body.
8. The educational provider is committed to allow the professional and educational management to participate once every three years at the **management seminars** of the recognition and certifying body, for which seminar fees must also be paid. At the beginning of the training activity, **each of the management (chairpersons) must participate in the basic management seminar/train the trainer**.

§ 5 Recognition fee

The joint recognition and certifying body charges:

1. For the **initial recognition**, for the period of five years, a one-time fee of 550.00 € plus VAT is charged per applicant course concept (Woundexpert ICW[®], Woundtherapist ICW[®] and Woundcare specialist ICW[®]).

For an **interim audit** within the five-year period, a fee of 525.00 € plus VAT is also due.

2. In case of a **renewed recognition** after five years a new negotiable fee will be charged. At the moment the re-recognition fee amounts 330.00 € plus VAT.
3. The fees for the recognition of **recertification events** are calculated according to type and scope. Online courses (e-learning modules) are charged according to a separate calculation mode depending on the processing time. (for details, see "Recertification provider information and application", "E-learning provider information and application" and the "**Fee schedule**")

§ 6 Confidentiality

1. The recognition and certifying body ensures the **confidentiality of all personal data** of the educational provider under the provisions of the Federal Data Act.
2. The educational provider **explains its understanding to provide information** about the status of their recognition in writing or orally, depending on the prompt placement by the recognition and certifying body.

§ 7 Other provisions

1. Amendments and supplements to this contract, including these regulations must be in written form. Additional agreements are not considered.
2. If any provision of this agreement should be or become invalid or if this agreement contains gaps, the validity of the remaining provisions shall remain unaffected. In place of the invalid provision a valid provision is understood which corresponds to the logic and purpose of the invalid provision. In case of gaps, the provision is agreed that is in line with what had been reasonably agreed as logic and purpose of this contract, if the matter was considered at the outset.

This agreement will be valid from the date of recognition: _____

Place:		Frankenau/Berlin	
Date:		Date:	
Surname:		Surname:	
First name:		First name:	
Authorised signatory of education and training institute/provider Stamp of education and training institute:		Authorised signatory of recognition and certification body Stamp of recognition and certifying body:	

Please attach the completed recognition agreement as a EDP version to the application for recognition!