



IBCLC[®] Examination Withdrawal/Cancellation Policy

If you must withdraw from the IBCLC[®] exam for which you have applied and are accepted, and/or cancel your appointment to take the IBCLC exam, you **MUST** notify IBLCE in writing by the posted deadlines to be eligible for a partial refund. Written notification of withdrawal/cancellation may be sent by mail, e-mail or fax and must be *received* by IBLCE no later than these deadlines in order for you to be eligible for a partial refund of the exam fees paid. Please see the Candidate Information Guide or the Recertification Guide for details regarding the partial refund amount. In the unfortunate and rare instance of verified death or late-stage, terminal illness of the candidate, IBLCE will provide a full refund of examination fees.

After the posted deadlines, no partial refunds will be given to candidates who withdraw/cancel from the IBCLC exam. Only documented extraordinary circumstances will be accepted as reasons for IBLCE to consider a request for the fees paid to be deferred to a future exam. Extraordinary circumstances are exclusively serious illness or severe injury of the candidate/certificant or immediate family member, death of an immediate family member, experiencing an unavoidable natural disaster, or changes related to active military duty.

A request for a deferral is not a guarantee that it will be granted. If granted, the deferral will be good for one exam within a one-year timeframe. After that the candidate must re-apply for the exam and meet the most current requirements.

Current IBCLCs should carefully consider the consequences of withdrawing/cancelling their exam appointments/plans. Failure to recertify or receive a deferral due to extraordinary circumstances will result in loss of certification on December 31. Only documented extraordinary circumstances will be accepted as reason for IBLCE to consider a request for the deferral of the exam fees to a future exam and an extension of certification.

A request to defer fees and a one year extension of certification is not a guarantee that it will be granted. A request requires a completed submission of the exam application and payment on or before posted application deadlines, documentation of completion of continuing education equivalent to at least 15 L-CERPs within the past year, and third-party documentation substantiating the extraordinary circumstance. If the deferral of fees and extension of certification are granted, the IBCLC must successfully pass the IBCLC exam within the following year to maintain certification; recertification by CERPs in the following year is not an option.