The International Continence Society is a registered charity with a global health focus which strives to improve the quality of life for people affected by urinary, bowel and pelvic floor disorders by advancing basic and clinical science through education, research, and advocacy. The ICS is a multi-disciplinary society whose membership is made up from urologists, gynaecologists, nurses, physiotherapists and many more specialities.

The ICS acknowledges that there are courses run internationally that set high standards of education and are framed in a way that is applicable internationally with variations to suit local conditions. The ICS has been “recognising” urodynamic courses and training programmes for several years that conform to the ICS standards. The ICS are now offering this recognition to any discipline that fits with the ICS remit and in return for a small fee the course organisers are provided with a certificate stating that the programme conforms to the ICS standards thus giving an internationally recognised seal of approval. The ICS will also provide assistance marketing the recognised course to the ICS membership and beyond.

The applicant must complete the standard cover page, the standard application form and then provide the items as specified.

Once all the items are received by the ICS office the applications are reviewed by the ICS Education Committee in conjunction with experts in the field of the discipline applied for. Should the application be approved then the fee is required before any certificate is issued. The ICS will then allow use of the ICS logo in accordance with the ICS Branding Pack and assist advertising the course through the ICS website and other electronic formats.

The organiser of the course agrees to fund an ICS official (who may or may not be an invited speaker to the course) to observe the content and to ensure the course meets the ICS standards. This will be required on every new and renewal application for recognition.

Recognition will apply for 3 years

**Use ICS Education Modules**

The ICS has developed a range of ICS Education Modules which represent the gold standard for ICS education. The module includes a 3-part format:

* Official ICS-consensus PowerPoint available for download
* A studio-quality video (hosted on the ICS website) and
* A peer-reviewed published article published in NAU

The outcome of these modules is that educators around the world, and ICS faculty, can download the ICS module and present this to their students/colleagues. Additionally, if people are unable to attend a course on the topic the video can serve as an excellent educational tool.

If an ICS Educational Module exists and the content is to be covered by the course requesting ICS recognition either the PowerPoint or the video are to be used in the course. It is expected that this is reflected in the programme on application. If the Educational Modules are not used, the contents must be in agreement with the modules; whenever the modules are not available, the contents must be in agreement ICS standards/terminology/recommendations. The slide sets may be adjusted to suit the needs of the course applying for recognition but all slide sets must be approved in advance as part of this application process.

**Fees**

For non-profit making organisations or courses

* From zero to 100 participants 300 GBP
* From 101 to 500 participants: 600 GBP
* From 501 to 1000 participants: 1200 GBP
* Over 1000 participants; contact office

For profit making organisations/courses

* From zero to 100 participants 600 GBP
* From 101 to 500 participants: 1000 GBP
* From 501 to 1000 participants: 1500 GBP
* Over 1000 participants; contact office

Cover Page

|  |  |
| --- | --- |
| Contact Name |  |
| Contact Address |  |
| Contact E-mail |  |
| Contact Telephone |  |
| Name of course  |  |
| This course is profit or non-profit making |  |
| If this course is supported by any companies/industry or other financial support i.e. government. Disclosure in full is required to ICS and in the respective presentation |  |
| Expected number of delegates |  |
| Indicate which fee band is applicable  |  |
| Expected number of times course will be run during one year |  |

Declaration:

I confirm that the information above is true to the best of my knowledge and that I have read and understood the ICS Course Recognition Guidelines.

I acknowledge:

* On acceptance of the application a fee is applicable and will be paid before any certificate is issued
* I shall only use the ICS logo in accordance with the ICS Branding Pack available from the ICS website
* I understand that after 3 years the certificate will expire and use of acknowledging the ICS is not permitted unless recognition is reapplied for.
* I confirm that the course is compliant with all relevant ethical, medico-legal, regulatory, industry-based and legal requirements.
* ICS recommendations and terminology will be used throughout.
* Any changes in faculty will be notified to the ICS Office.
* I will fund an ICS official to the first course event.
* I agree to the use of ICS Education Module content.
* I have completed the application form and supplied the additional items required

Signed:

Date:

ICS Course Application Form

|  |  |
| --- | --- |
| Max 200 words on why seeking recognition for course  |  |
| Outline the educational need for this course. What needs assessment process has been undertaken in preparation for this course? |  |
| Description of target audience for course  |  |
| Identify the member(s) of the planning committee, their affiliations, credentials, discipline(s). Industry/commercial sponsorship is permitted but please confirm that no member of the planning committee is from the sponsoring agency or has determined the content to be taught |  |
| Please provide a description of faculty who will be teaching the course, including experience and qualifications, affiliations, and credentials. Some faculty should be of the discipline of the target audience and appropriate to the content being taught; optimally, multi-disciplinary. |  |
| How and by whom the participants’ experience, logbook, and case presentations (if applicable) will be assessed. Assessment may be delegated to an appropriate professional body |  |
| Provide learning objectives of course. Objectives should identify the expected educational outcome(s) of the course. These must be explained in terms of the expected educational impact in knowledge, skills, attitudes or behaviours, or ethical lessons, and where in practice this will have an impact. | At the end of the session, the participant will be able to: 1.2.3. |
| How will active learning be achieved? Examples include: multimedia presentations; protected time for question and answer sessions; opportunities for audience participation; key-pad votes and discussion.  |  |

In addition to the above each application must include in English:

* Course outline and course schedule with length of time of each faculty’s presentation
* Course handout (and/or slides) provided to delegates
* Course evaluation form to include a question to delegates asking whether the presentation and content were free from sponsor bias