



**IBLCE**<sup>®</sup>

*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**

International Board of Lactation Consultant Examiners  
IBLCE International

Home

- Contact Information
- Demographic Information
- Change Password
- Logout

### Personal Information

Test Tester -

#### Candidate Record

Initially, and every 90 days, we like to verify your demographic information. Please verify your information or use the Update Personal Info link to the left to make the appropriate changes. Once verified, you may access the other areas of the site.

**Fields marked with an \* are required.**

General Information:

Prefix:

Given/First Name (legal first name on ID):  ID Name ID Last Updated

Second/Middle Name (legal middle name on ID):

Family/Last Name (legal last name on ID):

Suffix:

\* Birth Date:  (mm/dd/yyyy)

Company Name:

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**

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IBLCE International

## Candidate ID Created

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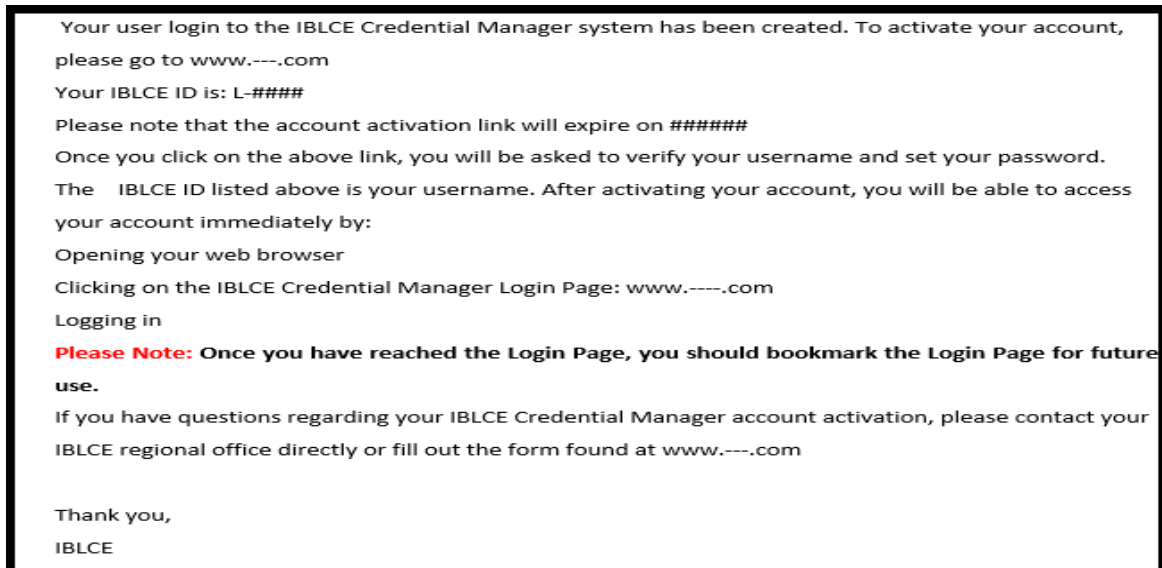
An email message containing login and account activation instructions has been sent to the email address provided during registration. The account must be activated by Dec 15, 2015.

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All rights reserved. 2-88303970@pearson.com

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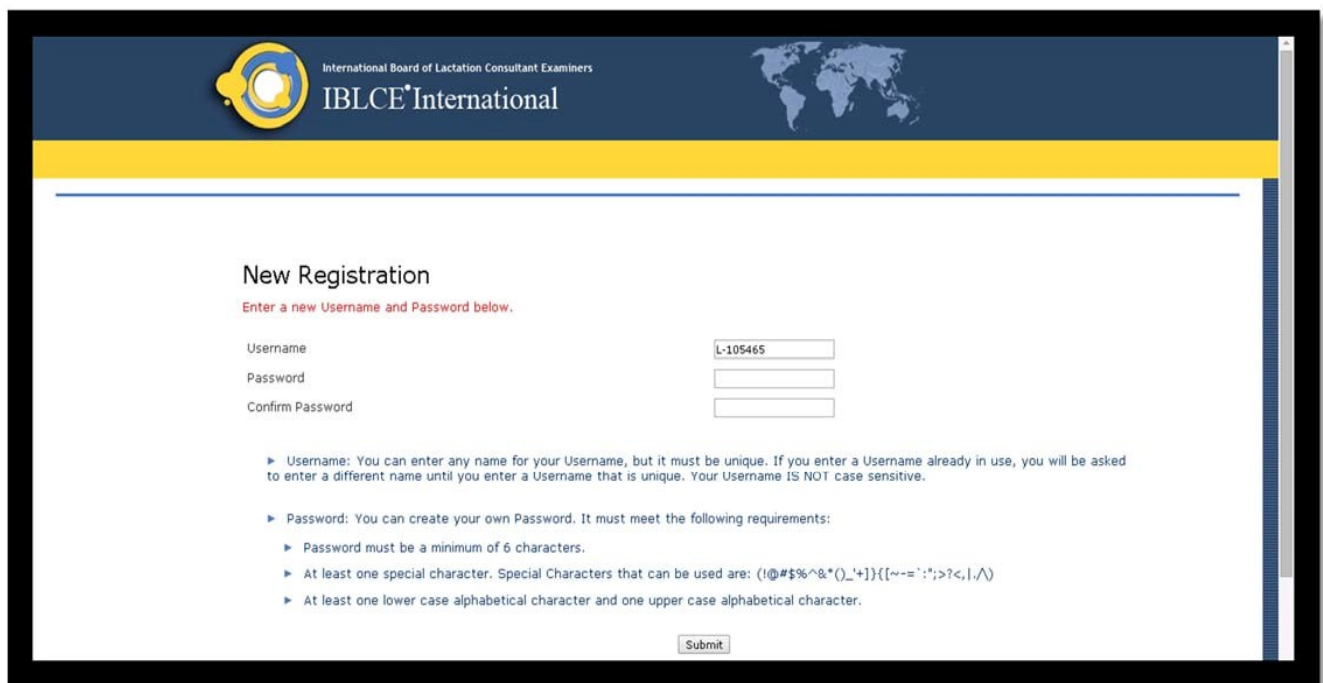
To activate your account in the IBLCE Credential Manager System, you will receive an email similar to (Figure 4)  
Click on the onetime-use link to activate your account.

**Figure 4: IBLCE Confirmation Email**



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

**Home**

- Contact Information
- Demographic Information
- Change Password
- Logout

## Personal Information

Zoe Candidate -

### Candidate Record

IBLCE, and every 180 days, we like to verify your demographic information. Please verify your information or use the update Personal info link to the left to make the appropriate changes. Once verified, you may access the other areas of the site.

**Fields marked with an \* are required.**

#### General Information

First Name:

Middle Name:

Last Name:

\* Birth Date:  (mm/dd/yyyy)

Company Name:

#### Social/Mailing Address

\* Country:

\* Mailing Address:

\* City:

\* State/Province:

\* Postal Code:

#### Phone Numbers

	Phone Country Code	Number	ext
* Home Phone Number	<input type="text" value="USA (1)"/>	<input type="text" value="(301) 555-2550"/>	<input type="text"/>
Work Phone Number	<input type="text" value="--Select--"/>	<input type="text"/>	<input type="text"/>
Mobile Phone Number	<input type="text" value="--Select--"/>	<input type="text"/>	<input type="text"/>
Fax Number	<input type="text" value="--Select--"/>	<input type="text"/>	<input type="text"/>

#### Email Addresses

Preferred Communications Address:

\* Primary Email Address:

\* Verify Email Address:

Secondary Email Address:

Verify Email Address:

#### Custom Questions

Other State or Province:

Region:

#### End User License Agreement

PLEASE READ THIS AGREEMENT CAREFULLY. CREDENTIAL SPONSOR HAS BEEN GRANTED A LICENSE BY INTEGRAL, INC. ("INTEGRAL") TO USE THE INTEGRAL SOFTWARE AND SYSTEM (THE "SYSTEM") TO MANAGE ITS CANDIDATE AND CERTIFICATE INFORMATION. INTEGRAL, INC. IS WILLING TO GRANT TO EACH CREDENTIAL SPONSOR CANDIDATE AND/OR CERTIFICATE A LICENSE TO ACCESS AND USE THE INTEGRAL CREDENTIAL MANAGER SYSTEM, BUT ONLY UPON HIS/HER ACCEPTANCE OF THE TERMS AND CONDITIONS OF THIS AGREEMENT. BY CLICKING ON THE "Verify" BUTTON, YOU ACKNOWLEDGE THAT YOU HAVE READ THIS AGREEMENT, UNDERSTAND IT AND AGREE TO BE BOUND BY ITS TERMS AND CONDITIONS. IF YOU DO NOT AGREE TO BE BOUND BY EACH OF THE FOLLOWING TERMS AND CONDITIONS YOU WILL NOT GET ACCESS TO THE SYSTEM.

- License Grant.** INTEGRAL grants to you a non-exclusive, non-transferable, limited license, pursuant to the terms hereof, to store and use the System solely for the purpose of accessing, managing or providing your own educational, certification, licensing, or employment information. You do not receive any of INTEGRAL's patents, trademarks, copyrights in the System. INTEGRAL reserves all rights in the System not expressly granted to you in this Agreement.
- License Restrictions.** You may not copy, reverse engineer, translate, modify or make derivative works of any software that is part of, or used with, the System. You may not distribute, publicly sell, assign, lease, sublicense, or in any way transfer the System, or any component thereof, or any file therein to any person not expressly authorized by IBLCE. You shall not attempt to derive the source code, source files, or structure of all or

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

International Board of Lactation Consultant Examiners  
**IBLCE** International

**Home**

- ▶ My Home Page
- ▶ Contact Information
- ▶ Demographic Information
- ▶ Communications Preferences
- ▶ Activity History
- ▶ Payment History
- ▶ Change Password
- ▶ Logout

**Certification**

- ▶ Certification Progress
- ▶ Application Forms

**Help**

- ▶ FAQ
- ▶ Contact Customer Service
- ▶ Customer Service History

## My Home Page

test Candidate4 -

The changes to this candidate have been successfully saved.

IBCLC Certification Application

**Welcome and thank you for your interest in the International Board Certified Lactation Consultant® (IBCLC®) credential!**

**Steps to Apply to sit the Exam:**

- ▶ Go to the **Application Forms** link on the left-hand side navigation screen in the **Certification** section
- ▶ Click on the **Certification via Exam** form on the **New Forms** tab; review, complete, and submit this form
- ▶ Go back to the **Application Forms** link
- ▶ Click on the **Acknowledgements, Attestations, and Payment** form on the **New Forms** tab; review, complete, and submit this form
- ▶ Go to **My Home Page** to see the current status of your application (e.g. under review, selected for audit, or accepted for exam)

All applications must be submitted in full by the posted application deadlines.

If you are not ready to sit the exam and would like to have a Pathway 3 Plan reviewed before you apply to sit the exam, then submit the **Pathway 3 Plan Submission and Payment** form in the **Application Forms** section.

**Help!** If you have questions about how to use this online system, the **FAQ** section found in the left-hand navigation screen contains frequently asked questions with answers.

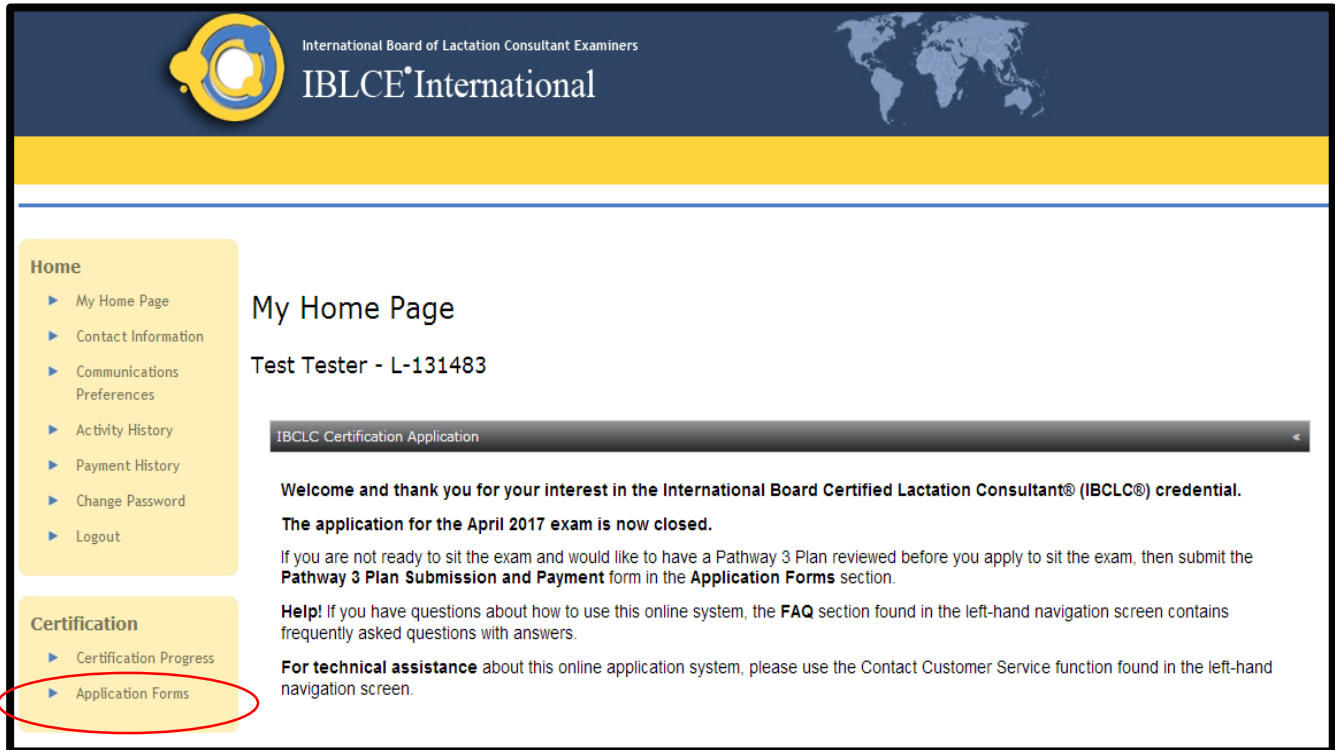
**For technical assistance** about this online application system, please use the **Contact Customer Service** function found in the left-hand navigation screen.

Regional Office Contact Information

Candidate Profile

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**

The screenshot displays the IBLCE International website interface. At the top, the logo and name "International Board of Lactation Consultant Examiners IBLCE International" are visible. The main content area is titled "Application Forms" and shows the user's profile as "Test Tester - L-131483". There are three tabs: "New Forms", "In-Process Forms", and "Completed Forms". A red oval highlights a specific form titled "For Pathway 3 Plan Verifications ONLY". Below this title, there is a link: "ONLY for Pathway 3 Plan Verifications (NOT an Exam Application)" and a descriptive sentence: "This form is to be used for verification of Pathway 3 Plans to be reviewed by IBLCE prior (more>>)".

Home

- ▶ My Home Page
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Certification

- ▶ Certification Progress
- ▶ Application Forms

## Application Forms

Test Tester - L-131483

New Forms In-Process Forms Completed Forms

**For Pathway 3 Plan Verifications ONLY**

[ONLY for Pathway 3 Plan Verifications \(NOT an Exam Application\)](#)

This form is to be used for verification of Pathway 3 Plans to be reviewed by IBLCE prior ([more>>](#))

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.**

The screenshot displays the IBLCE International website interface. At the top, the logo and name 'International Board of Lactation Consultant Examiners IBLCE International' are visible. A navigation menu on the left includes sections for Home, Certification, and Help. The main content area is titled 'Test Tester - L-131483' and features a 'Save for Later' and 'Submit Form' button. Below this, a heading reads 'ONLY for Pathway 3 Plan Verifications (NOT an Exam Application)'. The text explains that candidates must complete 14 Health Science Education subjects and 90 hours of lactation specific education, with a minimum of 500 hours of directly supervised clinical experience. A 'Please Note' section states that a fee is required for the submission. The form includes a text input field for the year of the examination and a section for selecting clinical experience settings: Hospital, in-patient; Hospital, out-patient; and Birthing Centre.

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**Home**

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**Certification**

- ▶ Certification Progress
- ▶ Application Forms

**Help**

- ▶ FAQ
- ▶ Contact Customer Service
- ▶ Customer Service History

**Test Tester - L-131483**

Save for Later Submit Form

**ONLY for Pathway 3 Plan Verifications (NOT an Exam Application)**

In addition to requiring completion of 14 Health Science Education subjects and 90 hours of lactation specific education, Pathway 3 requires candidates to complete a minimum of 500 hours of directly supervised lactation specific clinical experience. Plans for obtaining the directly supervised lactation specific clinical experience must be verified by IBLCE. Please provide the information requested below. Questions with a red \* must be answered.

If you have problems filling out this form or if you have previously submitted a Pathway 3 Plan to IBLCE, please click on the Contact Customer Service link and request assistance from IBLCE staff, using "Pathway 3 Plan Submission" in the subject line.

**Please Note:** Pathway 3 Plan Submission requires payment of a fee. This fee is separate and different from the exam fee.

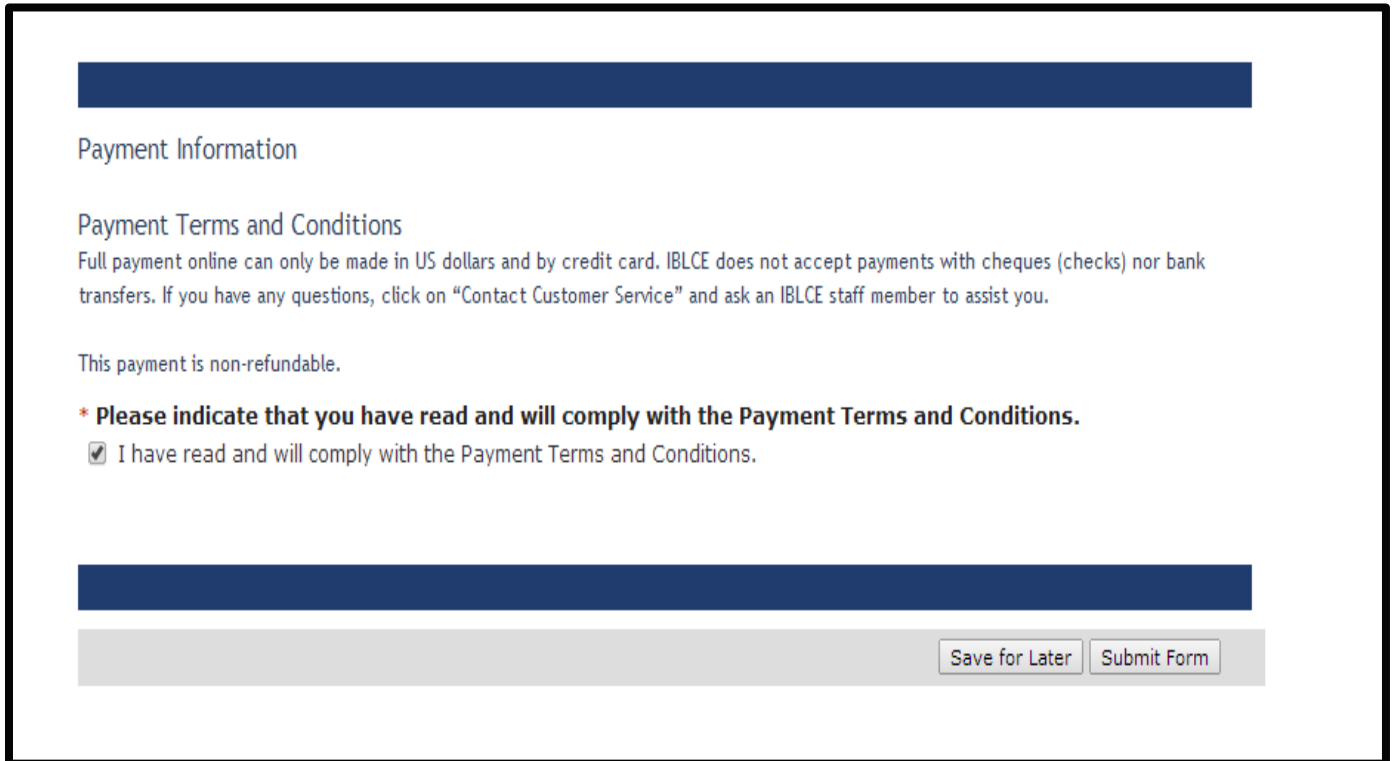
**\* Please enter the year in which you expect to take the IBLCE examination.**

**\* In which of the following settings will the directly supervised lactation specific clinical experience occur? (Select all that apply.)**

- Hospital, in-patient
- Hospital, out-patient
- Birthing Centre

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).

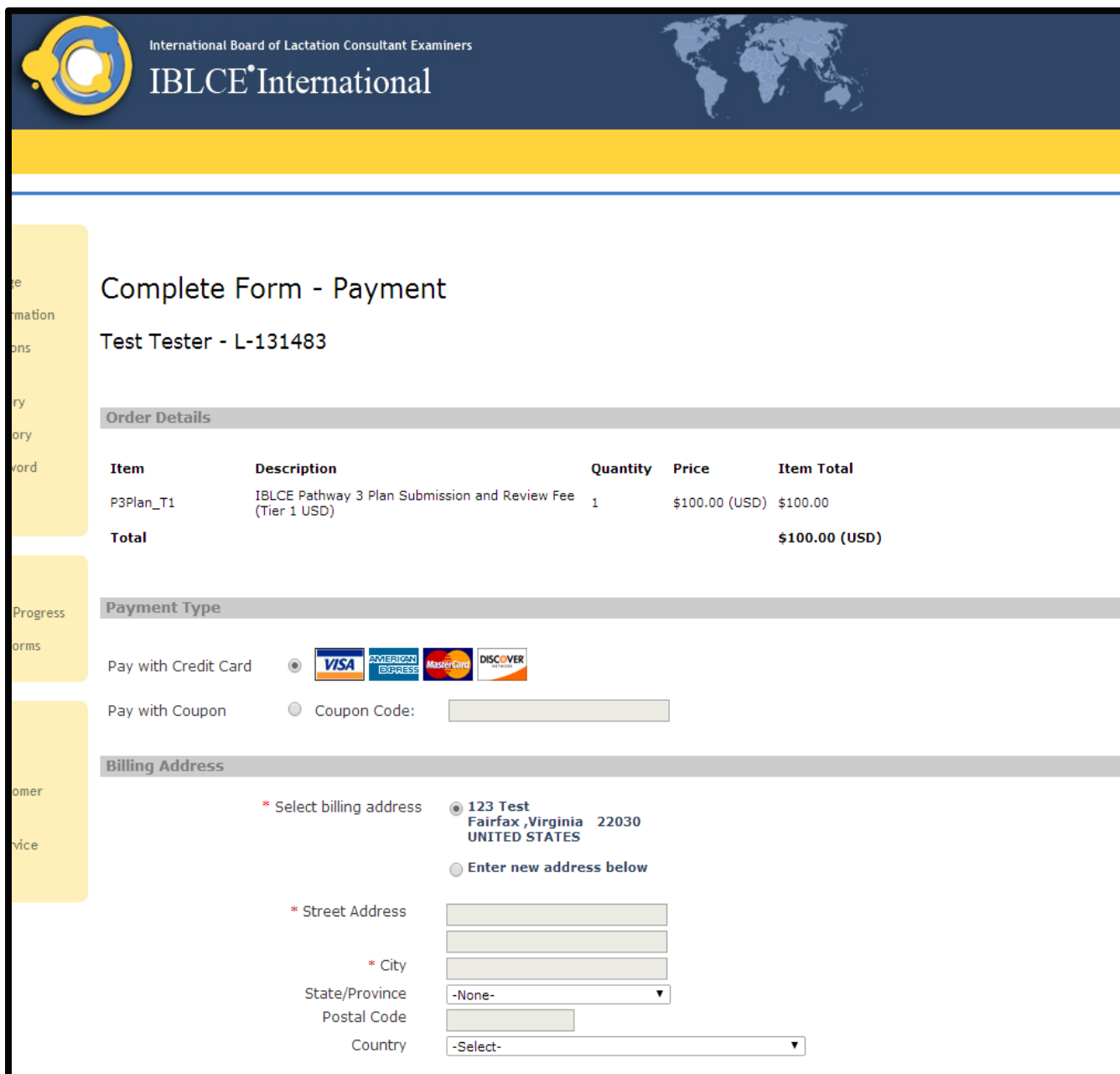
**Figure 11: Payment Terms and Conditions**



The screenshot shows a web form with a dark blue header bar. Below the header, the text "Payment Information" is displayed. Underneath, the section "Payment Terms and Conditions" is followed by a paragraph: "Full payment online can only be made in US dollars and by credit card. IBLCE does not accept payments with cheques (checks) nor bank transfers. If you have any questions, click on “Contact Customer Service” and ask an IBLCE staff member to assist you." Below this, it states "This payment is non-refundable." A bolded instruction reads: "\* Please indicate that you have read and will comply with the Payment Terms and Conditions." A checkbox with a checkmark is selected, and the text next to it says "I have read and will comply with the Payment Terms and Conditions." At the bottom of the form, there is a light grey bar containing two buttons: "Save for Later" and "Submit Form".

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.**



International Board of Lactation Consultant Examiners  
IBLCE International





## Complete Form - Payment

Test Tester - L-131483

### Order Details

Item	Description	Quantity	Price	Item Total
P3Plan_T1	IBLCE Pathway 3 Plan Submission and Review Fee (Tier 1 USD)	1	\$100.00 (USD)	\$100.00
<b>Total</b>				<b>\$100.00 (USD)</b>

### Payment Type

Pay with Credit Card     

Pay with Coupon  Coupon Code:

### Billing Address

\* Select billing address  123 Test  
Fairfax, Virginia 22030  
UNITED STATES

Enter new address below

\* Street Address

\* City

State/Province

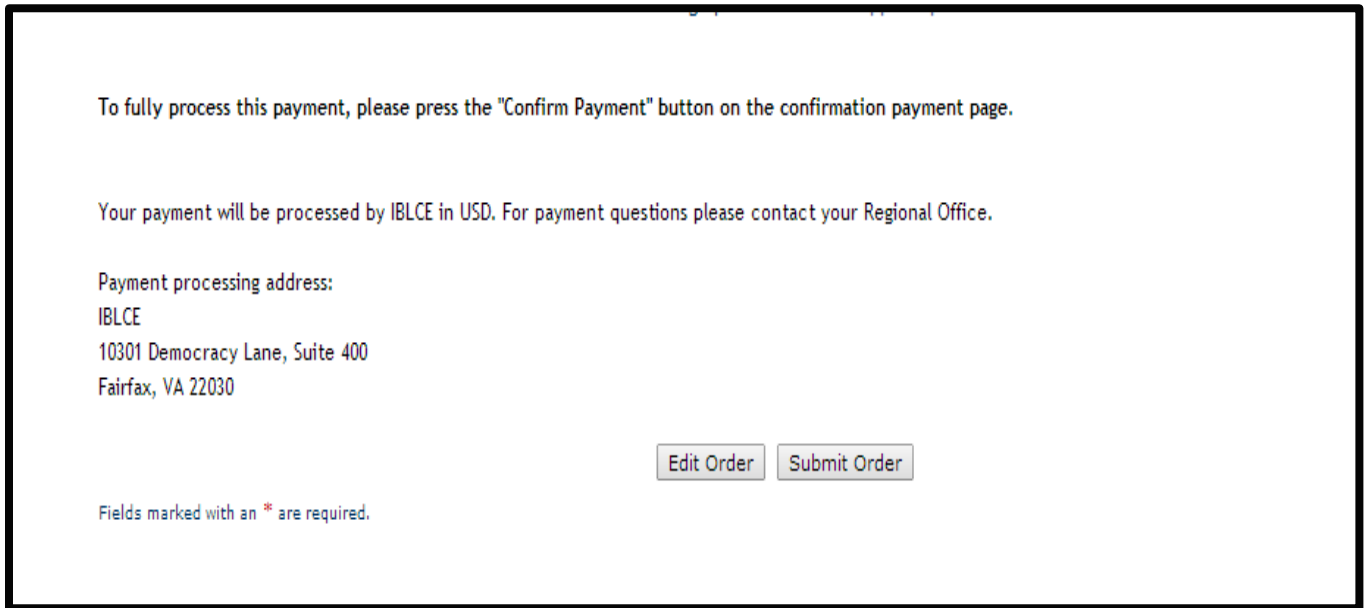
Postal Code

Country

**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.**



To fully process this payment, please press the "Confirm Payment" button on the confirmation payment page.

Your payment will be processed by IBLCE in USD. For payment questions please contact your Regional Office.

Payment processing address:  
IBLCE  
10301 Democracy Lane, Suite 400  
Fairfax, VA 22030

Fields marked with an \* are required.

**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](mailto:iblce@iblce.org).