



Recertification Guide

For individuals recertifying as an International Board Certified Lactation Consultant®

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

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What is IBLCE®?

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

Purpose and Methods of Recertification

Once initially certified, a certificant typically holds the IBCLC certification for five years. At the five-year mark, a certificant can recertify by re-examination OR by earning continuing education recognition points (CERPs) or equivalent through individual CERPs. The purpose of allowing recertification by CERPs is to encourage continued professional development and to promote lifelong learning.

It is recognised that the skills and knowledge acquired before and examined at initial certification do not necessarily relate to the knowledge of the person to practice in the field in the years to come, especially if the skills and knowledge are not regularly updated to incorporate new insights and practice. IBLCE therefore requires all certificants to recertify every five years. Within a five-year period significant development in available information and management options will have occurred, and it is considered that the certificant's knowledge base will not remain current if further educational opportunities are not undertaken. The five-year interval for recertification was chosen given the rate of change in the field.

If a certificant elects to recertify by CERPs at the five-year interval, IBLCE requires that 75 CERPs be earned, of which a minimum of 50 must be lactation specific and 5 must pertain to professional ethics, the remaining 20 CERPs may be on any topic relevant to the lactation consultant profession. The IBLCE Detailed Content Outline is central to the rationale for the required number of CERPs:

- The majority of CERPs (50) must be lactation specific because that is the primary field of knowledge being assessed.
- Five CERPs about professional ethics are required.
- The remaining CERPs (20) may be on any topic related to the field of lactation consulting because some of the disciplines on the Detailed Content Outline are neither lactation nor ethics specific.

The IBLCE recertification policy requires that certificants recertify by examination every ten years. This re-examination policy is intended to periodically assess knowledge and cognitive skills related to lactation consulting. At the ten-year interval, the examination for all candidates is premised on a new practice analysis, capturing major developments in the field.

Irrespective of the method of recertification at the five-year interval, certificants must reaffirm adherence to the *IBLCE Code of Professional Conduct* and report any professional licensing/registration actions and/or professional disciplinary actions. IBLCE believes this reaffirmation is important and reminds certificants of their ethical obligations.

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.

Recertification Requirements

IBCLC certificants must recertify every 5 years. Five years after last passing the exam, IBCLC certificants have the option to recertify by continuing education recognition points (CERPs) or equivalent individual CERPs. One CERP is equal to 60 minutes of education that IBLCE has determined meets the learning needs of practicing IBCLC certificants. Recertification by exam is always an option for IBCLC certificants; however, re-examination is mandatory every 10 years.

IBCLCs can recertify early by one year if taking the exam. If a certificant chooses to recertify one year early, then the expiration date is set to five years out from the passed exam (e.g. If due to recertify in 2017, but pass an exam in 2016, then the next expiration date will be 2021 and not 2022).

In 2016, IBLCE began offering the exam twice a year. For current IBCLCs taking the exam toward recertification, if an IBCLC doesn't pass the April exam, the IBCLC certification will expire on June 30 of that year. If a certificant doesn't pass the October exam, the IBCLC certification will expire on December 31 of that year.

Contact Information

International Board of Lactation Consultant Examiners (IBLCE)
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Fairfax, Virginia 22030-2545
USA
Phone: +1 703-560-7330
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www.iblce.org

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

Key Dates for Recertification by Exam and by CERPs

Please visit the "Key Dates" page of the IBLCE website for application deadlines and other important key dates.

Important Publications

Recertifying IBCLC certificants 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.

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

- *Disciplinary Procedures*
- *IBLCE Appeals Policies*

Recertifying IBCLC certificants 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 for Recertification by Exam

Complete the Application Form

The online recertification application is currently available in English only. Recertification by exam candidates requiring an application in any other language can apply by submitting the appropriate application form. To learn how to apply, IBCLCs must go to the IBLCE website that is provided in their preferred language.

Fees and Payments

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

Exam Sites

IBLCE offers computer based testing (CBT) for 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 or contact your Regional Office.

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 candidates to disclose the reasons that they are requesting reasonable accommodations during the exam. Candidates 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, candidates must report their request to IBLCE as soon as possible.

Special Note for Pregnant Women

Candidates who experience health difficulties that may interfere with their ability to take the exam must 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 in making informed decisions about their options.

Breastfeeding Breaks during Exam Administration

The International Board of Lactation Consultant Examiners (IBLCE) is devoted to lactation and breastfeeding care. Therefore, it is appropriate for IBLCE to make allowances for exam candidates who are 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. IBCLCs who are requesting a breastfeeding break during the exam, must read the *Procedures for Breastfeeding Breaks During Exam Administration* for more information. These procedures can be found on the “IBLCE Documents” page of the “Resources” section of the IBLCE website.

Non-Primary Language and 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 provide extra examination time and 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.

Exam Admission Procedures

To gain admission to the exam, candidates must present TWO (2) forms of identification. The primary ID must have the candidate’s name, current photograph, and signature and the secondary ID must have either their name and signature or 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 the candidate’s name and signature or name and current photograph. Candidates may bring one of the following:

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

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

Please Note: Candidates who do not have these 2 forms of identification, must contact IBLCE prior to exam day to learn of their options. Candidates who need to update or make changes to their

name, MUST contact IBLCE. Updates/changes can be made 72 hours prior to their appointment.

Candidates should allow adequate time for arrival at the exam site. Exam candidates are expected to arrive at the test centre 30 minutes prior to the scheduled appointment. This should give candidates adequate time to complete the necessary sign-in procedures. Candidates who arrive more than 15 minutes late for their appointment, may be refused admission. If a candidate is refused admission their exam fees will be forfeited. 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/test administrators. 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. 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 a candidate's 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. 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, candidates 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 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 within 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 and the associated fees can be found in the *IBLCE Appeals Policies*. This appeals policies document can be found on the “IBLCE Documents” page of the “Resources” section of the IBLCE website.

Appealing an Exam Outcome

IBLCE will review appeals of adverse certification decisions from exam candidates. An adverse decision may be appealed for the following reasons: (1) alleged inappropriate examination administration procedures, (2) environmental testing conditions severe enough to cause a major disruption of the examination process and/or other irregularities. Appeals regarding the following will NOT be accepted: (1) the determination of the passing score, (2) the examination or other measurement tool or individual test items, or (3) test content validity. More information can be found in the *IBLCE Appeals Policies*. This document can be found on the “IBLCE Documents” page of the “Resources” section of the IBLCE website.

Exam Resit Policy

There is no limit to the number of times an unsuccessful candidate may apply to resit the IBLCE certification exam. Applicants who plan to resit 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 requirements, submit an application for the applicable exam year, and pay the relevant exam fee.

Applying for Recertification by CERPs

Complete information about the cost and deadlines etc. can be found “Application Information” page of the “Recertify” section of the IBLCE website.

Complete the Application Form

The online recertification application is currently available in English only. Recertification by CERPs candidates requiring an application in any other language can apply by submitting the appropriate application form. To learn how to apply, go to the IBLCE website that is provided in your preferred language.

Categories and Required Number of CERPs

IBLCE awards three (3) different categories of CERPs to continuing education:

- L-CERPs are awarded to education that is specifically about human lactation and breastfeeding and the provision of care to breastfeeding families.
- E-CERPs are awarded to education that is about professional ethics, conduct and standards for health professionals.

- R-CERPs are an optional category that covers education that is in any way related to the practice of lactation consulting.

In order to recertify by CERPs, IBCLC certificants must obtain at least 75 CERPs in the intervening 5 years since they last passed the exam. These 75 CERPs **MUST** meet the following minimum requirements:

- At least 50 L-CERPs and
- At least 5 E-CERPs and
- At least 20 additional CERPs, which may be L, E or R-CERPs

CERPs can be earned through applicable educational activities that are either recognised by IBLCE for CERPs or from non-IBLCE recognised activities. If IBLCE has already awarded CERPs to the education, the certificate of completion will show the CERPs Registry number and the type and number of CERPs awarded.

Individual CERPs

The Individual CERPs Guide can help you earn L, E or R-CERPs for the following activities. Please see the *Individual CERPs Guide* for details and restrictions. This guide can be found on the “IBLCE Documents” page of the “Resources” section of the IBLCE website.

- Primary author or co-author of an Article/abstract/chapter in a refereed journal or edited book
- Completion of a Master’s thesis or doctoral dissertation
- Poster presentation
- Development of a Video for professionals
- Primary author or co-author for an Original hospital protocol or policy
- Clinical observation
- Attendance at an educational offering where the topic was human lactation and breastfeeding
- Presenting an educational offering

If the content is relevant to the practice of an IBCLC, the educational activity will be awarded L, E or R-CERPs, depending upon the subject matter.

Additional Information about R-CERPs

IBCLCs may document up to a maximum of 20 R-CERPs for recertification. R-CERPs are NOT required. R-CERPs are awarded to continuing education that is related to the practice of a lactation consultant. Some examples of courses that are eligible for R CERPs are:

- General anatomy
- Infant growth and development
- Research methods and statistics
- Cultural differences in health practices
- Postpartum depression
- Counselling or communications skills
- Adult education principles

- Infant Massage Practices
- Complementary therapies (overview sessions only)

Over a five year period, IBCLCs may earn up to a total of 6 R-CERPs for completing one or more of the following life support courses.

- CPR (Cardio-Pulmonary Resuscitation)
- NRP (Neonatal Resuscitation Program)
- PALS (Paediatric Advanced Life Support)
- ACLS (Advanced Cardiac Life Support)
- S.T.A.B.L.E (Sugar & safe care, Temperature, Airway, Blood pressure, Lab work, Emotional support)

IBCLCs will receive 3 R CERPs for each certification card up to a maximum of 6 R-CERPs. IBCLCs who were an instructor for one of these courses, will receive 6 R CERPs for teaching the course.

Please Note: IBLCE allows a maximum of 6 R-CERPs per five year period for these life support courses, regardless of how many certification cards you hold. If chosen for audit, IBCLCs must send a copy of the front and back of their certification card or certificate to document completion of these life support courses.

Documentation of CERPs

IBCLCs who are chosen for audit, must submit copies of their certificates of completion. IBLCE **does not** maintain records of participants in education programs that have been awarded CERPs. IBCLCs who have lost or misplaced their certificate of completion, must contact the education provider.

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. The IBLCE will not disclose any confidential applicant/certificant information unless authorized 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.

To promote and support research within the human lactation and breastfeeding field, IBLCE endeavours to foster an environment of partnership with researchers in their investigative processes. To achieve these goals and aims, IBLCE reserves the right to use a combination of de-identified data including but not limited to examination results to evaluate performance, testing, and administration strategies for research and evaluation purposes. IBLCE may also disseminate approved surveys and questionnaire type requests to its constituents to complete at their own will.

Audit Policy

IBLCE audits initial applications and recertification by CERPs applications. These audits are conducted on a standardised and randomised basis. If selected for 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 or in recertification by CERPs 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 or in recertification by CERPs 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 or recertifying and/or take disciplinary action.

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. This policy may be found on the “IBLCE Documents” page of the “Resources” section of the IBLCE website.

IBCLC Registry

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

Lapsed Certification

Should an IBCLC’s certification lapse, they will have one exam attempt within one year immediately following their expiration year in which to sit the exam without having to meet the clinical hour and education requirements. They may sit either the April or October exam and must pay the full exam fee. For any subsequent exam attempts, they are expected to meet all eligibility requirements for an initial candidate valid at the time of exam application.

IBLCE 2018 Recertification Fee Schedule 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, Latvia, 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. Kitts and Nevis, 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.

Currency	Recertification by Exam Fee	Recertification by CERPs Fee	Hand Score Fee	Non-Sufficient Funds/Failed Payment Fee (for cheques)	Refund for Recertification Candidates who are ineligible or withdraw by the specified deadline
USD	\$470	\$470	\$100	\$50 plus cost of service fee charged by IBLCE bank	\$235

Please visit iblce.org for up-to-date information about application deadlines.

If completing your 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 needed, please consult the Regional Director or Country Coordinator for details.

IBLCE 2018 Recertification Fee Schedule for Tier 2 Countries

Tier 2	Albania, Algeria, American Samoa, Anguilla, Antigua and Barbuda, Argentina, Armenia, Azerbaijan, Bahamas, Barbados, Belarus, Belize, Bhutan, Bolivia, 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, Guyana, Indonesia, Iraq, Jamaica, Jordan, Kosovo, Lebanon, Libya, Macedonia, Maldives, Mauritius, Mexico, Mongolia, Montenegro, Montserrat, Morocco, Namibia, Northern Mariana Islands, Palau, Panama, Paraguay, Peru, Philippines, Romania, Russian Federation, Serbia, South Africa, Sri Lanka, 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.

Currency	Recertification by Exam Fee	Recertification by CERPs Fee	Hand Score Fee	Non-Sufficient Funds/Failed Payment Fee (for cheques)	Refund for Recertification Candidates who are ineligible or withdraw by the specified deadline
USD	\$350	\$350	\$90	\$50 plus cost of service fee charged by IBLCE bank	\$175

Please visit iblce.org for up-to-date information about application deadlines.

If completing 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 needed, please consult the Regional Director or Country Coordinator for details.

IBLCE 2018 Recertification Fee Schedule for Tier 3 Countries

Tier 3	Afghanistan, Angola, Bangladesh, Benin, 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, 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, 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.

Currency	Recertification by Exam Fee	Recertification by CERPs Fee	Hand Score Fee	Non-Sufficient Funds/Failed Payment Fee (for cheques)	Refund for Recertification Candidates who are ineligible or withdraw by the specified deadline
USD	\$250	\$250	\$70	\$50 plus cost of service fee charged by IBLCE bank	\$125

Please visit iblce.org for up-to-date information about application deadlines.

If completing your 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 needed, please consult the Regional Director or Country Coordinator for details.