



IBLCE[®]
*International Board of
Lactation Consultant Examiners*

Long-Term Provider Guide

For education providers seeking the privilege of recognising their own educational activities with IBLCE Continuing Education Recognition Points (CERPs)

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.

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IBLCE has offices in Austria, Australia and the United States. To reach the IBLCE office that serves your country, use the following email addresses.

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Introduction

In order to maintain certification, IBCLCs must obtain continuing education that has been recognised by IBLCE for Continuing Education Recognition Points (CERPs) or is equivalent to CERPs. Five years after most recently passing the IBLCE exam, IBCLCs may renew their certification by demonstrating completion of 75 hours of continuing education.

Education providers may seek recognition as a CERP Provider. Education recognised for CERPs may be provided by an individual or organisation through seminars, conferences, workshops, independent study modules, distance learning or other educational means. Education eligible for CERPs must cover subjects found on the IBLCE Detailed Content Outline.

CERP is the continuing education credit unit assigned by IBLCE to 60 minutes of education that meets the professional education needs of practicing IBCLCs. CERP credit is given to three types of continuing education listed below.

- Education that is specifically about human lactation and breastfeeding is recognised with L-CERPs. (L = Lactation)
- Education about professional ethics and conduct is recognised with E-CERPs (E = Ethics)

- Education that is related to the practice of IBCLCs, but is neither lactation nor ethics specific, is recognised with R-CERPs (R = Related)

Individuals, independent educators, hospitals, academic institutions and professional associations are among the types of organisations that seek Long-Term Provider (LTP) status. LTPs are given the authority on behalf of IBLCE to recognise their own educational activities with CERPs. This authority comes with specific requirements and restrictions to which it is the expectation that Long-Term Providers will adhere.

LTP Requirements

Education providers that apply to become Long Term Providers (LTP) must comply with the following requirements. In order to be eligible for LTP status, educational providers must meet **all** of the following requirements.

1. Long Term Providers are given the privilege to recognise their own educational activities with IBLCE CERPs.
 - a. LTPs **cannot** recognise educational activities offered by other individuals or organisations with CERPs
 - b. Each provider must apply to IBLCE for status as an LTP, regardless of whether they are independent of or an affiliate of an international, national or regional professional association or organisation.
2. Complete the LTP application and submit to IBLCE with the applicable fee.
 - a. In addition, LTPs must pay an annual fee which is based on the number of CERP recognised educational activities offered each year by the provider.
3. Abide by the [IBLCE Minimising Commercial Influence on Education Policy](#).
4. LTPs may not be a company or commercial interest as defined by IBLCE in the Minimising Commercial Influence on Education Policy.
5. The individual who oversees the content development of the educational activities offered by the LTP must be a currently certified IBCLC in good standing.
6. Prior to applying for LTP status, the educational provider must have planned, implemented and evaluated at least 3 educational activities that together were recognised by IBLCE for at least 20 CERPs.
 - a. These 3 educational activities cannot be 3 sessions of the same educational activity and
 - b. The 3 educational activities must have been submitted to IBLCE and recognised with CERPs within the 3 years immediately prior to applying for Long Term Provider status.
7. If previously denied LTP status, the education provider must specify the reasons for denial and the steps taken to resolve the concerns. Having a previous denial does not preclude application and/or approval; however, it is strongly advised that the provider contact the IBLCE office that serves their country before submitting their application.

8. All educational activities must be intended as professional education for IBCLCs.
For the benefit of IBCLCs, providers are required to distribute certificates of completion that show the number of CERPs assigned to the educational activity.
9. The LTP is responsible for distributing to and requiring all Program speakers to complete a Speaker Disclosure and Conflict of Interest Form and declare any affiliation or conflict of interest (COI) that might impair the objectivity of the information they, the speakers, present. All such affiliation or conflict of interest must be brought to the attention of the participants as outlined in the Minimising Commercial Influence on Education Policy.
10. The LTP must comply with all reporting requirements established by IBLCE and must cooperate with any audits conducted by IBLCE within the given timeframe.
11. Without the express written consent of IBLCE, the LTP may not use the IBLCE logo on any of their publications regardless of the format and manner of the publication.
12. The LTP must retain all Program documentation for at least 6 years following the last date the educational activity was offered.
13. LTPs who do not comply with IBLCE requirements will be notified by IBLCE staff.
Such notification is intended to be informative of processes and procedures and providers are expected to cooperate. If a second notice is required, the provider may be required to verify that corrective action has been taken. If a third notice is required, suspension or revocation of LTP status may be imposed.

Defining Independent Study Modules (ISM)

LTPs may be recognised for offering independent study modules (ISM).

Key features of an independent study module (ISM) are current referenced study material and an independently scored post-test. ISMs may be written material, audiotape, videotape or electronic media, For example:

- Audio or videotapes from conferences, with accompanying study guide and bibliography or copied references, along with scored post-test;
- Publication written specifically for continuing education purposes, along with scored post-test;
- Publication for which study guide and post-test were written later;
- An interactive learning experience, such as a CD or online program, along with post-test.

For web-based programs, instead of offering a post-test, providers can provide evidence of a system for tracking attendee access and evidence of using this information to award certificates of completion.

Application Requirements

At the time of application, all information requested in the LTP application packet must be submitted to the regional office that serves the country in which the education provider is located. The LTP application that fails to include all required information is considered incomplete.

The LTP Application Packet can be found on the IBLCE website at www.iblce.org

IBLCE accepts LTP applications year-round. LTP status will be valid for 3 years from the date of approval as long as the provider remains in good standing. LTP can only recognise their programs with CERPs themselves during this three-year period. When applying to be a LTP, **all** of the following materials **MUST** be sent to IBLCE, along with payment. Incomplete applications are subject to delays in processing. Complete applications will be reviewed in the order in which they are received.

- Completed LTP Application Form that is signed and dated
- For first time LTP applicants only, completed STP Program Content Form or equivalent information that shows each Program session content abstract for at least 3 educational activities that add up to at least 20 CERPs that were recognised by IBLCE within the past 3 years
- Copies of Program print or web-based promotional materials for the at least 3 educational activities mentioned above, if applicable
- If applicable and if one or more of the 3 educational activities was an independent study module or web-based Program, include a copy of the post-test along with post-test key and standard or for web-based program(s), instead of a post-test, evidence of a system for tracking attendee access and evidence of using this information to award certificates of completion may be provided
- Completed LTP Payment Form and payment
- For ISMs, Instructions for the learner about how to complete the ISM and submit the post-test for grading
- For web-based or ISM programs, a copy of the post-test which is composed of multiple choice and/or true-false questions, along with the answer key and the pass-fail standard or for a web-based program(s), instead of a post-test, evidence of a system for tracking attendee access and evidence of using this information to award certificates of completion
- For ISMs, if applicable, documentation that the ISM has been awarded continuing education units from another organisation, along with information on how those continuing education units are calculated. **Please Note:** If an ISM has been approved for continuing education units (CEUs, CMEs etc.) by another professional certifying body, IBLCE may accept the number of units assessed for the ISM by that body as equivalent to the number of CERPs.

Reporting Requirements

For each year of their 3 year approval period, LTPs must submit a report of programs offered. This report shall consist of a listing of all educational activities for which the LTP recognised CERPs during the previous year, including those educational activities that were repeated. At the time of this annual report, the LTP will pay an annual fee based upon the number of educational activities that were recognised with CERPs over the reporting year.

LTPs are required to submit to IBLCE a copy of the brochure or Program syllabus for each educational activity to which they have assigned CERPs. This brochure or Program syllabus must be submitted no later than 30 days prior to the date on which the educational activity will be offered. This requirement applies to each and every educational offering, including repeat offerings.

On the basis of the brochure or program syllabus, IBLCE reserves the right to deny CERPs to an educational activity that does not conform to the IBLCE *Minimising Commercial Influence on Education Policy* and/or appropriate assignment of CERPs.

Audit Requirements

Audits of LTP educational activities may be conducted at any time, either prior to or after the Program date. IBLCE staff will notify the LTP of the audit and the LTP will be asked to provide appropriate documents by a given date. Failure to comply with audit requirements could result in denial of CERPs for the Program offered.

Repeated failure by a provider to comply with audit requirements may result in suspension or revocation of the provider's LTP status.

Please Note: LTPs are expected to maintain copies of all Program records for at least six (6) years following the last date the Program was offered.

The documentation required by a Program audit is as follows:

- Completed Program Content Form or equivalent information that shows each Program session content abstract
- Copy of Program print or web-based promotional materials
- Copy of post-test if Program is an independent study module (ISM) or web-based Program or for web-based program(s), instead of a post-test, evidence of a system for tracking attendee access and evidence of using this information to award certificates of completion
- Copy of ISM Review Form, if applicable
- CV or resume for each speaker/presenter on the Program
- Speaker disclosure form for each speaker/presenter on the Program
- Attendance rosters for the Program
- Copy of the evaluation tool for the Program
- For ISMs, explanation for how the pass-fail standard of the post-test was derived or how the tracking system for attendee access and certificate distribution is conducted
- Independent Study Module Review Form for 2 subject matter experts and 5

IBCLCs

- It is the responsibility of the LTP to pre-test the module in order to establish time allocation and post-test validity
- Pre-testing should include an assessment of the time each tester spent on the module and reporting the average time spent to IBLCE
- IBLCE will use this time assessment in determining the number of CERPs
- Assessment by the reviewers of the post-test (if applicable) should identify any problems with specific items (e.g.; ambiguity, more than one right answer)
- It is the responsibility of the LTP to correct identified problems. There is no need to report the corrections to IBLCE

Guidelines for CERPs Recognition

One CERP is equivalent to sixty (60) minutes of instructional time in subjects listed on the *IBLCE Detailed Content Outline*. The following table provides some guidelines for CERPs recognition. For additional assistance or questions regarding the recognition of CERPs, providers should contact the IBLCE regional office that serves their country. See the IBLCE website for the regional office contact information.

Detailed Content Outline Discipline	Type of CERP to Recognise
Development and Nutrition	R or L Assign R CERPs if the session/Program is not specifically about human lactation and breastfeeding.
Physiology and Endocrinology	L
Pathology	L
Pharmacology and Toxicology	L
Psychology, Sociology and Anthropology	R or L Assign R CERPs if the session/Program is not specifically about human lactation and breastfeeding.
Techniques	L
Research	R
Ethical and Legal Issues	E
Equipment and Technology	L
Public Health and Advocacy	R or L Assign R CERPs if the session/Program is not specifically about human lactation and breastfeeding.

Frequently Asked Questions

When is the Long Term Provider application available?

The LTP application is available year-round.

How long will it take for the LTP application to be processed?

Typically, application review takes about 2-3 weeks; however, if additional information is needed or the application is incomplete, it will take longer for the review to be completed.

How are CERPs calculated?

One CERP is equivalent to sixty (60) minutes of instructional time on subjects listed on the [IBLCE Detailed Content Outline](#). CERPs are NOT assigned to breaks, meals, or general question and answer sessions which are not a part of a specified portion of the educational activity and which do not have specific objectives and outlines stated in advance.

When reporting the number of educational activities for my annual report, do I count each repeated offering of the same Program as a unique educational activity?

Yes, every offering of a Program is considered a unique educational activity. When calculating the number of educational activities provided, please include every repeated offering as part of the calculation.

Are providers required to issue attendance certificates to non-IBCLC participants? Yes. Providers of CERPs recognised Programs are required to distribute statements or certificates verifying the attendance of all participants, regardless of whether they are IBCLCs. If desired, the provider may use the same certificate for all attendees.

How should the certificates be designed?

The certificate of attendance **must** include the following information:

- name of the organisation providing the Program
- Long Term Provider Number (assigned by IBLCE)
- title and date of the Program
- name of the attendee
- the number of CERPs recognised per category e.g.: [L (lactation), E (ethics) or R (related)] and earned by the attendee
- signature and printed name of an authorised representative of the LTP

Certificates may also include, if relevant, information about approved continuing education units from other organisations.

Can you show me what a sample certificate might look like?

Sample CERPs Certificate

BESTFED HOSPITAL
Newtown
Helping Teen Mothers Breastfeed
12 December 20__

(Name of Participant)

2.25 L CERPs recognised by IBLCE
IBLCE CERPs Recognition Number: LTP Number Cxxxxx
[If relevant, indicate approved education units from other organisations]

Signed: _____
Mary Jones, RN, RM, IBCLC

Sample CERPs Certificate for a Program with Concurrent Breakout Sessions

REGIONAL BREASTFEEDING TASK FORCE

Melbourne, Australia

Breastfeeding and Beyond

June 10 – 13 2020

Participant's Name:

June 1, 7:00 – 8:30 PM	Keynote: Promoting Breastfeeding in the 21st century	1.5 (L)
June 2, 8:30 – 9:30 AM	Plenary: The Politics of Breastfeeding	1.0 (L)
10:00 – 11:30 AM	Breakout Sessions (circle one) A. Community Coalition Building B. High School Outreach	1.5 (L)
12:45 – 1:30 PM	Lunch Presentation: The Costs of Not Breastfeeding	0.75 (L)
2:00 – 3:30 PM	Breakouts Sessions (circle one) C. Public Health Implications D. Health Care Providers, Working Together	1.5 (L)

6.75 L CERPs recognised by IBLCE

6.75 instruction hours in topics on the IBLCE Detailed Content Outline

IBLCE: LTP Number xxxx

Signed: _____

Mary Jones, RN, RM, IBCLC

Do speakers who are IBCLCs receive any credit for their work in developing their presentations?

Yes, when recertifying by CERPs, speakers who are IBCLCs may include Individual CERPs when submitting their recertification application. Speakers may receive credit for the first time the presentation is given. For example, if the presentation has been recognised for 1.5 L CERPs, the speaker may receive 3 L CERPs for the first time the presentation is made. Repeat presentations of the same topic are not eligible for CERPs.

When should the certificates be distributed?

Program providers should distribute certificates at the end of the Program or after tracking has been completed to ensure the certificates are an accurate record of attendance. The number of CERPs shown on the certificate should be modified for participants who arrived late or departed early.

May a provider issue a certificate to an individual who attends only a portion of the Program that has been recognised for CERPs?

At the discretion of the provider, a CERPs certificate for the portion of the Program the individual attended may be issued.

Are LTPs required to advise IBLCE of the names of those who attended?

Such reporting is not routinely required. If the Program is selected for audit, LTPs must submit a copy of the attendance roster to the IBLCE office and the names of attendees must be typed. LTPs must keep these attendance records for six years after the last date the program was offered.

Who is responsible for helping participants who have questions about attendance or who have lost their certificates of attendance?

LTPs are responsible for answering participants' questions about attendance, the number of CERPs earned and/or lost certificates of attendance. Attendees who contact the IBLCE office will be referred to the organisation that provided the Program. Whether or not to charge participants for such verification or for replacement of lost certificates is at the discretion of the LTP.

IBLCE does not keep track of the number of CERPs earned by participants of IBLCE CERPs recognised Programs; that is the responsibility of the individuals who attended the Programs. IBLCE is not responsible for verifying a participant's attendance; that is the responsibility of the LTP.

What should we do if some of our Programs are primarily designed for exam candidates? Should we apply for CERPs?

Candidates for the IBLCE exam are not required to obtain CERPs. If your educational programs are primarily designed for the entry-level lactation consultant exam candidate, you may consider applying for approval through the Lactation Education Accreditation and Approval Review Committee.

Does IBLCE have a Program content form that we can use?

You can find a template for a program content form toward the end of this guide. If a program is chose for audit, you will need to supply the abstract of each session presented within the program. These abstracts may be in the template provided or by similar means.

Does IBLCE have a sample attendance list I can use?

You can make up your own attendance list. Below is a sample for you to use as a template.

CERPs Program Attendance Roster		
Session Title:	Session Date:	
Program Provider:	Location:	
LTP Number:		
Participant's Name	Are you an IBCLC?	CERPs Earned
1		
2		
3		

Are LTPs required to have an evaluation tool?

It is best practice to have an education evaluation tool. LTPs are expected to compile an evaluation tool, collect responses and retain a summary of the evaluation responses for each educational activity offered. Copies of the evaluation tool and will be requested when an educational activity is selected for audit.

Can LTPs recognise web-based Programs with IBLCE CERPs? What about Independent Study Modules?

Yes, the only difference between an in-person session and a web-based program is that web-based program participants must pass an exam/quiz or the provider submits to IBLCE evidence of a system for tracking attendee access and evidence of using this information to award certificates of completion. If an exam/quiz is provided, once the participant has submitted a completed exam/quiz with a passing grade, the LTP must issue a certificate of completion.

In a similar manner, LTPs may recognise Independent Study Modules (ISMs) with CERPs; however, the CERPs recognised are valid for no longer than 3 years or the period of the provider's LTP status, whichever ends first. After the CERPs expiration date for an ISM, the LTP must be able to demonstrate that the ISM has been updated/revised to make it current with best practice and evidence.

Does IBLCE require Curriculum Vitae (CV) from each speaker?

LTPs are expected to obtain a CV from each speaker and, if audited, the LTP must submit to IBLCE copies of all the speakers' CVs.

Does the Program provider need to ask every speaker if they have a conflict of interest?

Yes. It is the program provider's responsibility to ask every presenter if they have any conflict of

interest (COI) or affiliations that could be perceived as having actual or potential competing interests in relation to their presentation. Each presenter needs to complete a declaration form and return it to the program provider. The form is in the application packet. **IBLCE will not accept signed disclosure statements from other organisations.**

How do we declare the affiliation or conflict of interest of a speaker?

You can read the [Minimising Commercial Influence on Education Policy](#) for more information. When the speaker discloses no affiliations or conflicts of interest, it is not necessary to print a statement in the conference materials. You may choose to make a statement such as:

Ms. Smith does not have any affiliations with any persons or entities that could be perceived as having a bearing on her presentation.

When the speaker discloses an affiliation or conflict of interest, you must make a statement, such as:

Ms. Smith is a product representative for Lactation Products, Inc., a manufacturer of medical devices used by breastfeeding women.

Mr. Jones's research on the growth of preterm babies was supported in part by a grant from Human Milk Fortifiers, Inc.

How long must LTPs retain records?

LTPs must retain a copy of all completed application forms, attendance rosters and records, speaker disclosure and conflict of interest declaration forms, speaker CV's, evaluation tools and other pertinent program materials for six years after the last date of the program.

What happens if the Program provider does not send in the required information? LTPs who do not comply with IBLCE requirements will be notified by IBLCE staff. Such notification is intended to be informative of processes and procedures and providers are expected to cooperate. If a second notice is required, the provider may be required to verify that corrective action has been taken. If a third notice is required, suspension or revocation of LTP status may be imposed.

Please Note:

IBLCE will not recognise CERPs for sessions presented or organised by a person who has had his or her certification suspended or revoked by IBLCE, for the period of suspension or revocation.

Application Form and Fees

The LTP Application Packet provides all necessary forms and payment information can be found on the IBLCE website at www.iblce.org

Program Content Template

Name of Program Provider:					
Date:		Title of Program:			
Session Title	Start Time	Speaker	Number & Type of CERPs	Content Abstract	Delivery Type (e.g. in-person, web-based, ISM)
	EndTime				
	Length				