



**Short Term Provider
Online Application Manual
(Americas & Israel Only)**

Before you begin the STP application:

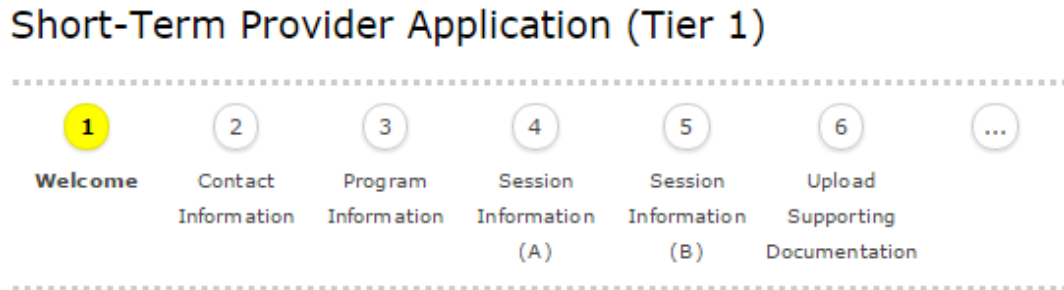
1. Review the [Short-Term Provider Guide](#) prior to beginning the online application.

NOTE: You must retain signed disclosures and CV's/resumes for all speakers. However, you will not submit them unless you are selected for audit.

2. Educational programs based on topics not included on the [IBLCE Detailed Content Outline](#) are not eligible for CERPs. That being said, carefully review this document prior to applying for CERPs.
3. If your program has 5 or less sessions, you will be able to enter each session in this online application. Otherwise, please have a completed and saved [STP Programme Content Form](#) ready to upload.
4. All supporting documentation should be provided in PDF format.
5. Payment for STP application must be done via credit card only. Please have your credit card number ready to enter.
6. Application must be completed and paid in full to be accepted. **You will not be able to pause the application and go back with more information. If you log out you will have to begin the application again.**
7. All incomplete and unpaid applications will be automatically discarded.
8. Please allow 3 weeks to process the application.

Providers located in the Americas & Israel can now submit their application completely online. Please visit the [Tier Information Chart](#) to identify your payment category. After selecting the appropriate online application link you will be directed to the Welcome Page (Figure 1).

Figure 1: Welcome Page



Dear Short Term Provider:

Before you begin your STP application, please read the following instructions carefully:

1. Review the [Short-Term Provider Guide](#) prior to beginning the online application. Please note, the questions in this form come directly from the [STP Application Packet](#).

Also, you must retain signed disclosures and CV's/resumes for all speakers. However, you will not submit them unless you are selected for audit.

2. Educational programs based on topics not included on the [IBLCE Detailed Content Outline](#) are not eligible for CERPs. That being said, carefully review this document prior to applying for CERPs.

3. If your program has 5 or less sessions, you will be able to enter each session in this online application. **Otherwise, please have a completed and saved [STP Programme Content Form](#) ready to upload . Please note, all supporting documentation should be provided in PDF format.**

4. Payment for STP application must be done via credit card only. Please have your credit card number ready to enter.

5. Application must be completed and paid in full to be accepted. **You will not be able to pause the application and go back with more information. If you log out you will have to begin the application again.**

6. **All incomplete and unpaid applications will be automatically discarded.**

7. Please allow 3 weeks to process the application.

You must enter the contact information for the program on the Contact Information Page (Figure 2). **Please verify all information is accurate prior to moving on to the next page.**

Figure 2: Contact Information

Contact Information

Please carefully review the information provided below before moving on to the next page. Please note, you will not be able to return to this page or alter your answers.

Name of Provider: *

Provider Web site (optional)

Provider Phone: *

 - -

#####

Name of Designated Contact Person: *

Contact Phone: *

 - -

#####

Contact Email: *

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You must enter the program details on the Program Information page (Figure 3). **Please verify all information is accurate prior to moving on to the next page.**

Figure 3: Program Information

Please carefully review the information provided below before moving on to the next page. Please note, you will not be able to return to this page or alter your answers.

Name of Education Program *

City & State *

Country *

Language *

Date(s) of Program (ex. April 4-6, 2017) *

Learning Format *

If other, please specify:

Choose the ONE option that best describes the amount of CERPs you are requesting.

(Please note, programs with concurrent breakout sessions must include all program minutes for the purposes of payment.) *

- | | |
|---|---|
| <input type="checkbox"/> up to and including 4 CERPs | <input type="checkbox"/> up to and including 8 CERPs |
| <input type="checkbox"/> up to and including 16 CERPs | <input type="checkbox"/> up to and including 24 CERPs |
| <input type="checkbox"/> Over 24 CERPs | <input type="checkbox"/> Professional Education Group |

Are you requesting CERPs for more than 5 sessions? *

Choose the ONE option that best describes your primary audience, keeping in mind that CERPs are intended for individuals who are already certified as an IBCLC. *

Has your speaker(s) indicated actual or potential competing interests or affiliations? *

You must complete all required fields for each session on the Session Information page (Figure 4). **Please note, if you are requesting CERPs for more than 5 sessions you will have to upload a completed STP Programme Content Form with this application.**

Figure 4: Session Information

All fields must be completed for each session. Failure to complete all fields will result in an incomplete application. Please note, if you are requesting CERPs for more than 5 sessions you will have to upload a completed STP Programme Content Form with this application.

NOTE: Educational programs based on topics not included on the [IBLCE Detailed Content Outline](#) are not eligible for CERPs. That being said, carefully review this document prior to applying for CERPs.

Session 1 Title: *

Speaker(s) *

Date *

 / / 
MM DD YYYY

Start Time *

 : : AM ▼
HH MM SS AM/PM

End Time *

 : : AM ▼
HH MM SS AM/PM

Type of CERPs you are requesting: *

Subject (REQUIRED) *

Session Description *

Please note, you should know the type of CERPs you are requesting and the IBLCE Detailed Content Outline subject before applying for CERPs.

NOTE: Educational programs based on topics not included on the [IBLCE Detailed Content Outline](#) are not eligible for CERPs.

Applicants are required to submit a copy of the programme print or web-based promotional materials (Figure 5). **Please note, Web-based programmes are required to submit a copy of the exam or quiz that will be given.**

Figure 5: Supporting Documentation Submission

... 3 Program Information 4 Session Information (A) 5 Session Information (B) **6 Upload Supporting Documentation** 7 Disclosure Statement 8 Payment

Supporting Documentation

Web-based programmes are required to submit a copy of the exam or quiz that will be given.

No file chosen

Copy of programme print or web-based promotional materials.

No file chosen

Total \$55.00
up to and including 4 CERPs \$55.00

NOTE: Speaker disclosure forms should be retained by the STP provider and do not need to be submitted with the initial application.

All applicants must read, sign, date and submit the Short-Term Provider Disclosure Statement (Figure 6).

Figure 6: Short-Term Provider Disclosure Statement

Short-Term Provider Disclosure Statement:

Please read the following *Short-Term Provider (STP) Disclosure Statement* carefully. In order for your programme to be recognized for CERPs, you must agree to the terms of this disclosure statement by signing and dating this form. Violations of the terms and conditions of this provider disclosure statement are considered unprofessional and could result in denial, forfeiture or revocation of your STP status.

As the education provider, I/we wish to apply for Continuing Education Recognition Points (CERPs) to be allocated to the above program. I/We acknowledge, understand and agree that:

- STPs must complete the STP application and submit it to IBLCE with the applicable fee.
- Abide by the IBLCE Minimising Commercial Influence on Education Policy.
- STP may not be a company or commercial interest as defined by the IBLCE Minimising Commercial Influence on Education Policy.

Total \$55.00
up to and including 4 CERPs \$55.00

The application must be completed and paid in full to be accepted. Payment for STP application must be done online via credit card (Figure 7). Please have your credit card number ready to enter.

Figure 7: Payment Summary

| Description | Item Price |
|--|----------------|
| Choose the ONE option that best describes the amount of CERPs you are requesting. (Please note, programs with concurrent breakout sessions must include all program minutes for the purposes of payment.) <i>up to and including 4 CERPs</i> | \$55.00 |
| Total | \$55.00 |

Billing Information

Enter your payment details below.



Cards Accepted



Credit Card *
Secure

First Name Last Name

Credit Card Number

/  
Expiration Month Year Security Code

Billing Address *

Street Address

City State / Province / Region

Postal / Zip Code Country

Email Receipt To *

A copy of this receipt will be emailed to this address.