



# Short-Term Provider Guide

*For education providers seeking Continuing Education Recognition Points (CERPs) for their educational activities*

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.

## Contact Information

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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.

North America, South America and Israel: [cerps@iblce.org](mailto:cerps@iblce.org)

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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 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 to offer CERPs. 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 entities that can become Short-Term Providers (STP) of IBLCE CERP-recognised educational activities. STPs must submit each educational activity to IBLCE for consideration and may **not** recognise their own educational activities with IBLCE CERPs without IBLCE verification. IBLCE has the sole authority to review and recognise, with IBLCE CERPs, educational activities provided by STPs.

## STP Requirements

Education providers that seek CERP recognition for their activities must comply with the following requirements for **each** educational event. STPs may apply for IBLCE CERPs recognition before programs are offered or recognition may be sought retroactively.

In order for educational activities to be eligible for IBLCE CERP recognition, the provider must meet all of the following requirements.

1. Complete the STP application and submit to IBLCE with the applicable fee.
2. Abide by the [IBLCE Minimising Commercial Influence on Education Policy](#).
3. STP may not be a company or commercial interest as defined by the IBLCE Minimising Commercial Influence on Education Policy.
4. The educational activity must be intended as professional education for IBCLCs.
  - a. STPs are advised to take care that the programs for which recognition is being sought are relevant to the continued learning needs of IBCLCs. Refunds will not be given if the programs submitted by STPs do not meet the continued learning needs of IBCLCs.
5. Education providers are required to distribute certificates of completion that show the number of IBLCE CERPs recognised, name of the participant, name of the program, date of the program, and program coordinator and/or signature.
6. All program speakers/presenters must complete a Speaker Disclosure and Conflict of Interest Form and declare any affiliation or conflict of interest that might impair the objectivity of the information they present. All such affiliation or conflict of interest must be brought to the attention of the participants as outlined in the IBLCE Minimising Commercial Influence on Education Policy.
7. The STP must comply with all reporting requirements established by IBLCE and must cooperate with any audits conducted by IBLCE within the given timeframe.
8. If the print or web-based promotional materials were finalised prior to the notification of IBLCE CERPs recognition, the STP must submit a copy of these promotional materials with their CERPs application.
  - a. Promotional materials that are finalised prior to IBLCE CERPs recognition may state that application has been made for IBLCE CERPs recognition; however, the promotional materials may **not** state how many IBLCE CERPs have been requested.
9. If the print or web-based promotional materials are finalised after the notification of IBLCE CERPs recognition, the STP must submit a copy of the finalised promotional materials within 30 days of the date on which each IBLCE CERP recognised educational activity was offered.
  - a. Promotional materials that are finalised after IBLCE CERPs recognition may state how many IBLCE CERPs were recognised for each educational activity on the program.
10. The STP must not use the IBLCE logo on any of their publications and/or promotional materials regardless of the format and manner of the publication or material.
11. The STP must retain all program documentation, including attendance rosters, for at least 6 years following the last date the educational activity was offered. If the attendee misplaces their certificate it is the responsibility of the attendee and the STP to organise a replacement certificate/verification. IBLCE will under NO circumstance provide any form of confirmation that attendee was present at the

education.

12. STPs 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 STP status may be imposed.

## Professional Education Groups as STPs

There is special provision for IBCLCs who organise themselves as a small, informal group for sessions of 2 hours or less on a regular basis for their own professional education. These groups are considered a special category of STP and must meet all the requirements listed above.

In addition, such groups must have a designated person responsible for communication with IBLCE. IBLCE will provide assistance to this designated person for the purpose of learning appropriate evaluation and reporting requirements.

## Defining Independent Study Modules (ISM)

STPs 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 STP Application Packet must be submitted to the regional office that serves the country in which the STP is located.

Applications that fail to submit all required information are considered incomplete.

**Incomplete applications may have a delay in the review process.** IBLCE CERPs recognised for education provided by STPs are valid for twelve months.

The STP Application Packet can be found on the IBLCE website at [www.iblce.org](http://www.iblce.org)

When applying to be a STP, **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.

**All educational activity types are required to submit the information shown below.**

- Completed STP Application Form that is signed and dated
- Completed STP Program Content Form or equivalent information that shows each program session content abstract
- Completed Speaker Disclosure Form for each speaker/presenter on the Program

- Copy of program print or web-based promotional materials
- Completed STP 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.

## Audit Requirements

Audits may be conducted either prior to or after the program date. IBLCE staff will notify the STP of the audit and the STP will be asked to provide appropriate documents by a given date. Failure to comply with audit requirements may result in denial of IBLCE CERPs, if the program has not yet been offered, and forfeiture of all fees paid. In the case of programs already offered, failure to comply with audit requirements may result in withdrawal of IBLCE CERP recognition for that program and forfeiture of all fees paid, as well as the STP being required to notify all program participants that IBLCE CERP recognition for the program was withdrawn. Repeated failure by a provider to comply with audit requirements may result in suspension or revocation of the provider's STP status.

The documentation required by an audit is as follows:

- CV or resume for each speaker/presenter on the program
- Attendance rosters
- Copy of the evaluation tool
- Speaker disclosure form for each speaker/presenter on the Program
- 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
- 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
- For ISMs, Independent Study Module Review Form for 2 subject matter experts and 5 IBCLCs
  - It is the responsibility of the STP 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 STP to correct identified problems. There is no need to report the corrections to IBLCE.

## Frequently Asked Questions

### ***How long will it take for the STP 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.

### ***May a provider apply for CERPs after the program date?***

Yes. However, providers may not distribute certificates showing CERPs recognition to their participants until after they have received notification from IBLCE that their program has been recognised for IBLCE CERPs.

### ***May we submit our STP application before our printed and/or web-based promotional materials are finalised?***

Yes. However, any promotional materials that are published prior to final notification of IBLCE CERPs recognition may not list the number of IBLCE CERPs that you requested. The promotional materials may say that you have applied for IBLCE CERPs recognition but you may not say how many CERPs you have requested. Within 30 days of the date on which the education was offered, you must submit to IBLCE one copy of the final promotional materials for the CERPs-recognised program.

### ***How are repeat programs handled?***

There is no limit to the number of times the same program may be repeated within the 12 months during which IBLCE CERPs recognition is valid and there is no additional fee for repeat programs. Therefore, reapplication is not necessary so long as the program is being repeated without change within the year the IBLCE CERPs are valid. However, if there are changes to the content or length of the program or if the program is being offered more than 12 months since original IBLCE CERPs recognition, a new application, along with payment, must be submitted.

STPs are required to maintain records of each repeated program and, if selected for audit, provide appropriate documentation upon request to IBLCE. See *Audit Requirements for STPs*.

### ***Can our promotional materials advertise CERPs?***

Printed and/or web-based promotional materials may not publicise a specific number or type of IBLCE CERPs **until final** CERPs recognition is made. Promotional materials for programs without final notification of IBLCE CERPs recognition **may** include the following statement:

‘Application for Continuing Education Recognition Points has been submitted to the International Board of Lactation Consultant Examiners’.

### ***Are providers required to issue attendance certificates to non-IBCLC participants?***

Yes. Providers of IBLCE 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
- IBLCE CERP Recognition Number
- title and date of the program
- name of the attendee
- the number of IBLCE CERPs recognised per category eg: [L (lactation), E (ethics), or R (related)] and earned by the attendee
- signature and printed name of an authorised representative of the program provider

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: STP Number Cxxxxx

[If relevant, indicate approved education units from other organisations]

Signed: \_\_\_\_\_

Mary Jones, RN, RM, IBCLC



**REGIONAL BREASTFEEDING TASK FORCE**  
**Melbourne, Australia**  
**Breastfeeding and Beyond**  
**June 10 – 11, 20\_\_**

Participant's Name: \_\_\_\_\_

June 10

7:00 – 8:30 PM      Keynote: Promoting Breastfeeding in the 21<sup>st</sup> century      1.5 (L)

June 11

8:30 – 9:30 AM      Plenary: The Politics of Breastfeeding      1.0 (L)

10:00 – 11:30 AM      Breakout Sessions (circle one)      1.5 (L)

A. Community Coalition Building

B. High School Outreach

12:45 – 1:30 PM      Lunch Presentation: The Costs of Not Breastfeeding      0.75 (L)

2:00 – 3:30 PM      Breakouts Sessions (circle one)      1.5 (L)

C. Public Health Implications

D. Health Care Providers, Working Together

6.75 L CERPs recognised by IBLCE

IBLCE CERPs Recognition Number: STP 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 double the number of attendance CERPs 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 verification of online tracking is 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 STPs required to advise IBLCE of the names of those who attended?***

Such reporting is not routinely required; however, STPs are expected to retain the names of attendees. If the program is selected for audit, STPs must submit a copy of the attendance roster to the IBLCE office and the names of attendees must be printed legibly or typed. STPs 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?***

STPs 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 STP.

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 STP.

***Does IBLCE have a program content form that we can use?***

You can find a template for a program content form in this guide. All program providers need to supply the abstract of each session presented. These abstracts may be provided in the content form template or by similar means.

***Our program is primarily designed for exam candidates. Should we apply for CERPs?***

Programs recognised with IBLCE CERPs are intended as professional education for IBCLCs and STPs must agree that their educational activities are intended for IBCLCs. Candidates for the IBLCE exam are not required to obtain IBLCE CERPs. If your educational programs are primarily designed for the IBLCE exam candidate, you may want to consider applying for approval through the Lactation Education Accreditation and Approval Review Committee (LEAARC), [www.leaarc.org](http://www.leaarc.org).

**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:	
STP Number:		
Participant's Name	Are you an IBCLC?	IBLCE CERPs Earned
1		
2		
3		

**Are STPs required to have an evaluation tool?**

It is best practice to have an education evaluation tool. STPs are not required to submit the evaluation tool with their application for CERPs. However, STPs are expected to compile an evaluation tool, collect responses and retain a summary of the evaluation responses. Copies of the evaluation tool will be requested when a program is selected for audit.

**Can we receive CERPs for putting on a web-based program?**

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 STP must issue a certificate of completion.

In a similar manner, STPs may recognise Independent Study Modules (ISMs) with CERPs; however, the CERPs recognised are valid for no longer than 1 year or the period of the provider's STP status, whichever ends first. After the CERPs expiration date for an ISM, the STP 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?**

Speaker CVs are not required at the time of application for CERPs; however, if audited, the STP 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 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 IBLCE [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 STPs retain records?***

STPs 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, evaluation summaries and other pertinent program materials for six years after the last date of the program.

***What happens if the program provider fails to comply with IBLCE requirements and/or does not send in the required information for an audit?***

STPs 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 STP 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**

The STP Application Packet provides all necessary forms and payment information and can be found on the IBLCE website at [www.iblce.org](http://www.iblce.org)