



# Candidate Information Guide

*For initial, repeat and lapsed candidates who plan to apply for the IBLCE exam*

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

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## What is IBLCE®?

IBLCE® is the independent international certification body conferring the International Board Certified Lactation Consultant® (IBCLC®) credential.

## Contact Information

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IBLCE has offices in Austria, Australia and the United States. You may reach the office that serves your country of residence by using the form found on the “Contact IBLCE” page of the IBLCE website.

## Key Dates

Please visit the “Key Dates” page of the “Certify” section of the IBLCE website for application deadlines and other important key dates.

## Purpose of Certification

The purpose of the IBLCE certification program is to assess the knowledge and cognitive skills required for effective performance of, and by, an entry-level International Board Certified Lactation Consultant.

The IBLCE certification program offers a voluntary credential and that certification does not necessarily confer the right or privilege to practice. Individuals who hold the IBCLC credential must abide by the legal authority in the jurisdiction in which they practice or wish to practice.

To maintain the IBCLC certification, certificants must recertify every 5 years. Five years after last passing the exam, IBCLC certificants have the option to recertify by completing 75 Continuing Education Recognition Points (CERPs) or re-examination. Re-examination is mandatory 10 years after last passing the exam.

IBCLC certificants who let their certification lapse, will have one exam attempt or one year to sit the exam without having to meet the clinical hour and education requirements.

For any subsequent exam attempts, IBCLC certificants must meet all eligibility requirements for an initial candidate valid at the time of exam application.

## Exam Eligibility Requirements

IBLCE requires that all first-time exam candidates must complete education and clinical experience in each of the following areas.

1. Health Sciences Education
2. Lactation Specific Clinical Experience
3. Lactation Specific Education

## Health Sciences Education

Education in health science subjects typically studied by health professionals during their professional education is required of all candidates. Candidates must complete education in the 14 subjects described in the *Health Sciences Education Guide*. If you are educated in one of the professions on the *Recognised Health Professions List*, you may demonstrate completion of the Health Sciences Education by submitting a copy of your license, registration, transcript, diploma or degree. The *Health Sciences Education Guide* and *Recognised Health Professions List* can be found on the “IBLCE Documents” page of the “Resources” section of the IBLCE website.

## Lactation Specific Clinical Experience

Lactation specific clinical experience is defined as providing maternal/child care that supports breastfeeding families, including lactation assistance to pregnant and breastfeeding women and lactation education to families and/or professionals.

All reported lactation specific clinical experience must be supervised. Depending upon the eligibility pathway a candidate follows, the lactation specific clinical experience may need to be directly supervised.

Candidates should have a broad range of experience in providing lactation and breastfeeding care that spans the spectrum from pre-conception through weaning and encompasses an extensive variety of clinical skills. The IBLCE exam tests the application of knowledge in the disciplines listed on the *IBLCE Detailed Content Outline*. The skill sets published in the *Clinical Competencies for the Practice of International Board Certified Lactation Consultants* are representative of the ways in which IBCLCs apply this knowledge to clinical situations. More information on clinical experience can be found on the “Eligibility Criteria” page of the “Certify” section of the IBLCE website. The *IBLCE Detailed Content Outline* and the *Clinical Competencies for the Practice of IBCLCs* can be downloaded from the “IBLCE Documents” page of the “Resources” section of the IBLCE website.

## Lactation Specific Education

Comprehensive education in human lactation and breastfeeding is a vital part of preparing to become an IBCLC. Education should cover all the disciplines and chronological periods listed on the *IBLCE Detailed Content Outline*.

IBLCE does not offer, approve or accredit lactation education designed to prepare candidates for the certification exam. Nor, does IBLCE recommend or endorse any particular program or course in lactation education. More information on lactation education requirements can be found on the “Eligibility Criteria” page of the “Certify” section of the IBLCE website. The *IBLCE Detailed Content Outline* can be downloaded from the “IBLCE Documents” page of the “Resources” section of the IBLCE website.

## Pathways to Exam Eligibility

You need to meet the criteria in one of the following pathways to be eligible to sit the exam.

### Pathway 1

#### Recognised Health Professionals and Recognised Breastfeeding Support Counsellors

Pathway 1 exam candidates must practice as a *Recognised Health Professional* or provide breastfeeding support through a *Recognised Breastfeeding Support Counsellor Organisation*.

In addition to completing the *Health Sciences Education*, individuals qualifying through Pathway 1 must complete the following requirements:

- Minimum of 90 hours of lactation specific education within the **5 years immediately** prior to exam application.
  - Minimum of 1000 hours of lactation specific clinical practice within the **5 years immediately** prior to exam application. Directly supervised clinical practice is **not required** by Pathway 1.

### Pathway 2

#### Accredited Academic Programs

In addition to the 14 *Health Sciences Education* courses (which can be obtained through a Pathway 2 academic program or independently), Pathway 2 exam candidates must graduate from an academic program in human lactation and breastfeeding that includes the following education and clinical practice as part of the program curriculum:

- Minimum of 90 hours of lactation specific education
- Minimum of 300 hours of **directly supervised** lactation specific clinical practice
  - The IBCLCs providing the direct supervision must be currently certified IBCLCs in good standing.

Pathway 2 exam candidates must have graduated from their academic program within the 5 years immediately prior to their exam application.

**Please Note:** Beginning January 1, 2017, lactation education programs purporting to fulfil the requirements for Pathway 2 must be accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) or another accrediting body with equivalent accreditation standards for lactation education programs.

Institutions of higher learning may meet this requirement in the following step-wise manner:

- Beginning January 1, 2015, any academic institution that purports to prepare students to qualify through Pathway 2 must demonstrate that application accreditation is on file through CAAHEP or an equivalent body.
- By not later than December 31, 2016, demonstrate that accreditation by CAAHEP or another accreditation board with equivalent standards for lactation education programs has been achieved.

### Pathway 3 Mentorship

The mentorship must be developed according to the specifications found in the *Pathway 3 Plan Guide* and the certification status of the IBCLCs serving as mentors must be verified by IBLCE prior to beginning the mentorship.

In addition to the *Health Sciences Education* courses, Pathway 3 candidates must complete a:

- Minimum of 500 hours of **directly supervised** lactation specific clinical practice in the duties described in the *Clinical Competencies for the Practice of IBCLCs* and obtained within the **5 years immediately** prior to exam application.
  - The IBCLCs who provide the direct supervision must be currently certified IBCLCs in good standing.
- Minimum of 90 hours of lactation specific education within the **5 years immediately** prior to exam application.

The *Pathway 3 Plan Guide* and the *Clinical Competencies for the Practice of IBCLCs* can be downloaded from the “IBLCE Documents” page of the “Resources” section of the IBLCE website.

### Important Publications for Exam Candidates

IBLCE exam candidates should be familiar with the following publications, all of which can be found on the “IBLCE Documents” page of the “Resources” section of the IBLCE website.

- *Detailed Content Outline*
- *Clinical Competencies for the Practice of International Board Certified Lactation Consultants*
- *IBLCE Disciplinary Procedures*
- *Scope of Practice for International Board Certified Lactation Consultants*
- *IBLCE Appeals Policies*

IBLCE exam candidates should also be familiar with the *Code of Professional Conduct for IBCLCs*, which can be found on the “Disciplinary Procedures” page of the “Resources” section of the IBLCE website.

### Applying to Sit the Exam

#### Choose your Pathway

Once you have determined your exam eligibility pathway, use the Pathway Checklist found at the end of this guide to be sure you have met all requirements of that pathway. Carefully retain the documentation that verifies completion of the pathway requirements, as you will need to submit it to IBLCE if your application is audited.

#### Complete the Application Form

The online application is currently available in English only. Exam candidates requiring an application in any other language can apply by submitting the appropriate application form during exam application time from the IBLCE website that is provided in your preferred language.

#### Fees and Payments

Complete information about the fees and payment options can be found at the end of this Guide.

#### Exam Sites

IBLCE is expanding use of computer based testing (CBT) centres for administration of the exam.

In countries where CBT centres are not available, paper and pencil administration of the exam may be offered. More information about exam sites is available on the IBLCE website.

### **Reasonable Accommodations**

IBLCE works with candidates to provide reasonable accommodations during the exam administration for medical conditions and disabilities. The IBLCE exam application form will ask you to disclose the reasons that you are requesting reasonable accommodations during the exam. You will be required to provide documentation of the medical need for reasonable accommodations.

To allow sufficient time for making reasonable accommodations, candidates must notify IBLCE of their requests at the time they apply for the exam. If an issue arises after submitting the exam application, please report your request to IBLCE as soon as possible.

### **Special Note for Pregnant Women**

If you experience health difficulties that may interfere with your ability to take the exam, please notify IBLCE as soon as possible. In some circumstances, due to health complications, candidates may need to cancel or withdraw from the exam.

There are financial implications for cancelling/withdrawing from the exam. The IBLCE office staff can assist you in making informed decisions about your options.

### **Breastfeeding Breaks during Exam Administration**

The International Board of Lactation Consultant Examiners (IBLCE) mission and purpose focus on the protection, promotion and support of breastfeeding. Therefore, it is appropriate for IBLCE to make allowances for exam candidates who are also breastfeeding. It is necessary that these allowances meet all the requirements for ensuring IBLCE exam security while at the same time offering reasonable solutions that will allow test takers to breastfeed or pump during the exam appointment.

IBLCE provides reasonable accommodations for exam candidates who are also breastfeeding. If you will be requesting a breastfeeding break during the exam, please read the *Procedures for Breastfeeding Breaks During Exam Administration* found on the “IBLCE Documents” page of the “Resources” section of the IBLCE website for more information.

### **Bilingual Dictionary**

IBLCE translates the exam into a wide range of languages. For candidates whose primary language is not among those into which the exam is translated, IBLCE will permit the use of a bilingual dictionary during the exam.

If a request for use of a bilingual dictionary is approved, IBLCE will provide the dictionary to the exam site location for use by the candidate during the exam administration. The use of personal dictionaries is not permitted. The dictionary provided by IBLCE will NOT be a medical dictionary.

## **Confidentiality Policy**

The International Board of Lactation Consultant Examiners (IBLCE) is committed to protecting confidential and/or proprietary information related to applicants; certificants; and the examination development process. IBLCE will not disclose any confidential applicant/certificant information

unless authorised in writing by the individual or as required by law.

### **Examination Results**

Individual examination results are considered confidential. Exam scores are released only to the individual candidate unless a signed release is provided in advance. Results are not released by phone or fax. Personal information submitted by applicants/certificants with an application for initial certification or recertification is considered confidential.

### **Application Status**

An individual's application status is considered confidential. IBLCE does not disclose information regarding whether or not an individual has applied for certification or has taken the examination. Current certification status is published and verifiable as noted in the Credential Verification section of this policy.

### **Credential Verification**

The names of certified individuals are not considered confidential and may be published by IBLCE. Published information may include name, city, state, country and certification status. An online Registry of certificants is provided to the public. Employers may also receive written verification provided that IBLCE has received a signed release from the certificant.

### **Audit Policy**

IBLCE will audit a minimum of all initial applications and recertification applications. Such audits will be conducted on a standardised and randomised basis. If selected for such an audit, the candidate or certificant must furnish the complete requested information in a timely manner. Failure to do so could result in a delay or denial to sit the IBLCE examination and/or disciplinary action.

In addition to the randomised and standardised audit process set forth above, IBLCE specifically further reserves the right to require any candidate or recertificant to provide proof of education, employment, course work or proof of any of the initial eligibility or recertification requirements in a timely and complete manner. Failure to do so could result in a delay or denial to sit the IBLCE examination and/or disciplinary action.

In the event IBLCE determines that documentation submitted in support of an application or in support of recertification is inaccurate or fraudulent, IBLCE specifically reserves the right to bar a candidate from sitting the examination and/or take disciplinary action.

### **Notification of Exam Eligibility**

Applicants who successfully meet all requirements will be notified by mail/email of their eligibility to take the exam. This eligibility notification will include information about exam centre locations and exam day procedures. Applicants who do not meet the exam eligibility requirements will be notified by mail/email and will be eligible for a partial refund of exam fees paid.

### **Eligibility Appeals Policy**

Exam applicants who believe that their application and exam eligibility were evaluated incorrectly may appeal the denial of eligibility. More information can be found in the *IBLCE Appeals Policies* which can be downloaded from the "IBLCE Documents" page of the "Resources" section of the IBLCE website.



## Exam Admission Procedures

To gain admission to the exam, you must present TWO (2) forms of identification. The primary ID must have your name, current photograph, and signature and the secondary ID must have either your name and signature or your name and current photograph.

The FIRST form of identification MUST be one of the following:

- driver's license with photograph
- state identification card with photograph
- passport with photograph
- military identification card with photograph
- green card permanent residence card or visa with photograph

The SECOND form of identification MUST display your name and signature or name and current photograph. For example, you may bring one of the following:

- credit card with signature
- social security card with signature
- employment/student ID card with signature

If your name on the SECOND form of identification is different than it appears on your FIRST form of identification, you must bring proof of your name change (e.g., marriage license, divorce decree or court order).

**Please Note:** If you do not have these 2 forms of identification, you should contact IBLCE by using the form found on the Contact page of the IBLCE website. Please do not wait until the day of the exam to contact IBLCE, as you will not be admitted without the correct identification.

Candidates should allow adequate time for arrival at the exam site. Once exam site registration is completed and the exam room door is closed, admission to the exam will not be permitted. Candidates who arrive late will not be admitted and they will forfeit all rights to any refund of exam fees. Likewise, candidates who fail to register at the exam site on the day of the exam will forfeit all rights to any refund of exam fees. There are no exceptions to these rules.

Each exam site will be supervised and monitored by one or more proctors/test administrators. Candidates are expected to follow the rules announced by the proctors. The rules are in place to ensure that the exam administration is as free as possible from distractions and that all candidates are treated fairly. The proctors/test administrators will designate a location where personal belongings such as purses are to be stored during the exam. During the exam administration, proctors/test administrators will be monitoring the room for any signs of cheating or other inappropriate behaviour.

Use of electronic devices such as cell phones is not allowed during the exam. Candidates found in possession of and/or using such devices during the exam will be dismissed and their examinations will not be scored. There are no exceptions to this rule. Candidates are advised that some cell phone alarms will ring even if the phone is powered off. Candidates who bring their cell phones to the exam site must power off the phone (putting the phone on silent/mute is not sufficient) and store it in the place designated by the proctor. [Please note: Neither the proctors nor IBLCE are responsible for your personal property.] If a candidate's cell phone rings or the alarm function sounds during the exam administration, the candidate will be dismissed from the exam and their examination will not be scored. There are no exceptions to this rule.

Talking to another exam candidate is not permitted during the exam. Questions regarding the exam administration will be answered by the proctor/test administrator during orientation. Questions concerning the examination content are not permitted. Proctors/test administrators are not allowed to provide interpretation or clarification of exam questions. Nor are they allowed to define words. Cheating will not be tolerated. The proctor/test administrator has the authority to terminate the exam for anyone s/he determines is cheating.

Additionally, you may not discuss any examination questions after the examination with anyone, even those who also took the examination. This is strictly prohibited. This is both an ethical and legal issue, as it represents a misappropriation of IBLCE's intellectual property. IBLCE will take this matter very seriously and will address the same.

The exam will be administered in multiple choice format either by computer or by paper and pencil. For computer-based testing, the candidate will view and answer questions on the computer provided. For paper and pencil testing, the exam questions will be provided in a booklet and answers must be recorded on an answer sheet using a pencil.

## **Exam Results Notification**

Official exam results will be mailed to candidates two to three months following the exam. Candidates who pass the exam will also receive their IBCLC certificate and identification card, along with their exam score report.

## **Requesting a Hand Score**

Candidates who believe that their exam was not scored correctly may request hand score verification. More information on how to apply for a hand score can be found in the *IBLCE Appeals Policies* which can be downloaded from the "IBLCE Documents" page of the "Resources" section of the IBLCE website.

## **Appealing an Exam Outcome**

Candidates who believe examination items were flawed or that they were tested under adverse conditions can appeal their exam outcomes. More information on appealing an exam outcome can be found in the *IBLCE Appeals Policies* which can be downloaded from the "IBLCE Documents" page of the "Resources" section of the IBLCE website.

## **Retest Policy**

There is no limit to the number of times an unsuccessful candidate may apply to retake the IBLCE certification exam. Applicants who plan to re-take the exam should carefully review their exam score report and complete education in those areas of the exam in which their performance was poor. To be eligible to take the exam again, a candidate must meet current eligibility requirements, submit an application for the applicable exam year, and pay the relevant exam fee.

## **IBCLC Registry**

IBLCE reserves the right to publish the names of current IBCLCs. This Registry can be found on the IBLCE website in the "Verify" section.

## Anti-Discrimination Policy

IBLCE shall be non-sectarian and shall not discriminate on the basis of ability/disability, gender identity, sexual orientation, sex, ethnicity, race, national origin, political persuasion, marital status, geographic location, religion, socioeconomic status, age, or any other basis prohibited by the laws of the United States of America or of the Commonwealth of Virginia, in its administration of its applications, examinations, or certification activities.

## IBCLC Trademark Use Policy

The International Board of Lactation Consultant Examiners (“IBLCE”) owns certain names, trademarks, and logos, including IBLCE and the certification marks International Board Certified Lactation Consultant and IBCLC (the “Marks”). Only those individuals who have met the IBLCE eligibility requirements, passed the IBLCE examination, and maintained the IBCLC certification may use the Marks. Use of the Marks may only be made in accordance with the *IBCLC Trademark Use Policy* and its terms and conditions which can be downloaded from the “IBLCE Documents” page of the “Resources” section of the IBLCE website.

## Pathway Checklist

### Pathway 1: Candidate with Clinical Experience in Lactation and Breastfeeding Care

- Health Sciences Education Courses: complete all 14 required courses
  - Individuals educated in one of the Recognised Health Professions may submit a copy of their license, registration, transcript, diploma or degree as evidence of completion of the 14 courses.
  - Individuals who are not recognised Health Professionals may submit copies of their transcript(s) and certificates as evidence of completion of the 14 courses.
- Lactation Specific Education: complete 90 hours of education
  - Certificates or a transcript may be submitted as evidence of completion of the required 90 hours of instruction.
- Lactation Specific Clinical Experience: complete a minimum of 1000 hours
  - If application is selected for audit, provide a completed copy of the Lactation Specific Clinical Practice Calculator.

### Pathway 2: Candidate who has completed an Academic Program in Human Lactation and Breastfeeding

- Health Sciences Education Courses: complete all 14 required courses
  - Individuals educated in one of the Recognised Health Professions may submit a copy of their license, registration, transcript, diploma or degree as evidence of completion of the 14 courses.
  - Individuals who are not recognised Health Professionals may submit copies of their transcript(s) and certificates as evidence of completion of the 14 courses.
- Graduate from an academic program that integrates the following in the curriculum:
  - 90 hours of Lactation Specific Education
  - 300 hours of directly supervised Lactation Specific Clinical Experience
- A copy of your transcript, certificate or a letter from the academic program director may be submitted as evidence of graduation from the academic program.
  - If application is selected for audit, provide a completed copy of the Lactation Specific Clinical Practice Calculator.

### **Pathway 3: Candidate who has completed a Directly Supervised Clinical Mentorship**

- Have a verified Pathway 3 Plan on file with IBLCE.
- Health Sciences Education Courses: complete all 14 required courses
  - Individuals educated in one of the Recognised Health Professions may submit a copy of their license, registration, transcript, diploma or degree as evidence of completion of the 14 courses.
  - Individuals who are not recognised Health Professionals may submit copies of their transcript(s) and certificates as evidence of completion of the 14 courses.
- Lactation Specific Education: complete 90 hours of education
  - Certificates or a transcript may be submitted as evidence of completion of the required 90 hours of instruction.
- Lactation Specific Clinical Experience: complete a minimum of 500 directly supervised hours as outlined in your Pathway 3 Plan
  - If application is selected for audit, provide a completed copy of the Lactation Specific Clinical Practice Calculator.

**Please note:** Documentation will only be submitted if your application is selected for audit.

## IBLCE 2017 Fee Schedule for Initial Certification for Tier 1 Countries

Tier 1	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)
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\*If your country is not listed, please contact IBLCE at [iblce@iblce.org](mailto:iblce@iblce.org).

Currency	Initial Exam Fee	Exam Resit Fee	Pathway 3 Plan Submission	Hand Score Fee	Non-Sufficient Funds/Failed Payment Fee (for cheques)	Refund for Initial Exam Candidates who are ineligible or withdraw by the specified deadline
USD	\$660	\$330	\$100	\$100	\$50 plus cost of service fee charged by IBLCE bank	\$330

Please visit [iblce.org](http://iblce.org) for up-to-date information about application deadlines.

If completing your exam application online, the system requires USD and the rate is based on the exchange rate for that day. If using the online system, payment must be made online. The system accepts credit cards and prepaid credit cards. If paying by paper application, the fees are set forth above. If needed, please consult the Regional Director or Country Coordinator for details.

## IBLCE 2017 Fee Schedule for Initial Certification for Tier 2 Countries

Tier 2	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
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\*If your country is not listed, please contact IBLCE at [iblce@iblce.org](mailto:iblce@iblce.org).

Currency	Initial Exam Fee	Exam Resit Fee	Pathway 3 Plan Submission	Hand Score Fee	Non-Sufficient Funds/Failed Payment Fee (for cheques)	Refund for Initial Exam Candidates who are ineligible or withdraw by the specified deadline
USD	\$400	\$200	\$75	\$90	\$50 plus cost of service fee charged by IBLCE bank	\$200

Please visit [iblce.org](http://iblce.org) for up-to-date information about application deadlines.

If completing your exam application online, the system requires USD and the rate is based on the exchange rate for that day. If using the online system, payment must be made online. The system accepts credit cards and prepaid credit cards. If paying by paper application, the fees are set forth above. If needed, please consult the Regional Director or Country Coordinator for details.

## IBLCE 2017 Fee Schedule for Initial Certification for Tier 3 Countries

Tier 3	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
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\*If your country is not listed, please contact IBLCE at [iblce@iblce.org](mailto:iblce@iblce.org).

Currency	Initial Exam Fee	Exam Resit Fee	Pathway 3 Plan Submission	Hand Score Fee	Non-Sufficient Funds/Failed Payment Fee (for cheques)	Refund for Initial Exam Candidates who are ineligible or withdraw by the specified deadline
USD	\$255	\$127.50	\$50	\$70	\$50 plus cost of service fee charged by IBLCE bank	\$127.50

Please visit [iblce.org](http://iblce.org) for up-to-date information about application deadlines.

If completing your exam application online, the system requires USD and the rate is based on the exchange rate for that day. If using the online system, payment must be made online. The system accepts credit cards and prepaid credit cards. If paying by paper application, the fees are set forth above. If needed, please consult the Regional Director or Country Coordinator for details.