



## **IBLCE® Recertification by CERPs Extension Request Policy**

Recertifying IBCLCs® should carefully consider the consequences of not meeting the requirements for recertification, as failure to recertify will result in loss of certification. Only documented extraordinary circumstances will be accepted as reason for IBLCE to consider a request for an extension of certification to the next year. In the unfortunate and rare instance of verified death or late-stage, terminal illness of the recertificant, IBLCE will provide a full refund of the fees.

**Please note:** 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. In 2021, extraordinary circumstances also include COVID-19 related concerns, such as job loss of the candidate and/or partner/spouse, COVID-19 health issue for candidate or immediate family member, and/or concern for going into the public due to COVID-19.

### **If you are an IBCLC who has not met CERPs requirements due to extraordinary circumstances:**

If an IBCLC has not completed all requirements for recertification by CERPs due to a documented extraordinary circumstance, IBLCE will consider a one-year extension of certification. The request for an extension of certification must be made within 30 days of the deadline for recertification by CERPs and is not a guarantee that it will be granted.

A request for extension of certification requires payment of the recertification fees, documentation of completion of continuing education equivalent to at least 15 L-CERPs within a year before the certification expires, and third-party documentation to substantiate the extraordinary circumstance. If granted, in the following year, the certificant must successfully pass the examination to maintain certification; recertification by CERPs in the following year is not an option.

In light of the COVID-19 pandemic, IBLCE amended this policy for those in 2021 to allow for a deferral of fees and extension of certification for one year for up to two consecutive years with proof of 15 L-CERPs earned within the past year for each request. Refer to the [IBLCE COVID-19 Resource Centre](#) for updates regarding options in 2021.

**If you are an IBCLC who has met CERPs requirements, but missed the application deadline due to extraordinary circumstances:**

If an IBCLC has fully completed all requirements for recertification by CERPs by the posted application deadline but did not submit the application by the specified deadline due to a documented extraordinary circumstance, IBLCE will consider an extension of time to submit the application for acceptance.

Your request must be received by IBLCE within 60 days of the recertification by CERPs deadline and include the following:

1. Recertification application fee paid in full;
2. Documented proof of extraordinary circumstance; and
3. Proof of meeting recertification by CERPs requirements.

Submittal of the request is not a guarantee that it will be granted. An additional late fee, based on Tier level, will be assessed if the extension is granted.

Should an extension of certification or extension of time request be denied, recertification fees are subject to a partial refund as described in the IBLCE Fee Schedule.