IBLCE®

International Board of
Lactation Consultant Examiners

Pathway 3 Plan Verification

Online Application Manual

As an International Organisation, IBLCE uses British English in its publications.

TO KNOW BEFORE YOU COMPLETE THE APPLICATION

If you plan to qualify for the IBLCE exam through Pathway 3, you must submit an Application for Pathway 3 Plan Verification to IBLCE before you begin earning the 500 required clinical hours. Pathway 3 Plan applications may be submitted at any time. There is no specific application deadline.

Pathway 3 Plans must demonstrate that the applicant's clinical experience will be obtained under the direct supervision of IBCLC certificants and that sufficient clinical settings are provided for the applicant to practice all duties specified on the Clinical Competencies for the Practice of International Board Certified Lactation Consultants and in clinical situations that cover a broad range of experience in the disciplines and chronological periods included on the IBLCE Detailed Content Outline.

Notification of Plan Verification or Denial

You and your Chief Mentor will receive notification within 2 weeks of your application submittal of Pathway 3 Plan verification or denial by email.

Fees

There is a fee for application verification. Please visit the Tier information table at the end of this guide for more information. The fee paid for this application is not refundable under any circumstance.

Applying for the IBLCE Exam

Individuals with verified Pathway 3 Plans must meet all IBLCE exam eligibility requirements in place at the time of applying for the exam.

In addition to a minimum of 500 hours of directly supervised clinical practice in lactation care, Pathway 3 applicants must also complete education in the health sciences and education that is specifically about human lactation and breastfeeding. For more information about the requirements, please consult the Candidate Information Guide.

Important! Application for the IBLCE exam must occur within the 5 years immediately following verification of the Pathway 3 Plan

STEPS TO CREATE YOUR PATHWAY 3 PLAN VERIFICATION APPLICATION ONLINE

In order to submit a Pathway 3 Plan Verification online you will need to create an account in the IBLCE Credential Manager system. The link to the IBLCE Credential Manager system can be found on the IBLCE website at IBLCE Login Page. Once you open the IBLCE Credential Manager Login Page, please click on "New or First Time User" link found underneath the blue Login button (Figure 1).

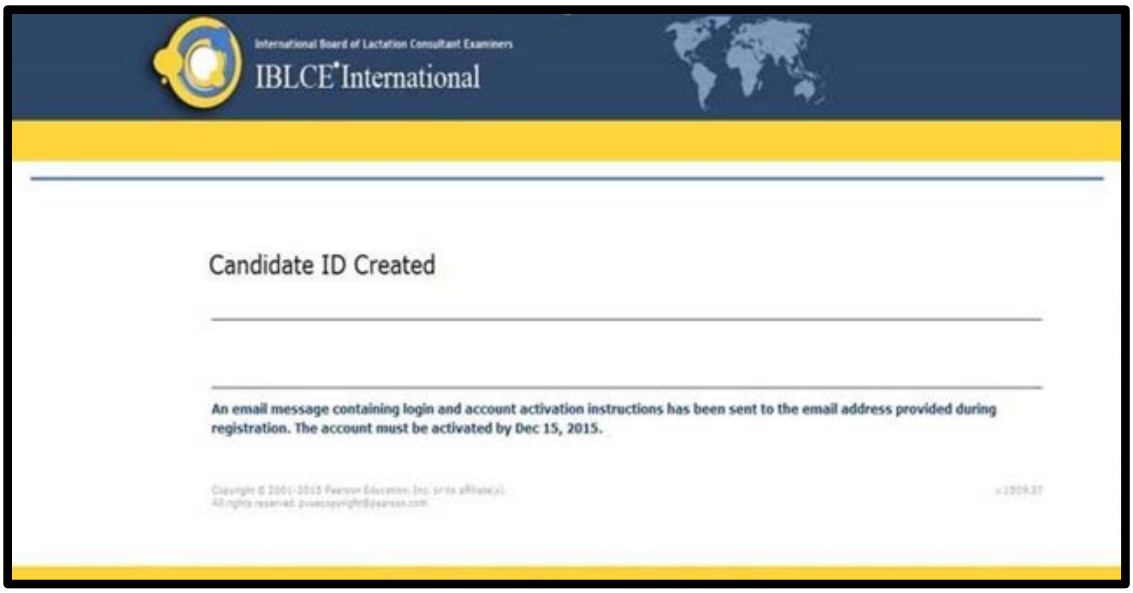
Figure 1: IBLCE Login Page

Once, you have created an account, you can enter and leave the system as often you wish. After clicking on the New or First Time User link (Figure 1), agree to the Terms of Use and create a new account in the system by completing the Personal Information New Candidate Record form (Figure 2).

Figure 2: IBLCE Personal Information Page

A screen will appear verifying that your account has been created and that an email has been sent regarding how to activate your account (Figure 3).

Figure 3: IBLCE Candidate ID Page



To activate your account in the IBLCE Credential Manager System, you will receive an email similar to (Figure 4) Click on the onetime-use link to activate your account.

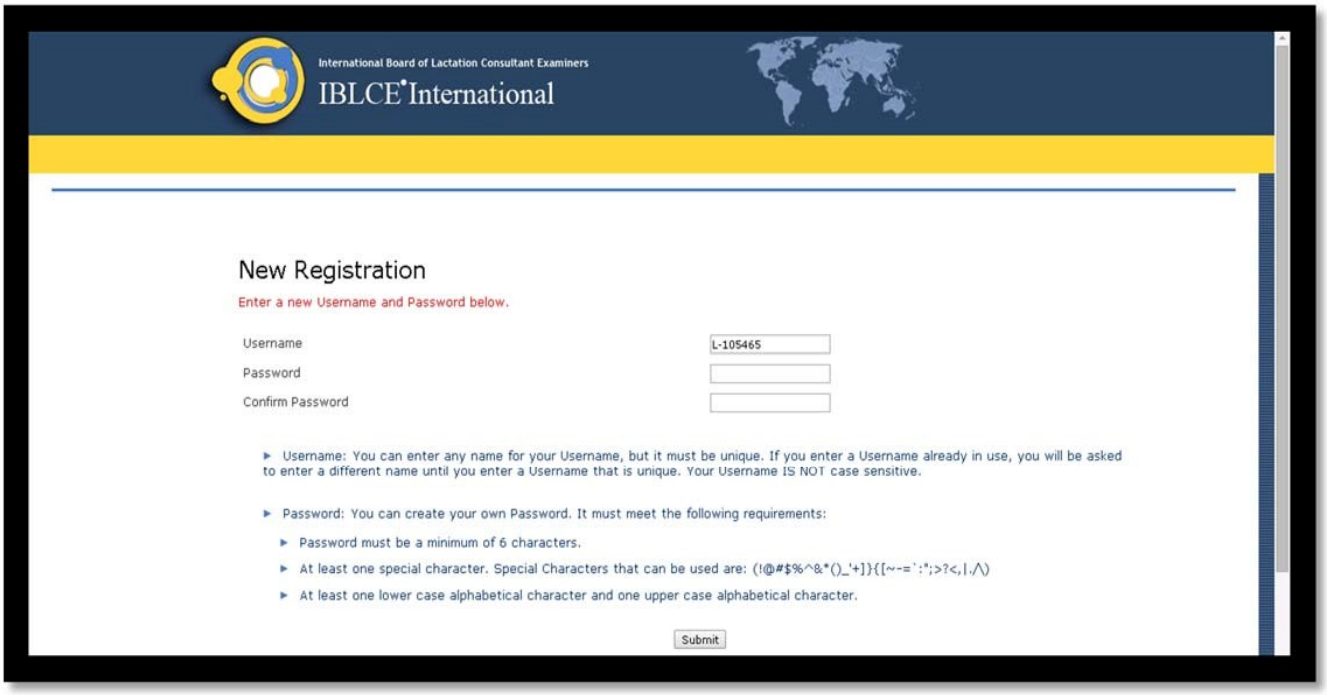
Figure 4: IBLCE Confirmation Email

Your user login to the IBLCE Credential Manager system has been created. To activate your account, please go to www.---.com
Your IBLCE ID is: L-####
Please note that the account activation link will expire on ######
Once you click on the above link, you will be asked to verify your username and set your password.
The IBLCE ID listed above is your username. After activating your account, you will be able to access your account immediately by:
Opening your web browser
Clicking on the IBLCE Credential Manager Login Page: www.----.com
Logging in
Please Note: Once you have reached the Login Page, you should bookmark the Login Page for future use.
If you have questions regarding your IBLCE Credential Manager account activation, please contact your IBLCE regional office directly or fill out the form found at www.---.com

Thank you,
IBLCE

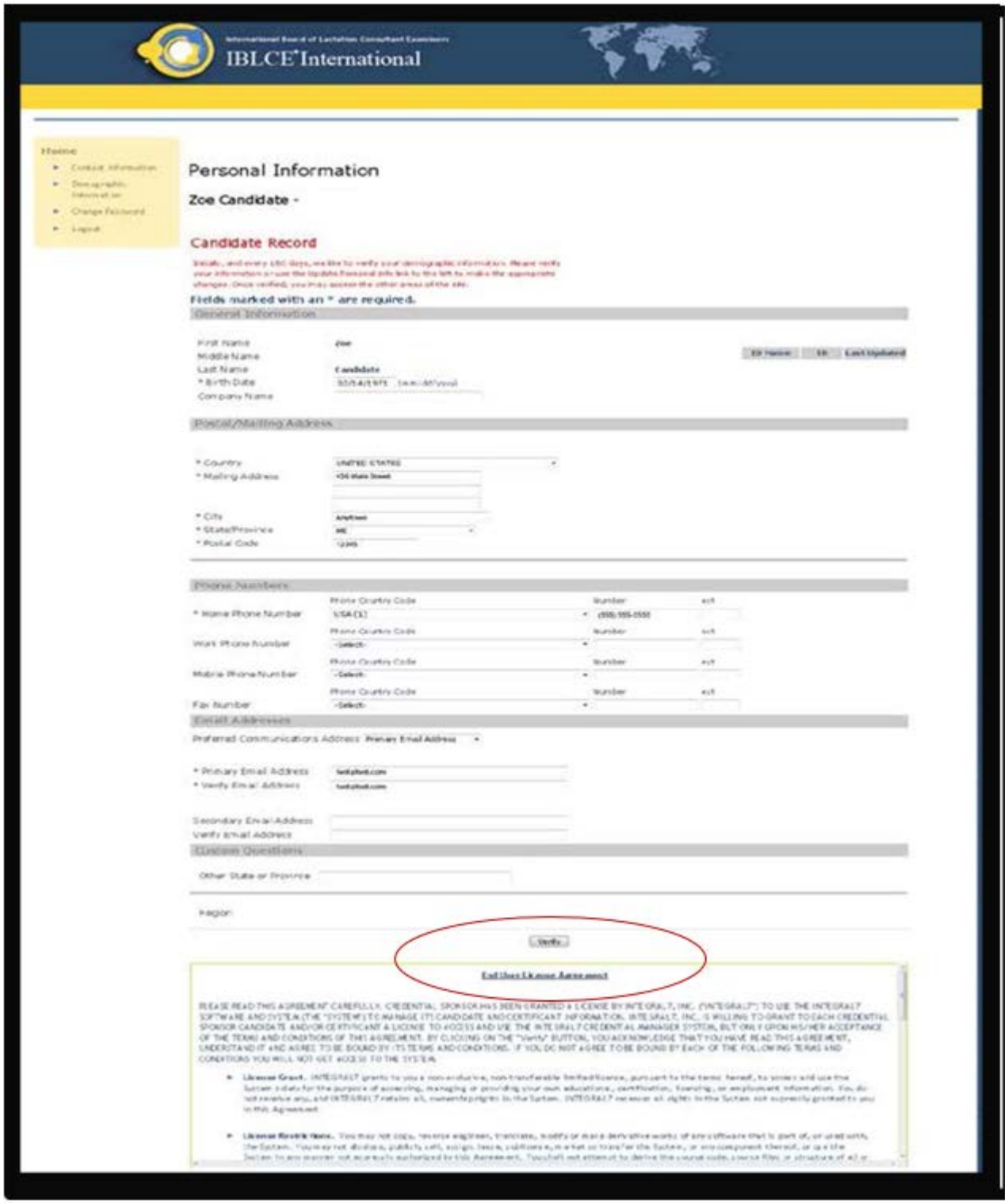
After clicking on the link provided in the email, you will directed to a screen to create your account password (Figure 5).

Figure 5: New Account Activation to Create a Password



After you have activated your account, you must enter your personal and demographic information and agree to the End User License Agreement (Figure 6).

Figure 6: Personal Information Page

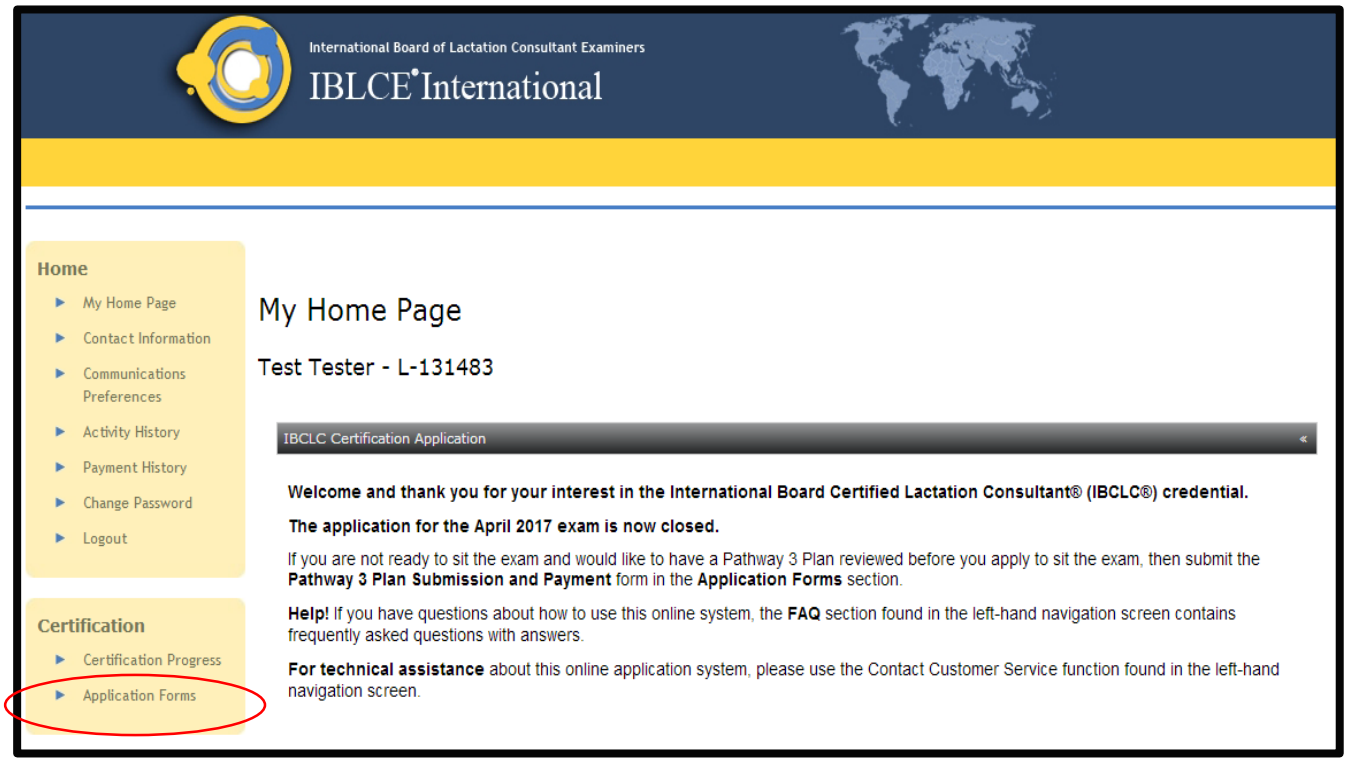


Once you have verified your Personal Information, the IBLCE Credential Manager system will open on “My Home Page” with a welcome message (Figure 7).

Figure 7: My Home Page Welcome Message

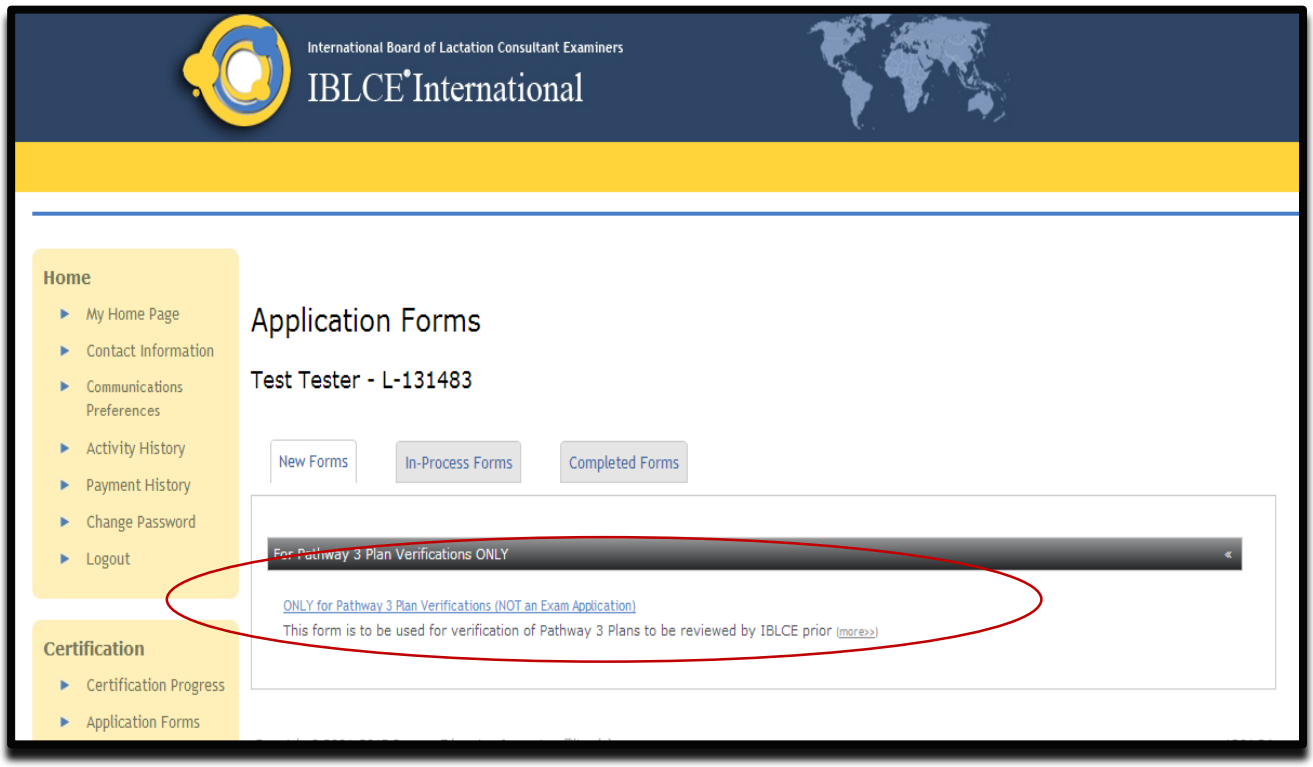
At this point, you may begin the Pathway 3 Plan Verification application process. The application form will be under the Certification tab in the “Application Forms” section.

Figure 8: Location of Application Form



After clicking in “Application Forms” you will be able to see Pathway 3 Plan Verification form (Figure 9).

Figure 9: Pathway 3 Plan Verification Application

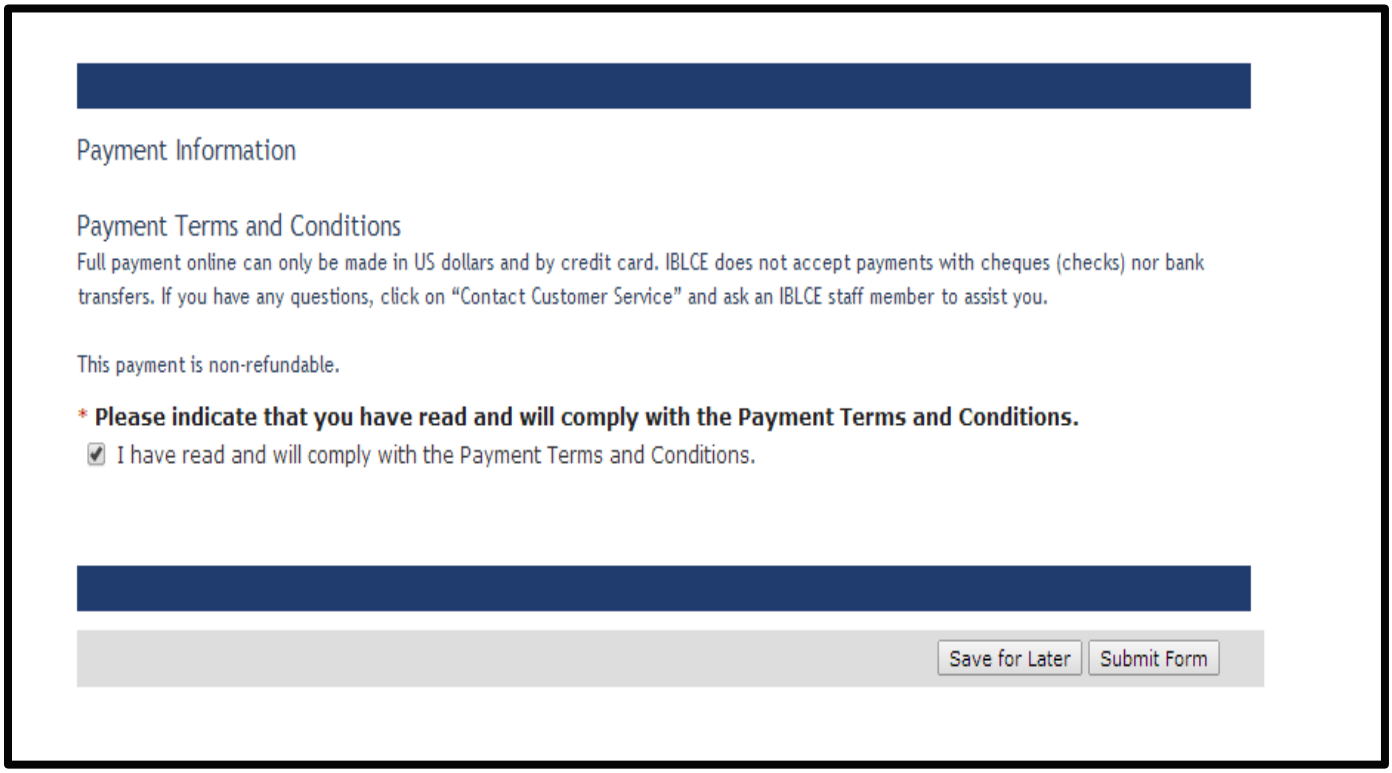


Once you are in the application you can begin completing the application form (Figure 10). All questions with a red asterisks are required. Please have all your Mentors information ready to provide.

Figure 10: Pathway 3 Plan Verification Application ready to complete.

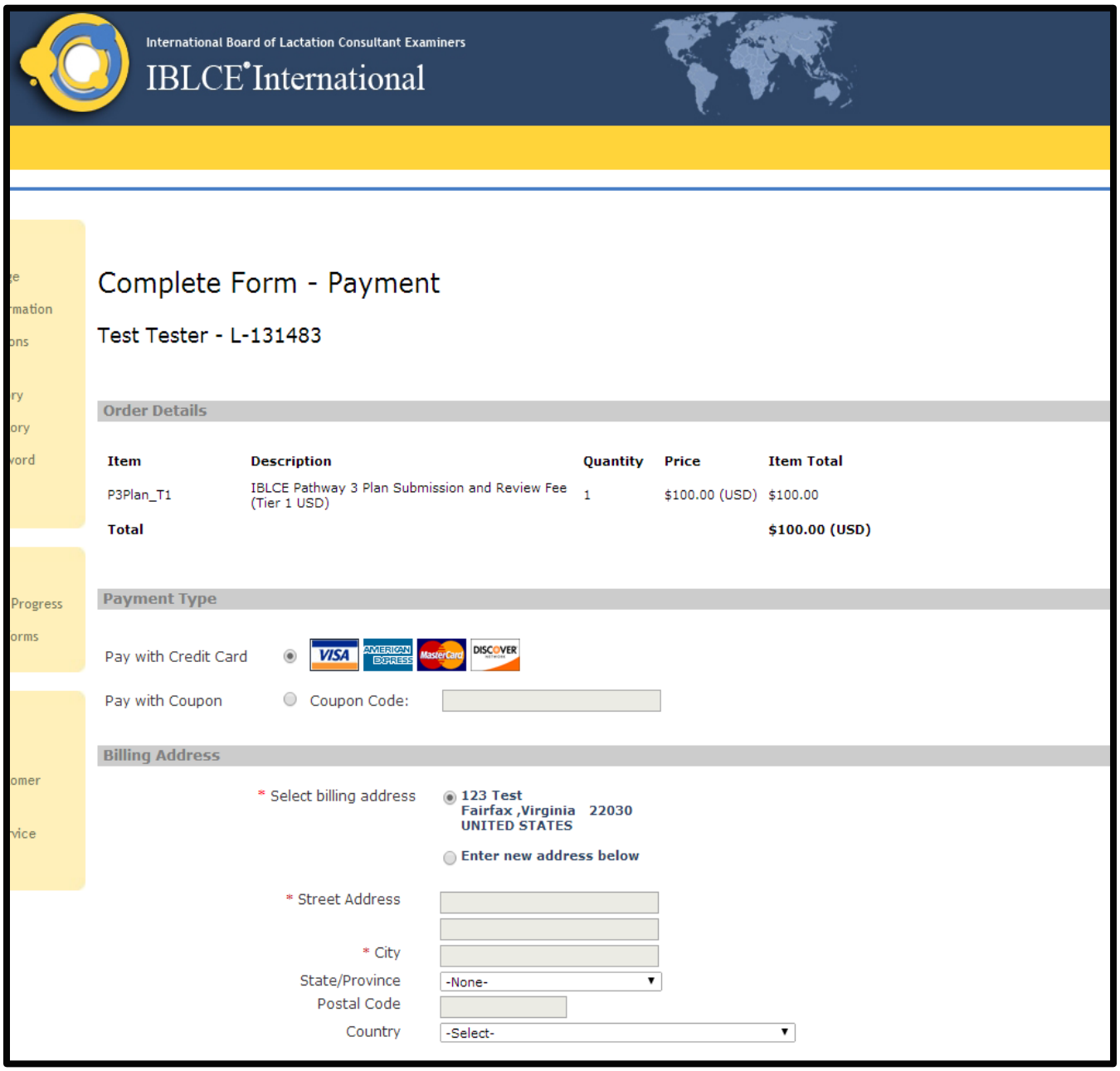
After completing the form you will be asked to accept the Payment Terms and Conditions and then click “Submit Form” (Figure 11). If you select “Save for Later”, the form will be located in the “In-Process” tab when you click over “Application Forms” (Go back to see Figure 9).

Figure 11: Payment Terms and Conditions



After you select “Submit Form” you are ready to enter the credit card information (Figure 12). Please note, the Pathway 3 Plan Verification fee is nonrefundable.

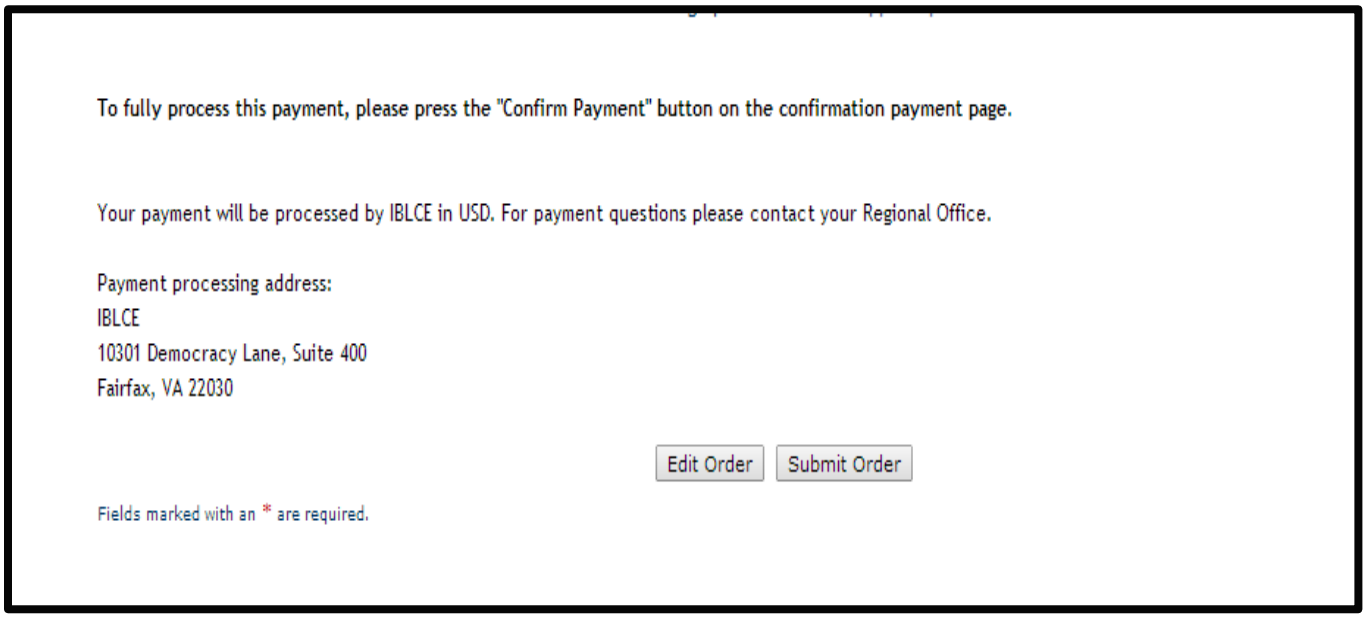
Figure 12: Complete Form for Payment.



Please note, payment can only be made online in US dollars and by credit card. IBLCE does not accept payments with coupons, cheques (checks) nor bank transfers. If you have any questions, click on “Contact Customer Service” and ask an IBLCE staff member to assist you.

Please click Submit Order and then you will be able to “Confirm Payment” (Figure 13).

Figure 13: To Submit Payment.



Please note, the payment process is not complete until press the “Confirm Payment” on the confirmation payment page.

PATHWAY 3 PLAN VERIFICATION FEE SCHEDULE

Pathway 3 Plan Verification Fee		
USD Tier 1	**USD Tier 2**	**USD Tier 3**
$100	**$75**	**$55**

Tier 1 Countries	Andorra, Aruba, Australia, Austria, Bahrain, Belgium, Bermuda, Brunei Darussalam, Canada, Cayman Islands, Cyprus, Czech Republic, Denmark, Equatorial Guinea, Estonia, Falkland Islands, Finland, France, French Polynesia, Germany, Gibraltar, Greece, Greenland, Guadeloupe, Guam, Hong Kong, Hungary, Iceland, Ireland, Israel, Italy, Japan, Kazakhstan, Kuwait, Liechtenstein, Lithuania, Luxembourg, Macau, Malaysia, Malta, Martinique, Monaco, Netherlands, New Caledonia, New Zealand, Norway, Oman, Poland, Portugal, Puerto Rico, Qatar, Reunion, San Marino, Saudi Arabia, Seychelles, Singapore, Slovakia, Slovenia, South Korea, Spain, St. Maarten, Sweden, Switzerland, Taiwan, Trinidad and Tobago, United Arab Emirates, United Kingdom, United States, Virgin Islands (British), Virgin Islands (US)
Tier 2 Countries	Albania, Algeria, American Samoa, Angola, Anguilla, Antigua and Barbuda, Argentina, Armenia, Azerbaijan, Bahamas, Barbados, Belarus, Belize, Bhutan, Bosnia and Herzegovina, Botswana, Brazil, Bulgaria, Chile, China, Colombia, Cook Islands, Costa Rica, Croatia, Curacao, Dominica, Dominican Republic, Ecuador, Egypt, El Salvador, Fiji, Gabon, Georgia, Grenada, Guatemala, Indonesia, Iraq, Jamaica, Jordan, Kosovo, Latvia, Lebanon, Libya, Macedonia, Maldives, Mauritius, Mexico, Mongolia, Montenegro, Montserrat, Morocco, Namibia, Northern Mariana Islands, Palau, Panama, Paraguay, Peru, Romania, Russian Federation, Serbia, South Africa, Sri Lanka, St. Kitts and Nevis, St. Lucia, St. Martin, St. Vincent and the Grenadines, Suriname, Swaziland, Thailand, Tunisia, Turkey, Turkmenistan, Ukraine, Uruguay, Venezuela
Tier 3 Countries	Afghanistan, Bangladesh, Benin, Bolivia, Burkina Faso, Burundi, Cambodia, Cameroon, Cape Verde, Central African Republic, Chad, Comoros, Cote D'Ivoire, Democratic Republic of the Congo, Djibouti, Eritrea, Ethiopia, Federated States of Micronesia, Gambia, Ghana, Guinea, Guinea-Bissau, Guyana, Haiti, Honduras, India, Kenya, Kiribati, Kyrgyzstan, Laos, Lesotho, Liberia, Madagascar, Malawi, Mali, Marshall Islands, Mauritania, Moldova, Mozambique, Myanmar (Burma), Nepal, Nicaragua, Niger, Nigeria, North Korea, Pakistan, Papua New Guinea, Philippines, Republic of the Congo, Rwanda, Samoa, Senegal, Sierra Leone, Solomon Islands, Somalia, South Sudan, Sudan, Syria, Tajikistan, Timor-Leste, Togo, Tonga, Tuvalu, Uganda, United Republic of Tanzania, Uzbekistan, Vanuatu, Viet Nam, Western Sahara, Yemen, Zambia, Zimbabwe

*If your country is not listed, please contact IBLCE at iblce@iblce.org.