



ICPEM Course Accreditation **Intellectual Copyright**

In order to protect the intellectual copyright of those applying for course accreditation, the lead Accreditation committee member considering the application will:-

1. Convert all application documents into one password protected pdf file.
2. Email all those who are to consider the application the current password.
3. In a separate email attach the password protected pdf file.
4. After considering the application all those considering the application will delete all copies of the application (electronic and paper copies, if produced). The assessors will complete an assessment form which will be copied to the applicant.
5. The only copy of the application will be held by the chair of the committee.