



## Appeals Form: Eligibility and Recertification

IBLCE will review appeals of adverse certification eligibility or recertification decisions from IBCLC certificants and applicants. An adverse decision may be appealed for the following reasons: 1) IBLCE did not apply certification or recertification criteria correctly or 2) a factual error impacted the underlying decision. A missed deadline may be appealed only due to substantiated and verified extraordinary circumstances.

***All appeals must be submitted to IBLCE within 30 days of the date of the notification of ineligibility.***

***Please submit the following information along with supporting documentation as indicated below.***

Name (please print)

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IBLCE ID Number	L	-								
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Address

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Phone Number

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Email Address

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**Please indicate below the circumstances regarding your ineligibility (check all that apply):**

- IBLCE did not apply certification or recertification criteria correctly
- A factual error impacted the underlying decision
- A missed deadline due to an extraordinary circumstance

Please provide a brief rationale for the appeal:

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## Supporting Documentation

**All appeals must include supporting documentation. Please indicate the type of supporting documentation provided:**

- Completion of IBLCE requirements (e.g., education completion certificates)
- Extraordinary circumstances (must be **third-party** documentation)
- Other documentation to support the appeal

**Terms and Conditions: By signing this form, I acknowledge and understand the decision of the IBLCE Appeals Committee is final.**

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Signature

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Date

**Please mail, fax, or send electronically to the IBLCE location that serves your country:**

**If you live in North America, Central America and South America or Israel:**

IBLCE in the Americas  
10301 Democracy Lane, Suite 400  
Fairfax, Virginia 22030 USA  
Fax: 703-560-7332  
Email: [iblce@iblce.org](mailto:iblce@iblce.org)

**If you live in Europe, the Middle East (except Israel) or the countries of North Africa:**

IBLCE in Europe and the Middle East  
Theresiengasse 5/1/30  
2500 Baden, Austria  
Fax: +43 (0) 2252 20 64 87  
Email: [eumeoffice@iblce.org](mailto:eumeoffice@iblce.org)

**If you live in Asia, Australia or the countries of Africa not served by the European location:**

IBLCE in Asia-Pacific and Africa  
PO Box 1533  
Oxenford, Queensland 4210, Australia  
Fax: 07 5529 8922 (within Australia) or +61 7 5529 8922 (outside Australia)  
Email: [apaadmin@iblce.org](mailto:apaadmin@iblce.org)