

ISPO Category II Inspection & Examination

GENERAL FLOWCHART OF PROCESS

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School or Organization
makes initial contact with ISPO

OR

ISPO Education Committee Secretary
makes contact to initiate

ISPO Education Committee Secretary:

- Responds and acknowledges the official request.
- Contacts the Cat II Coordinator and Education Chair to inform them of the request.

Initial Consultation may
occur first before formal
request for Cat II Inspection
& Examination

Cat II Coordinator - Initiates communication with the school/org

- Communication should be the preliminary discussion with regard to setting dates, discussing protocols/schedules and other pertinent issues.
- the Education Secretary & Chair are copied in all correspondence.

Cat II Coordinator - Consults with Cat II Assistant Coordinator and the Education Chair

- Inspectors/Examiners are chosen
- Proposed schedule of how inspection will proceed is formed
- Discuss how the protocol of final examination will take place
- Other issues that need to be discussed/implemented

ISPO & School/Org Finalize Details

- members of Examination Board
- cost issues/flights/etc.
- finalize schedules for the inspection and examination process
- accommodation for ISPO inspectors finalized

Education Secretary sends official correspondence to School/Org

- Letter will finalize details as per above
- Letter will request required documentation that will be submitted to selected Inspectors/Examiners

Cat II Coordinator in collaboration with Education Secretary will give details and instructions to the selected ISPO Inspectors/Examiners and put them into official contact with the School/Org.

FINALISATION OF ALL DETAILS

At this time all parties involved should be clear on the process planned, logistics, schedules, administration, etc.

INSPECTORS/EXAMINERS ARRIVE AT DESTINATION

Initial debriefing meeting normally takes place on the first day to ensure all things are running smoothly and to raise any initial problems or issues.

INSPECTORS/EXAMINERS CARRY OUT THEIR MISSION

- normally the full process takes around 5 days
- Inspectors/Examiners finalize results of examination at the end of the visit and announce results to candidate.
- Debriefing meeting occurs at the end giving feedback and initial recommendations. Host officials give feedback from their side.

ISPO INSPECTORS/EXAMINERS DEPART

ISPO Category II Inspection & Examination GENERAL FLOWCHART OF PROCESS

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POST INSPECTION/EXAM ACTIVITIES

INSPECTORS/EXAMINERS WRITE REPORT FOR ISPO

- Report is drafted and sent to the ISPO Education Secretary and copied to the Cat II coordinator & ISPO Education Chair
- Major recommendations relate to the success of the school/org attempting to achieve Cat II status and to the identification of which candidate were successful in passing the examination.
- Recommendation on the time period for recognition
- ISPO Report Template and past ISPO reports to be utilized



ISPO EDUCATION COMMITTEE MEETS & DECIDES ON THE REPORT'S RECOMMENDATIONS

- If approved, the main report and main recommendations go to the ISPO Executive Board.
- If there is a dispute with the report, the Education Committee Chair and Cat II coordinator would have to consult with ISPO Inspectors/Examiners and School/Organization to settle issues and report back to the Education Committee



THE SCHOOL/ORG WOULD BE NOTIFIED OF ISPO'S DECISION

- An official letter would be drafted by the Education Secretary signed by the Cat II Coordinator and Education Chairman and sent to the appropriate persons
- If the school is successful in the inspection process the school/org would receive an official certificate from ISPO indicating the time period of recognition.
- The successful candidates would receive official ISPO Cat II certificates and be registered in the database of Cat II practitioners in CPH.

SCHOOL / ORG.

For successful candidates, the school/org must send a formal list of all the candidates with their date of birth, sex/gender, country residing in, and nationality,



INSPECTORS/EXAMINERS

- Within 2 weeks of the visit by the Inspectors/Examiners, they must submit a one to two page synopsis of their visit and a number of digital pictures to the Education Committee Secretary in CPH.
- This report will be put on the Education Committee section of the ISPO webpage for information purposes to the members.

EDUCATION COMMITTEE SECRETARY

- For those schools/orgs. who are currently Cat II recognized, the ISPO Education Committee Secretary should contact these groups when the time period of ISPO recognition comes to an end.
- This correspondence would facilitate the start of the process to ensure it is performed in a timely manner

