



IBLCE: APPLICATION TO RECERTIFY 2.10

(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

GIVEN NAMES (IN FULL)														
FAMILY/ SURNAME														

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

Preferred given Name/Known by: _____

Preferred Title (e.g. Mrs, Ms, Miss, Mr, Dr): _____

2. POSTAL ADDRESS: _____

PHONE (home): _____

PHONE (work): _____

POST CODE: _____ **COUNTRY:** _____

MOBILE: _____

3. I AM APPLYING TO RECERTIFY:

4. EXAM SITE [If recertifying by exam] :

Write in the name of your exam site city (Closest Capital City)

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

Preferred exam site _____

My First Language is: _____

My Primary language is: _____

The language I wish to sit the exam is: _____

I have been continuously certified an a IBCLC since _____

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

EMAIL: _____

- 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.

5. RECERTIFICATION FEE: You must pay the full fee that corresponds to the deadline by which your application is postmarked. (See the Recertification Application Supplement for current fees and deadlines.)

Is your fee being paid or reimbursed by your employer or another agency? **Yes** **No** If Yes: **Full** **Part**

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

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

6. CERPs RECORD AND CALCULATION:

Name: _____

Complete this section only if you are recertifying by CERPs

Write in 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							
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19							
20							
21							
22							
23							
24							
25							
					CATEGORY L CERPS (minimum 50)		
					CATEGORY E CERPS (minimum 5)		
					CATEGORY R CERPS (maximum 20)		
					TOTAL NUMBER OF L, E & R CERPs (minimum 75)		

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

<p>Is your current work as a Lactation Consultant dependent on your IBCLC certification?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
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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) | | |

9. CURRENT WORKPLACE:

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

10. 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) | |

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

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

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 Exam Application Guide, the current Application Supplement and current Exam Payment Form specific to my country. I understand that I will be subject to consequences if I fail to comply with these policies.

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 be governed by the Code of Ethics for International Board Certified Lactation Consultants during the period of my certification and to be governed by the IBLCE Disciplinary Procedures for any violations of the Code of Ethics for International Board Certified Lactation Consultants. 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 the Code of Ethics and the IBLCE Disciplinary Procedures).

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 four 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 |
|---|--------------------------|--------------------------|
| 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? | <input type="checkbox"/> | <input type="checkbox"/> |
| 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? | <input type="checkbox"/> | <input type="checkbox"/> |
| 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. | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Have you ever been the subject of a substantiated complaint, for which disciplinary or remedial action was taken, including 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 counsel, 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)? Or are you currently the subject of such a complaint? | <input type="checkbox"/> | <input type="checkbox"/> |

Signature of Applicant _____ **Date** _____

Please read this statement carefully, TICK the appropriate response to each of the four (4) questions above and then sign and date this form.



IBLCE

**International Board of
Lactation Consultant Examiners**

IBLCE Office in Australia

PO BOX 1533
OXENFORD QLD 4210
AUSTRALIA

within Australia:
PHONE (07) 5529 8811
FAX (07) 5529 8922

outside Australia:
PHONE +61 7 5529 8811
FAX +61 7 5529 8922

www.iblce.edu.au

rd@iblce.edu.au

CERPs Recertification Information

This is an updated version of the information in the Recertification Information Booklet that was previously available. Notice of any further changes to IBLCE's recertification information will be posted on the website.

CERPs are **C**ontinuing **E**ducation **R**ecognition **P**oints allocated by IBLCE to educational sessions, programs or materials appropriate for recertifying IBCLCs. A CERP program should enable the lactation consultant to better provide health care for clients.

IBCLCs recertify at 5 year intervals

Your certification as an IBCLC is for a period of five years, renewable by recertification at five year intervals. Before the end of each five year period, you must recertify.

- 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. Please ask the IBLCE Office to send you further information about recertifying by exam.
- Ten years after you last passed the exam (5 years after CERPs recertification), you must pass the exam again.

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.

IBLCE sends you a current *Application to Recertify* and a *Recertification Application Supplement* (listing current fees) late the year before your certification is due to expire. Make sure we always have your current address!

CERPs dates

CERPs may be counted from the day after you last sat the exam, even though you did not receive your exam results until October, and must be completed before you submit your application. For courses begun before the exam, CERPs may be counted only for sessions or work done after the exam date.

When to apply?

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 your certification is due to expire.

Early fee deadline:	28 February
Standard fee deadline:	31 August
Late fee deadline:	31 October

Your CERPs recertification will extend your certification for an additional five years from the date your certification was due to expire.

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.

Many ways to earn 75 CERPs

To recertify by CERPs, you must show documentation of 75 or more CERPs, including (consisting of a minimum of) at least 50 L CERPs and at least 5 E CERPs. The rest of the required 75 CERPs may be L, R or E CERPs. 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 definitions

One CERP is equivalent to one hour of education time.

L CERPs are for **L**actation topics; E CERPs are for **E**thics topics; R CERPs are for **R**elated topics. These categories are explained in more detail in the next section. Please note that clinical work and classes for mothers are *not* professional education for you, and are *not* eligible for CERPs. Attendance at meetings, including breastfeeding project-related meetings, is *not* eligible for CERPs unless there is a separate education session in conjunction with the meeting, and documentation requirements have been satisfied.

The designation, "x L (or E or R) CERPs allocated by IBLCE: Approval No. Cxxxxx", signifies that a program is relevant to the learning needs of IBCLCs and a CERP certificate will have been issued to you. If the program did not apply for CERPs approval, you may still be able to include it in your CERPs application, but you must complete an *Individual Application for CERPs* for that program. Please note that only 5 IBCLCs can earn CERPs through individual applications for any one program.

CERP CATEGORIES: L, E and R

L CERPs

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, and
- 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

E CERPs

E (ethics) 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

R CERPs

R (related) 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)

No 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), reading journals, watching videos (without a group discussion) are *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

Please note that 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.

CERP REQUIREMENTS

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.

At least 50 L and 5 E CERPs required

Because most of your continuing education should be related to lactation topics, *at least* 50 of the 75 CERPs required for recertification must be in Category L (lactation topics). From 2007, you are also required to include at least 5 E CERPs (ethics topics). Continuing education in related topics can enhance your work as a Lactation Consultant, so you may include R CERPs to make up the balance of the 75 total CERPs required. If you have 75 or more L and E CERPs, you do not need to include any R CERPs.

Examples

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, so as to be certain you will satisfy the minimum requirement. Be assured, however, that if we have a query about your application or your CERPs claims we will contact you for clarification.

Earn the same CERPs once only

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

WAYS TO EARN CERPs

CERPs approved programs

When you attend a session or program that has already been allocated CERPs by IBLCE (or an IBLCE-endorsed CERPs provider) you should receive a personal attendance certificate upon completion of the program. It will state your name, the name and date of the program, the number of L and/or E and/or R CERPs earned, and it will be signed by the organiser. It will also show the IBLCE Approval Number.

This is the simplest way to earn CERPs, as a copy of this certificate is the only documentation you will require when you submit your application.

Please note that, even though program providers are required to send IBLCE the attendance list when the program has been approved for CERPs, we do not maintain an ongoing record of how many CERPs each IBCLC has earned. Nor can we go through all the attendance lists to re-create your record of attendance. We verify attendance certificates against lists, but 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.

Programs without CERPs approval

As an IBCLC, you will sometimes attend, present or participate in a relevant program or session that does *not* already have L, E or R CERPs allocated by IBLCE. If you want to include these sessions when you recertify, you must submit an *Individual Application for CERPs*.

In most cases, you will apply for these CERPs with your *Application to Recertify* and there will be no additional fee. You may also choose to pay a fee, if you want assurance now that the program will be eligible for CERPs when you recertify. An individual application which is not part of a recertification application must be accompanied by a processing fee (please contact IBLCE for current fees).

An *Individual Application for CERPs* form is included in this document and is also available on the www.iblce.edu.au website. You will be required to attach proof of attendance *plus* details of the program – a published program that gives session information and times, or alternatives described on the form.

Please note that these CERPs will be applicable only to yourself – in other words, 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. Only 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 their program to be allocated CERPs by IBLCE, using the *CERPs Provider Package* which is available from the www.iblce.edu.au website.

CERPs for group meetings of IBCLCs

CERPs can be earned by attending a planned “professional education” discussion group that is not otherwise 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 tapes 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.

Please note that 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 of the meeting. A record should be made of when the professional education component started, its duration, and the topic and/or an outline of material covered.

Additional CERPs for giving a presentation

When you are the presenter of a session that has been approved for L or E CERPs (or for which an individual CERPs application is eligible to be approved), you earn the CERPs as if you were in the audience. You *also* earn the same number of CERPs again (i.e. double) as partial acknowledgement of the time spent on preparation of the presentation. For example, if you present a 1¼ hour lecture on “Breastfeeding and the Premature Baby”, you and those in attendance can earn 1.25 L CERPs. As the presenter, you also earn an additional 1.25 L CERPs for preparation time (= 2.5 L CERPs total), but only once, even if you repeat the session.

To receive credit for CERPs for presentation preparation, show separately 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 session you presented.

Please note: CERPs are earned for professional education only. Teaching antenatal classes or breastfeeding classes for mothers does not earn CERPs.

Lactation education courses

If all or part of the program is also used by 5 or more recertifying IBCLCs seeking to earn CERPs, then the program providers should apply for CERPs. Please note that pre-exam education according to the IBLCE Exam Blueprint will not be 100% 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.

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.

- A 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).
- A PhD dissertation or Masters thesis in lactation will earn 75 L CERPs (official transcript and verification of completion by mentor 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 Category R CERPs rather than Category L CERPs.

Independent Study Modules

An Independent Study Module (ISM) is a lactation education article or tape 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. CERPs-approved ISMs are now available through a variety of sources.

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.

Clinical observation

Clinical observation of an IBCLC, certified for more than five years, is eligible for one L CERP per 2 hours. The session must be structured, and must include recorded observations and clinical discussion.

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 (cardiopulmonary resuscitation) certification or update workshop/s. The number of CERPs awarded for CPR will be determined by the time frame of the program/s you attend, to a *maximum* of 6 R CERPs in the five-year period.

ETHICS CERPs

When recertifying by CERPs, an IBCLC is required to include at least 5 CERPs that address professional ethics, within the 75 CERPs total.

IBLCE introduced this requirement from 2007 to encourage IBCLCs to increase their awareness of the importance of professional ethics related to lactation consultant practice. The requirement to obtain CERPs in ethics should create a market which will encourage conference organisers and others to include sessions on professional ethics, and IBCLCs to attend them.

SUMMARY OF CERP REQUIREMENTS

Total required	75
L CERPs	at least 50
E CERPs	at least 5
R CERPs	no minimum required

If a program did not issue a CERPs certificate, up to 5 IBCLCs can include it by completing an "Individual Application for CERPs", but they will still need to provide verification of attendance and other information.

IBLCE recognises that learning opportunities not covered in this information sheet may be eligible for CERPs, provided they meet IBLCE's definitions of professional education. Please contact us if you have questions.

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 also earns one L CERP, or 2 if submitted with a questions. 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 in advance of applying to recertify. Allow time for the approval process. 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 to 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. See the *sample generic question* in the next column.
- IBLCE prefers questions that test the application of knowledge to a clinical situation, rather than straight recall of facts. See the *sample recall question*.
- 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 easier and more productive when done in a small group session. For example, 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.

Sample generic question

A mother has a baby aged x days/weeks/months and she/the baby have a particular problem include brief information or details necessary to answer the question. . . .

Then ask something like one of the following:

What is the MOST likely cause?

What is the LEAST likely cause?

The BEST advice you could give this mother would be

You could suggest all of the following EXCEPT

You should FIRST tell the mother

In this situation, the use of a (name of device) will

This behaviour represents normal development for a baby of what age?

Which further information is MOST important to obtain from the mother?

Then write three to five responses, only one of which is correct.

Sample recall (negative stem) question:

Which of the following foods is NOT a good source of calcium?

A. natural cheese

B. red meat

C. almonds

D. dark green, leafy vegetables

Sample picture question:

This baby has been having difficulty breastfeeding effectively. You should advise the mother that:

A.

B.

C.

D.

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).

Category 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.

Using this basis for calculating CERPs, a one-day program is most unlikely to be worth 8 CERPs. Depending on the length of lunch and other breaks, it is more likely to be worth 6.5 CERPs, or fewer.

Your CERPs recertification application

Please read through the previous five pages of CERPs Recertification Information and ensure that you have all the necessary information in your application.

Complete all sections of the *Application to Recertify* form

Complete your CERPs Record and Calculation

- list each of the programs for which you are claiming CERPs;
- ensure you have the supporting document/s required to verify each line;
- write the corresponding line number on each document;
- keep all these documents in the same order as the lines on your CERPs record;
- calculate your total of L CERPs (and of E and R CERPs, if needed)

Include your attendance certificates for each CERPs pre-approved program

A photocopy of your original attendance certificate is required – nothing else. The attendance certificate should have been signed by the organisers, and show the name and date of the program or meeting, the number of L, E and/or R CERPs allocated, and the IBLCE Approval Number. (Do not attach a copy of the program, as we already have it on file if CERPs are shown on the certificate.) Keep the original attendance certificate in case you are audited.

Include the Individual Application for each program that was NOT pre-approved for CERPs,

-
- an *Individual Application for CERPs* form signed by you (please read the instructions on the form);
 - proof of your attendance or completion;
 - 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.

Please ensure that your education evidence is listed in chronological order
And all enclosed documents are numbered to match the line numbers on your form, and file the documents in the same order.

Be sure to read, sign and answer all questions on the last page of the application.

If you overlook this, and we have to chase you for your signature, or for a missing attendance certificate, you are liable for the additional fee payable for an incomplete application.

Check that you have enclosed your payment or provided your complete credit card details inclusive of expiry date.

If we have to follow up with you for your card expiry date, or because you do not have enough credit, you are also liable for an additional fee.

We process applications in the order received. There can be a delay of up to three or four weeks at busy times of the year before you hear from us. We will contact you if we have any queries.

Please post all applications to

We look forward to receiving your application!

IBLCE
PO Box 1533
Oxenford QLD
AUSTRALIA



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 (unless you are applying separately) 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.

RECERTIFICATION FEES

The fees for a recertifying IBCLC are the same for recertification by CERPs and for recertification by exam. However, the deadlines are different. Fees are set according to country of residence and take into account central and local administrative costs. The fees are set out in the table in this Recertification Application Supplement. Your fee depends on when your complete application (with all accompanying materials) is postmarked. Please check the three levels of fees listed in the table in this Recertification Application Supplement, and ensure that the fee you are paying is correct for the date of posting.

Deadlines are strictly adhered to

FAILED PAYMENT FEE

A fee of up to the figure listed in the table will be charged to cover costs associated with any failed payment eg; insufficient funds or if the card payment cannot be processed for any other reason such as the non-provision of the expiry date or for other reasons that void payment.

ADDITIONAL FEE FOR AN INCOMPLETE APPLICATION

If any item of required information or documentation is not included with your application, your application will be classed as incomplete and therefore it will not have met the fee deadline. We will contact you about what is missing.

Meanwhile, your application will not be given priority and will be set aside until it is complete. **You will be liable for an additional charge of \$50.00 as listed in the table overleaf.**

This policy has been instituted because of the extra administrative time and costs involved, and to be fair to other applicants who have delayed their applications until a later deadline to ensure that their applications included all the required information and documents.

Examples that would make your application incomplete:

- not completing the signed statement or not answering all 4 questions or not signing the statement
- [CERPs RECERTIFICATION ONLY] not including a CERPs certificate or other supporting documentation CERPs claimed
- [CERPs RECERTIFICATION ONLY] not completing an Individual Application for CERPs form to cover a claim for a program for which CERPs had not already been allocated, or not including sufficient information to allow assessment
- not providing your biographical details
- not enclosing a name change document if required

Please remember to notify us should your contact details change at any time.