



IBLCE APPLICATION TO RECERTIFY V2.12

(by EXAM or by CERPs)

Please read the Recertification Application Supplement specific to your country, which tells you about fees, deadlines and the address to which your application should be sent.

1. IDENTIFICATION DETAILS: IBCLC Number ___ - ___ Female Male

Date of Birth / /
DD MM YY

GIVEN NAMES
(IN FULL)

Country of Birth _____

Country of Legal Residence _____

FAMILY/
SURNAME

PHONE (home): _____

Preferred Title: Mrs Ms Miss Mr Dr. Preferred Given Name/Known by: _____

PHONE (work): _____

Please tick this box if you would prefer your family name to appear before your given names

MOBILE: _____

2. POSTAL ADDRESS: _____

EMAIL: _____

POST CODE: _____ COUNTRY: _____

WORK EMAIL: _____

3. I AM APPLYING TO RECERTIFY:

- by CERPs within 5 years after last sitting for the exam
- by EXAM within 5 years after last sitting for the exam
- by EXAM within 10 years after last sitting for the exam

I have been continuously certified as an IBCLC since: _____

I have previously recertified in:
19____ 20____ 20____ 20____

4. EXAM SITE [If recertifying by exam] :

Write the name of your exam site city. You may write the name of the town or city, where you would prefer to sit the exam:

(Capital City)

(Preferred City - you will be advised if this request is successful)

The language I wish to sit the exam is: _____

5. RECERTIFICATION FEE:

You must pay the full fee that corresponds to the deadline by which your application is postmarked.

Is your fee being paid or reimbursed by your employer or another agency? Yes No

If you are not the payer, please state the name of the person or organisation paying:

- I request special arrangements on the basis of my disability. I enclose further information and supporting documentation.
- I may need special consideration on the exam day because I am pregnant. Due: _____
- I wish to do the exam in a language other than English, namely _____. I understand that, if there are not enough applicants wishing to do the exam in this language, there will not be a translation offered, and IBLCE will contact me about my options.
- I wish to use a bilingual dictionary during the exam.

NB: IBLCEs main communication with you is by email please contact us should you change your email address at any time.

OFFICE USE ONLY	Postmarked:	Receipt #:	Date Received:
ID#:	E	S	L \$

6. CERPs RECORD AND CALCULATION:

Name: _____

Complete this section only if you are recertifying by CERPsWrite the details of each program for which you are claiming CERPs. Please write the ID numbers for each line on the corresponding documents and file them in the same order to facilitate matching. List in chronological order. Please send only photocopied certificates or documents NOT originals

ID #	DATE	ORGANISATION	TITLE OF SESSION OR PROGRAM	PRESENTED BY/ CERPs APPROVAL #	L CERPs	E CERPs	R CERPs
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							

19							
20							

7. CURRENT LACTATION CONSULTANT STATUS:

Tick **one** box that best applies to your current situation:

- I currently function as a paid lactation consultant averaging _____ hours per week (incl. private practice).
- I do not currently function as a paid lactation consultant
- I use my lactation consultant skills in another paid capacity (e.g. while employed as a midwife)
- I use my lactation consultant skills in a volunteer capacity

CATEGORY L CERPs (minimum 50)			
CATEGORY E CERPs (minimum 5)			
CATEGORY R CERPs (maximum 20)			
TOTAL NUMBER OF L, E & R CERPs (minimum 75)			

Is your current work as a Lactation Consultant dependent on your IBCLC certification? Yes No

8. PRINCIPAL CURRENT EMPLOYMENT SETTING:

Tick **one** box that best indicates the setting in which you currently work:

- | | | |
|---|--|--|
| <input type="checkbox"/> Hospital - maternity (all areas) | <input type="checkbox"/> Maternal & child health | <input type="checkbox"/> Medical practice |
| <input type="checkbox"/> Hospital - postnatal only | <input type="checkbox"/> Health visitor | <input type="checkbox"/> Private practice |
| <input type="checkbox"/> Hospital - general | <input type="checkbox"/> Clinic / community setting | <input type="checkbox"/> Mother support group |
| <input type="checkbox"/> Hospital - paediatric | <input type="checkbox"/> Postnatal domiciliary | <input type="checkbox"/> Educational institution |
| <input type="checkbox"/> Hospital - NICU / SCN | <input type="checkbox"/> Birthing centre / home births | <input type="checkbox"/> Independent educator |
| <input type="checkbox"/> Other (please describe) _____ | | |

Tick **one** box which indicates your highest level of education:

- Doctoral Degree
- Master's Degree
- Bachelor Degree
- Graduate Diploma
- Tertiary Diploma/Registration e.g. RN or RM
- Other (please describe) _____

9. PROFESSIONAL DETAILS: Tick one or more of these boxes:

- | | |
|---|---|
| <input type="checkbox"/> IBCLC | <input type="checkbox"/> Health Visitor |
| <input type="checkbox"/> Bachelor of Nursing or similar university degree | <input type="checkbox"/> Enrolled Nurse or Mothercraft Nurse |
| <input type="checkbox"/> Registered Nurse (including NZ Plunket Nurse) | <input type="checkbox"/> Dietician, Occupational, Speech or Physiotherapist |
| <input type="checkbox"/> Registered Midwife | <input type="checkbox"/> Medical Practitioner |
| <input type="checkbox"/> Child & Family Health Nurse or similar qualification | <input type="checkbox"/> Accredited mother support counsellor/leader |
| <input type="checkbox"/> Other (please describe) | |

10. CURRENT WORKPLACE: Name and address of your current workplace, including section or location (e.g. unit or clinic):

11: TERMS AND CONDITIONS:

Please read the following statements carefully; and then sign and date at the bottom of the page. Any disputes arising hereunder will be settled in a court of law in Fairfax County, Virginia, USA.

Failure to sign and date at the bottom of this page will delay processing of your application and result in additional fees.

I WISH TO APPLY for recertification by rather sitting for the IBLCE Certification Examination or by providing the required evidence for recertification by education. I acknowledge that the exam is held only on one date each year (the last Monday in July) and offered in a multiple-choice format only.

I CERTIFY THAT the information provided in and with this application is correct and includes all relevant information.

I UNDERSTAND THAT my application may be audited. If my application is audited, I will be required to provide sufficient information to prove my eligibility. I also understand that if the information and documentation I provide is not sufficient, I will not be permitted to take the exam.

I AGREE TO the IBLCE's recertification fees, closing dates for applications and all policies, all as outlined in the current Recertification Application Guide, the current Application Supplement and current Payment Form specific to my country. I understand that if I fail to comply with these policies, I will be subject to consequences including, but not limited to, additional fees and/or ineligibility to recertify.

I AGREE THAT, if I successfully pass the recertification process, my name will become a part of the list of certificants, and that the IBLCE reserves the right to provide verification of certified individuals in the interests of public protection.

I AGREE TO uphold the standards of the International Board Certified Lactation Consultant (IBCLC) profession by abiding by the IBLCE Code of Professional Conduct for IBCLCs (International Board Certified Lactation Consultants), the IBLCE Scope of Practice for IBCLCs, the Clinical Competencies for IBCLC Practice and the IBLCE Documentation Guidelines. Furthermore, I understand that the IBLCE has the sole authority to interpret and administer the provisions of the publications referenced in the preceding sentence.

I AGREE TO be governed by the IBLCE Disciplinary Procedures for any breach of the IBLCE Code of Professional Conduct for IBCLCs, the IBLCE Scope of Practice for IBCLCs, the Clinical Competencies for IBCLC Practice and/or the IBLCE Documentation Guidelines. Furthermore, should an ethics complaint be filed against me, I understand that I have a duty to participate in and cooperate with the disciplinary process. (Please refer to www.iblce.edu.au for a copy of these publications.)

I KNOWINGLY AND INTENTIONALLY WAIVE any rights I have under applicable law to request, review or receive any specific information regarding the wording or content of a question or the image or content of a photograph which is part of the IBLCE exam item bank, since I understand that IBLCE must keep this information confidential in order to preserve the integrity of the exam process.

I AGREE THAT, after reviewing this application and accompanying documentation, the IBLCE may make additional inquiries as it deems appropriate to verify the information I have provided and to ascertain my character and fitness to engage in the practice of lactation consultation. I understand that I may be disqualified on the basis of conduct that is immoral, unprofessional, dishonest, or contrary to fitness to practice as a lactation consultant.

I UNDERSTAND THAT the IBLCE considers satisfactory mental health to be a prerequisite for certification, including the current absence of an untreated, uncontrolled mental illness that impairs or limits an applicant's ability to practice as a lactation consultant in a competent and professional manner, and the unlikelihood of a relapse of any such prior mental illness.

I UNDERSTAND THAT the primary way in which the IBLCE staff will communicate with me is through email. Accordingly, I understand that the IBLCE respects the privacy of individuals and has implemented a privacy policy to ensure that the IBLCE collects, processes, and uses personal information in a manner that conforms to the highest standards. (This Privacy Policy is available at www.iblce.edu.au)

I AGREE THAT any disputes arising hereunder will be settled in a court of law in Fairfax County, Virginia USA.

Please answer all five questions below by TICKING the response that applies to you.

12. If you answer "Yes" to any question, please attach a signed letter describing the circumstances, and explain the current status of the situation. If medical or psychological, please provide IBLCE with a signed letter from your health care provider stating that the condition is cured or controlled to the extent that it would not impair your ability to practice as a lactation consultant. If you are involved in litigation, please attach a copy of the Complaint. If more information is needed, the IBLCE will confidentially seek further information from you.

Yes No

- | | | |
|--|--------------------------|--------------------------|
| <p>1. In the past ten (10) years, have you been, or are you currently, dependent on alcohol, narcotics, drugs, or any other substances that impair or limit, or if the dependency is left untreated is typically likely to impair or limit in the future, physically or mentally, more than only insignificantly your ability to perform the essential duties (see #3 below for a list) of a health care provider, lactation consultant or breastfeeding counselor?</p> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>2. Do you currently suffer from any severe or chronic illness or disease that specifically impairs or limits, or if left untreated is typically likely to specifically impair or limit, more than only insignificantly your ability to perform any of the essential duties (see #3 below for a list) of a health care provider, lactation consultant or breastfeeding counselor?</p> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>3. Have you ever been convicted of a crime (including minor traffic offences) that is by its nature specifically related to, or of specific importance for the evaluation of, your ability and trustworthiness to perform any of the essential duties of a health care provider, lactation consultant or breastfeeding counselor? These duties include : (1) the duty to preserve client's/patient's confidences; (2) the duty to act with reasonable diligence; (3) the duty to provide competent service; (4) the duty to maintain personal integrity; (5) the duty to report truthfully and fully to the health care system; (6) the duty to uphold the standards of the lactation consultant profession; (7) the duty to exercise independent professional judgment and to avoid conflicts of interest; (8) the duty to follow IBLCE disciplinary determinations; and (9) the duty to promote, protect and support breastfeeding.</p> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>4. Have you ever been the subject of a substantiated complaint for which disciplinary or remedial action was taken? Such actions include, but are not limited to, the revocation of any prior business or professional license, related to your actions, advice, performance or non-performance as a health care provider, lactation consultant or breastfeeding counselor, or other actions in the healthcare field (including but not limited to workplace complaints and complaints before an administrative body, licensing board, professional group, court, mediator, arbitrator or other tribunal)</p> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>5. Are you currently the subject of a complaint for which disciplinary or remedial action might be taken? Such actions include, but are not limited to, the revocation of any prior business or professional license, related to your actions, advice, performance or non-performance as a health care provider, lactation consultant or breastfeeding counselor or other actions in the healthcare field (including but not limited to workplace complaints and complaints before an administrative body, licensing board, professional group, court, mediator, arbitrator or other tribunal).</p> | <input type="checkbox"/> | <input type="checkbox"/> |

Signature of Applicant _____

Date _____

Please read this statement carefully, TICK the appropriate response to each of the five (5) questions above and then sign and date this form.



IBLCE Office in Australia

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How can I earn 75 CERPs?

One CERP is equivalent to one hour of education time. You must show documentation of 75 or more CERPs consisting of a minimum of 50 L (Lactation) CERPs and a minimum of 5 E (Ethics) CERPs. The rest of the required CERPs may be L, E or R (Related). You can earn these CERPs in a variety of ways:

- attend conferences, seminars, in-service sessions, professional gatherings or structured discussion sessions with colleagues
- complete independent study modules or distance education
- prepare and present professional papers
- publish professional writing, including research
- complete coursework relevant to the work of an IBCLC
- write questions or submit pictures for the IBLCE exam

CERPs Recertification Information

CERPs are Continuing Education Recognition Points allocated by IBLCE to educational sessions, programs or materials appropriate for recertifying IBCLCs.

How often do I need to recertify?

Your certification as an IBCLC is renewable by recertification at five year intervals.

- Five years after you last passed the exam you may recertify by showing you have at least 75 CERPs.
- Five years after you last passed the exam you may choose to recertify by exam again if you prefer, or if you do not have enough CERPs. The application fee is the same whether you recertify by CERPs or by exam. For further information please visit <http://www.iblce.edu.au/RecertificationbyExam.php> or contact the IBLCE office.
- Ten years after you last passed the exam (5 years after CERPs recertification), you must sit the exam again to recertify.

Please note that you **do not** need CERPs when recertifying by exam, though it is highly recommended that you keep your knowledge and practice up-to-date at all times.

When can I apply for recertification by CERPs?

Your certification expires on 31 October five years after the year in which you passed the exam. You may be recertified by CERPs at any time within the same calendar year that your certification is due to expire. This will extend your certification for an additional five years from the date your certification was due to expire.

**Please note the change of dates
from 2012 for CERPs:**

Early fee deadline: 28 February
Final fee deadline: 31 July

Definition of terms

Throughout this document, the term "program" is used. The requirements apply both to conference or seminar programs and to courses or publications. The term "Presenter" is intended to cover both speakers (at a conference or seminar) and authors (of a course or publication). The term "Session" is intended also to cover a course unit/module. "Attendance" includes participation in a distance education course.

To obtain 75 CERPs for recertification, you need to average 15 per year, or approximately 2½ days of continuing education per year. While it is recommended that you spread your learning over the five-year period, this is not a requirement. To enhance your learning opportunities, try to earn your CERPs from a variety of sources as listed above. Please note, CERPs may be counted from the day after you last sat the exam and must be completed before you submit your application. For courses that have commenced before the exam, CERPs may be counted only for sessions or work done after the exam date.

Examples of how you might meet the CERP requirements:

50 L CERPs + 5 E CERPs + 20 R CERPs
60 L CERPs + 10 E CERPs + 5 R CERPs
70 L CERPs + 5 E CERPs

If you are not sure if some of your education hours will be eligible for CERPs, it can be helpful if you include in your application more than the required 75 to be certain you will satisfy the minimum requirement. If we have a query about your application or your CERPs claims we will contact you for clarification.

What is an L CERP?

L (Lactation) CERPs can be earned from educational sessions, programs or materials where the primary focus or learning objective is lactation or breastfeeding specific, or addresses the role of the IBCLC. The content should be:

- at a level appropriate for an IBCLC
- based on current research and scientific principles
- within the scope of practice of an IBCLC if addressing clinical practice
- presented by a person with professional qualifications or experience relevant to the content.

Examples of topics that may be appropriate for L CERPs include:

- Breast anatomy in relation to lactation
- Clinical skills for IBCLCs
- Clinical documentation for IBCLCs
- Influence of culture on breastfeeding
- The Ten Steps to Successful Breastfeeding
- Breastfeeding management
- Breastfeeding research
- Nutrition during lactation

What is an E CERP?

E (**E**thics) CERPs can be earned from educational sessions, programs or materials that address professional ethics or ethical issues relevant to IBCLCs.

Examples of appropriate E topics include:

- Practice ethics for lactation consultants
- Health workers and the WHO International Code
- Conflict of interest
- The dilemma of formula company sponsorship; knowing your limits; when to refer
- Human rights and infant feeding choice
- Dealing with a colleague whose practice is not based on scientific principles and up-to-date information
- Copyright and intellectual property
- Ethical issues in health care

What is an R CERP?

R (**R**elated) CERPs can be earned from educational sessions, programs or materials where the primary focus or learning objective is directly related to the knowledge, skills or professional development of an IBCLC, but is not lactation or breastfeeding specific. The content should be:

- at a level appropriate for an IBCLC,
- based on current research and scientific principles, and
- covered by the *IBLCE Exam Blueprint* (or is a resuscitation program)

To determine if a session is R CERPs or no CERPs, imagine an IBCLC who is not also a health professional in another capacity. Would this session be useful to support her in her work as an IBCLC? Is it related to the role of the IBCLC?

Examples of topics that may be appropriate for R CERPs include:


- Infant growth and development
- Research methods and statistics
- Cardio-pulmonary resuscitation (CPR)
- Postpartum depression
- Counselling or communications skills
- Adult education principles
- Complementary therapy (overview session)

Is there anything non eligible for CERPs?

You can not claim CERPs for programs organised by individuals or companies that manufacture or distribute products within the scope of the WHO International Code of Marketing of Breast-milk Substitutes; nor for programs where these companies or company personnel had input into the choice of speakers or the content of the presentations. Clinical work as an IBCLC and antenatal/postnatal classes for mothers are *not* professional education for you and are *not* eligible for CERPs. Activities such as private study, attending meetings (including breastfeeding project-related meetings) are not eligible unless there is a separate education session in conjunction with the meeting. Reading journals and watching videos (without a group discussion) are also *not* eligible for CERPs.

A topic that is *not* covered by the *IBLCE Exam Blueprint* is unlikely to be eligible for CERPs. Examples include:

- Computer skills
- Business management
- Motivational sessions
- Complementary therapy (instructional program)
- Specialised midwifery skills, e.g. foetal monitoring


 **N.B** Continuing education units for other health professions are not necessarily calculated on the same basis as CERPs for Lactation Consultants, so the numbers shown are not interchangeable.

Ways to Earn CERPs

CERPs approved programs

When you attend a session or program that has already been allocated CERPs by IBLCE, you should receive a personal attendance certificate upon completion. It will state your name, the name and date of the program, the number of L, E or R CERPs allocated, and it will be signed by the organiser. It will also show the IBLCE Approval Number. A copy of this certificate is the only documentation you will require when you submit your application and it is your responsibility to keep track of your CERPs and provide copies of your attendance certificates.


CERPs will not be allocated to sessions presented by a person who has had his or her certification suspended or revoked by the IBLCE Ethics and Discipline Committee for the period of suspension or revocation. Further, IBLCE will not accept pre-exam education hours obtained after 1st August 2008, for sessions presented or organised by a person who has had his/her certification suspended or revoked by IBLCE for the period of suspension or revocation.

 **N.B** You may earn CERPs once only for the same session or program. Repeat presentations cannot be counted if the same material is covered each time by the same presenter. However, if some sessions in a repeat program have been altered substantially you can claim CERPs.

If you leave a session early, it is ethical practice to adjust the CERPs you have earned appropriately.

Programs without CERPs approval

As an IBCLC, you will sometimes attend, present or participate in a program or session that does *not* already have CERPs allocated by IBLCE. If you want to include these sessions when you recertify, you must submit an *Individual Application for CERPs* which is available at www.iblce.edu.au. In most cases, you will apply for these CERPs with your *Application to Recertify* and there will be no additional fee. However you can pay a fee if you want assurance that the program will be eligible for CERPs when you recertify. In this case, the *Individual Application for CERPs* must be accompanied by a processing fee (please contact IBLCE for current fees). You will be required to attach proof of attendance *plus* a program that gives session information and times or alternatives described on the form.

 **N.B.** These CERPs will be applicable only to yourself – CERPs credited to you as a result of an *Individual Application for CERPs* do not apply to anyone else who participated in the same program.

A maximum of 5 IBCLCs can earn CERPs for the same program through individual applications. If more than 5 IBCLCs want CERPs for a program, the organisers must apply for CERPs using the *CERPs Provider Package* which is available at www.iblce.edu.au


CERPs for group meetings of IBCLCs

CERPs can be earned by attending a planned “professional education” discussion group that is not a seminar or part of a course (e.g. chat nights, link groups, regional education meetings). The session may focus on discussion of relevant topics or techniques, a prepared topic or case presentation, journal articles, conference audio or video followed by discussion or other education resources.

There must be a planned format and objectives and a record made of the date, duration of the session, participants, topic and/or outline of material covered, details of the organisers and (where appropriate) the presenter/s.

The simplest way for an IBCLC to earn CERPs for these sessions is where the organisers have applied to be a CERP Provider and issue attendance certificates showing the number of L, E or R CERPs allocated.

Where CERPs have not been approved, you must complete an *Individual Application for CERPs* for each program and attach the required information about the sessions, including proof of your attendance.

 **N.B.** Organisational business meetings do not qualify for CERPs, e.g. BFHI team meetings or the business component of a local group or association meeting. However, if there is also an educational component to the meeting, CERPs can be earned for this part. A record should be made of when the professional education component started, its duration and topic and/or an outline of material covered.

Lactation education courses

If all or part of the program is also used by 5 or more recertifying IBCLCs seeking to earn CERPs, the program providers should apply for CERPs.

Please note that pre-exam education in line with the IBLCE Exam

Blueprint will not be 100% L CERPs

Additional CERPs for giving a presentation

When you are the presenter of a session that has been approved for CERPs, you earn double the number of CERPs allocated as acknowledgement of the time spent on preparation of the presentation. For example, if you present a 2 hour lecture on “Breastfeeding and the Premature Baby”, you and those in attendance can earn 2 L CERPs. As the presenter, you earn an additional 2L CERPs for preparation time (= 4 L CERPs total), but only once, even if you repeat the session.

To receive CERPs for presenting a session, show on your application the actual session time and the additional CERPs you earned for presenting. Attach a copy of the program showing your name as presenter highlighted, or similar proof. If your session was part of a longer program that you attended, such as a conference, claim the CERPs for the whole program and then the additional CERPs for sessions you presented.

SUMMARY OF CERP REQUIREMENTS

Total required = 75

L CERPs: at least 50 E CERPs: at least 5 R CERPs: maximum 20

Academic coursework

Satisfactory completion of academic coursework is eligible for CERPs when it is a university or graduate-level course offered on campus or by distance education. Documentation must include the course description (from the syllabus) and a copy of your statement of results as issued by the institution. To be eligible for CERPs, the subject must be undertaken and completed during the five year period since you last passed the IBLCE exam.

To earn L CERPs for coursework, you should submit documentation that shows specific lactation content. Some subjects, e.g. Infant Feeding, may have a component that is eligible for L CERPs and the rest will be R CERPs or no CERPs. Please supply documentation or information supporting the number of L or R CERPs you are claiming, showing how you calculated them. For example, significant assignment or paper completed as part of your academic coursework (with bibliography) can earn up to 5 (L, E or R) CERPs if it shows that at least 5 hours work must have been required.

If you have been undertaking further education in your professional field, you may be able to claim R CERPs simply by submitting documentation of the subjects completed (provided they satisfy the definition of R CERPs). It is important to note that most subjects of relevant university and extension courses are more likely to qualify for R CERPs than L CERPs.

Clinical observation

You can use clinical observation to earn CERPs. Clinical observation is eligible for one L CERP per 2 hours of observation. The session must be structured, and must include recorded observations and clinical discussion. You must be making observations of an IBCLC who has been certified for more than 5 years.

Independent Study Modules (ISM)

An Independent Study Module (ISM) is a lactation education article or recording which has had questions written to it and has been accredited by IBLCE for CERPs. The CERPs credit is earned by submitting written answers to the questions, as detailed in the package. A certificate is issued on completion of assessment.

Distance education

Some distance education courses have been approved for CERPs and you will receive a certificate of completion. To be credited with CERPs for a program you have completed that does not have CERPs approval, you are required to complete an *Individual Application for CERPs*. You must attach a copy of the course curriculum, the organiser's name, credentials and contact details, proof of completion, and a detailed record of the time you spent working on the program. Remember to calculate L, E and R CERPs separately.

Published work

- ✓ As the primary author of an article or scientific study in a peer reviewed (refereed) journal or a chapter in a published book for health professionals, you can earn 15 CERPs.
- ✓ As the primary author of an article in a publication for professionals or a video primarily for educating health professionals (not mothers), you can earn up to 5 CERPs (with evidence of at least 5 hours work).
- ✓ As the primary author of an original hospital protocol or policy (with bibliography), you can earn up to 5 CERPs (with evidence of at least 5 hours work).
- ✓ For a poster presentation at a professional conference (with bibliography), you can earn up to 5 CERPs (with evidence of at least 5 hours work).

For all of the above, the work must be prepared, submitted and published between the date you last sat the exam and the expiry date of your current certification. It must meet the usual criteria for L, E or R CERPs.

CPR

You can earn R CERPs for completion of an infant or adult CPR certification or update workshop/s. CERPs awarded for CPR will be determined by the time of the program/s you attend, to a *maximum* of 6 R CERPs in the five-year period.

How to calculate CERPs for a session or program

To calculate the number of CERPs for a program, count only the actual session time programmed, including question time. Panel sessions relevant to lactation may be included, but do not include opening or administrative sessions and do not include lunch and other breaks. CERPs do not need to be whole numbers. Add up the total time for all relevant sessions of a particular program and round it up or down to the nearest 15 minutes. Each 15 minutes equals $\frac{1}{4}$ or 0.25 of a CERP (e.g. a program totalling 3 hours 40 minutes = 3.75 CERPs; a 35 minute session = 0.5 CERPs). L, E and R CERPs on the same program should be calculated separately. Don't assume that a program for lactation consultants will automatically be all L CERPs.

Sessions with mixed L, E or R CERPs

Usually L, E or R CERPs are allocated on the basis of the overall content of a session. However, occasionally a session will have half its content eligible for L CERPs and half eligible for E or R CERPs, as determined from the session outline. In such a case, it may be appropriate to allocate half the session time as L CERPs and half as E or R CERPs, e.g. a one hour session on Infant Feeding may be eligible for 0.5 L CERPs and 0.5 R CERPs.

CERPs for exam questions and pictures

Question writing can be a challenging and interesting way to gain CERPs. All questions accepted by the IBLCE as suitable for the IBLCE exam question bank earn one L CERP each. A clinical picture earns one 2L CERPs if submitted with a question. There is no limit to the number of CERPs that can be earned through question writing or pictures. Questions and pictures should be submitted to the IBLCE Office in Australia for CERPs allocation by September of the year before you apply to recertify. This is to allow time for the approval process by the exam development committee. You may wish to send some sample questions first for feedback about whether they meet IBLCE requirements.

Some helpful hints for question writing

- ✓ Provide references. All questions must include at least one primary reference (give full details including relevant page number) to a published study or the scientific literature. Do not reference anecdotal material or author's opinions. Give preference to literature published within the past five years. Tip: it is usually easier to write questions to references rather than try to reference a question after it is written.
- ✓ Follow IBLCE's prescribed format for the "stem", which is the sentence or paragraph which introduces the question, followed by multiple choice answers.
- ✓ IBLCE prefers questions that test the application of knowledge to a clinical situation, rather than straight recall of facts.
- ✓ There should be three to five responses to each question, with four responses being typical. You must indicate the one correct answer, so think through reasons why each of the other responses is not correct. Popular misconceptions are useful as incorrect responses.
- ✓ Do not write true/false questions or options such as "all of the above", "none of the above", "a and c", as IBLCE does not use this type of question on the exam.
- ✓ Each response must follow the question stem logically and grammatically.

Question writing sessions

Question writing can be more productive when done in a small group session. A group can meet to discuss two or three journal articles before dividing into pairs to write questions based on the articles. CERPs from questions submitted by a group are divided among the participants unless otherwise specified. For more guidelines go to <http://www.iblce.edu.au/itemwriting.php>

To claim CERPs for a program that does not already have CERPs allocated by IBLCE, you must apply using this Individual Application for CERPs form. Photocopy the form as many times as you need to. You must complete a separate form for each program, attach the required documentation and enclose with your Application to Recertify. See "Programs without CERPs approval" in CERPs Recertification Information for more information about making an individual application for CERPs.

Name of Program: _____ **Date of Program:** _____

Number and type/s (L, E or R) of CERPs you expect to be allocated: _____

You must attach the following:

Proof of your attendance or participation such as a certificate of attendance or completion.

If not issued or not available, attach another form of evidence, such as a copy of your registration receipt or a signed statement from the program organiser. For in-service sessions, a copy of your official in-service records is required, or the record of the attendance for each meeting. In the case of academic coursework, attach a copy of your degree or diploma and/or your transcript of results (especially if the course is not yet completed), or a statement signed by your academic supervisor. If you were primarily responsible for a publication, such as an original hospital policy, attach your supervisor's confirmation of this.

Sufficient information about the length and content of the program and where relevant, each session

for which you are claiming CERPs, to verify how many L, E and/or R CERPs can be claimed. The onus is on you to prove the program was suitable for CERPs, and the appropriate number of CERPs in each category.

- For example, in the case of a conference or seminar, attach a copy of the program brochure, provided that it shows the separate sessions and their times. If there were concurrent sessions or if you did not attend the entire program, you must list or clearly mark the sessions that you attended, and state the number of L or E or R CERPs you are claiming for each session.
- In some cases, there will be sufficient information on the certificate of attendance or completion document referred to above – e.g.: if that document sets out what was covered in the program or, in the case of a major course for which you are claiming the maximum number of R CERPs, clearly shows that the course was substantial and that the subject-matter fitted the definition of R CERPs.
- Where it is not obvious from the title of a session or course, you may need to provide more information to enable us to verify how many CERPs can be claimed and whether they were L, E and/or R e.g.: a speaker's abstract or a course outline.
- For published work, a breastfeeding protocol or assignment completed as part of academic coursework, attach sufficient documentation to allow an assessment to be made, including details of other contributors to the project, and where relevant attach a confirmatory statement signed by your supervisor.

Then read and sign the following statement:

I wish to apply as an individual for CERPs for the attached program or for certain sessions marked on the attached program. I certify that I attended or completed this program and that all the information provided in and with this application is true and correct, includes all relevant information, and the photocopies enclosed are all true copies of the original documents.

To the best of my knowledge, the program was not organised by individuals or companies that manufacture, market or distribute products within the scope of the WHO International Code of Marketing of Breast-milk substitutes; nor did these companies or company personnel have input into the choice of topics or speakers; and any other conflict of interest that might impair the objectivity and scientific rigor of the material presented in these sessions was brought to the participants' attention.

Signed: _____ **Date:** _____

Name: _____

Remember: a processing fee applies if you submit this Individual Application for CERPs separately from a complete Application to Recertify. Contact IBLCE for current fee rate.

ONLINE APPLICATION

The Recertification by **Exam** Application form is now available online
The online **Exam** Application form is available at the IBLCE website [www....](http://www.iblce.edu.au)
(You must follow the online guidelines when completing your application form)

Recertification by **CERPS** online form will be available soon

再認定料

再認定にかかる料金は、**CERPs**による再認定も試験による再認定も同額ですが、締め切りが異なります。料金は、あなたが現在居住している国によって定められています。再認定料と締め切りは、別冊付録(再認定用)日本版の表に記載してあります。

料金は申請書と添付書類を郵送する消印の日付によって決まります。おもて面にある表中の3段階の期日と料金を見て、郵送の日付によって正しい料金を支払っていることを確認してください。

引き落とし不可時の手数料

引き落としが出来なかった時は、表中にある料金不備の手数料として**50ドル**が課せられます。

例：割引の締め切り期日に関する受験料不足、あるいは有効期限の過ぎたクレジットカードの使用やその他の理由によりクレジットカードからの引き落としが不可能であった場合などです。

提出書類の不備による追加料金

願書の記入漏れや提出書類の不備があった場合は、あなたの願書は不完全な書類として区別され、提出した締め切りの料金は適応されません。こちらからどの書類が不足しているか連絡します。

書類がすべて揃うまで、あなたの願書は保留されます。**あなたは、追加料金として表面の表にあるとおり50ドルの書類不備の手数料を支払う責任があります。**

この料金は、再手続きのためにかかる時間と人件費のために設けられており、求められた書類や願書が完全かを確かめるために時間を費やしてから申請する他の志願者と公平になるようにしています。

Examples that would make your application incomplete are any of the requirements which are listed in the below checklist.

2012 IBLCE 再認定提出書類チェックリスト CERPs で申請する場合

- P.1 セクション1～5 記入完了
- P.2-3 セクション6～10 記入完了
- P.4 セクション11～12をよく読み、
5つの質問にYES/NOで答え☑、署名、日付を記入して下さい。

2012 IBLCE 再認定提出書類チェックリスト 受験する場合

- P.1 セクション1～5 記入完了
- P.3 セクション7～10 記入完了
- P.4 セクション11～12をよく読み、
5つの質問にYES/NOで答え☑、署名、日付を記入して下さい。

すべての提出書類は以下のことを満たしていること：

- 願書提出時にすべての書類が整っていること。
- 記載されたすべての**CERPs** 取得証明書があること。
- 再認定料の引き落としは最も近い締め切り期限に基づいて行われます（あなたの雇用者や他の団体が再認定料の支払いをする場合は、最も近い期限内に支払いが完了していることが必要です。支払いが完了するまであなたの申請書類の手続きは保留されます。
- 願書の名前と同封の書類（*IBLCE日本注：**CERPs** 証明書など）の名前が異なるときは、それを証明する文書のコピーを添付すること。例：結婚証明書（*日本の場合は戸籍謄本：オーストラリア事務局が理解できるような英語を付記すること）など。