



**IBLCE<sup>®</sup>**

*International Board of  
Lactation Consultant Examiners*

# RECERTIFICATION GUIDE

*For individuals recertifying as an International Board Certified Lactation Consultant<sup>®</sup>*

As an International Organisation, IBLCE<sup>®</sup> uses British English in its publications.

# Table of Contents

I.	What is IBLCE?.....	4
	A. Contact Information.....	4
	B. Key Dates.....	4
II.	Purpose and Methods of Recertification.....	4
	A. IBCLC Failed Examination Policy.....	7
III.	Important Publications.....	7
IV.	Applying for Recertification by Examination.....	8
	A. Complete an Online Application.....	8
	B. Fees and Payments.....	8
	C. IBCLC Examination Overview.....	8
	D. Examination Sites.....	8
	E. Examination Security and Incident Review Protocols.....	9
	F. Reasonable Accommodations.....	9
	G. Special Note for Pregnant Candidates.....	9
	H. Breast/Chestfeeding During Examination Administration.....	9
	I. Non-Primary Language.....	10
	J. Notification of Examination Eligibility.....	10
	K. Examination Withdrawal/Cancellation.....	10
	L. Examination Rescheduling Policy.....	11
	M. Examination Admissions Procedures and Candidate Conduct.....	11
	N. Examination Results Notification.....	13
	O. Policy on Requesting a Hand Score.....	13
	P. Policy for Appealing an Examination Outcome.....	14
	Q. Examination Retest Policy.....	14
V.	Applying for Recertification by CERPs with the Continuing Education Self-Assessment (CE Self-Assessment).....	14
	A. Complete the CE Self-Assessment.....	15
	B. Complete an Online Application.....	15
	C. Dates for Earning CERPs for the Purpose of Recertification by CERPs Policy.....	16
	D. Categories and Required Number of CERPs.....	16
	E. Individual CERPs.....	18
	F. Documentation of CERPs.....	19
	G. Recertification by CERPs Extension Request Policy.....	19

VI.	Confidentiality Policy .....	19
	A. Commitment to Confidentiality .....	19
	B. Examination Results.....	19
	C. Application Status .....	20
	D. Credential Verification.....	20
	E. De-Identified Data .....	20
	F. Examination Candidates .....	20
	G. IBLCE Disciplinary Process Related to Code of Professional Conduct Complaints .....	20
VII.	Initial Candidate and Recertification Audit Policy .....	21
VIII.	Policy for Appealing an Eligibility or Recertification Decision.....	21
IX.	Nondiscrimination Policy .....	22
X.	IBCLC Trademark Use Policy.....	22
XI.	IBCLC Registry .....	22
XII.	Lapsed Certification.....	22
XIII.	Inactive Status.....	23
XIV.	Retired Status.....	23
XV.	2022 Fee Schedule .....	24
	A. IBLCE 2022 Recertification Fee Schedule for Tier 1 Countries.....	24
	B. IBLCE 2022 Recertification Fee Schedule for Tier 2Countries .....	25
	C. IBLCE 2022 Recertification Fee Schedule for Tier 3Countries .....	26
XVI.	IBCLC Detailed Content Outline (Current Through 2022).....	27

## I. 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.

### A. Contact Information

International Board of Lactation Consultant Examiners (IBLCE)

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Fairfax, Virginia 22030-2545 USA

Phone: +1 703-560-7330

[www.iblce.org](http://www.iblce.org)

IBLCE has customer service in several locations. Certificants may reach the location that serves their country of residence by using the contact information found on the IBLCE website.

NOTE: Due to COVID-19, IBLCE provides additional resources regarding applying for the IBCLC certification and the examination administration on [its website](#). Please check this website regularly as you prepare to either apply for recertification or plan to sit the IBCLC examination in 2022.

### B. Key Dates

Please visit the IBLCE website for application deadlines and other important key dates.

## II. Purpose and Methods of Recertification

Purpose: The purpose of the IBCLC recertification programme is to promote continued competence through professional development and lifelong learning. It is recognised that the skills and knowledge acquired before, and examined at, initial certification do not necessarily relate to the knowledge of the person to practice in the field in the years to come, especially if the skills and knowledge are not regularly updated to incorporate new insights and practices.

IBCLCs can recertify by continuing education recognition points (CERPs) with self-assessment or by examination every five years. The purpose of the self-assessment is to prioritise the learning of the certificant. The certificant is required to choose CERPs that are within the areas of relative weakness within the domains of the Detailed Content Outline, as identified by the self-assessment. The purpose of the examination is to promote continuing competence as well, also in line with the current, and periodically updated, Detailed Content Outline.

Timeframe and Rationale: Once initially certified, a certificant typically holds the IBCLC certification for five years. At the five-year mark, a certificant can recertify by re-examination OR by earning continuing education recognition points (CERPs) or equivalent through individual CERPs. For those recertifying by CERPs, the completion of the Continuing Education Self-Assessment and focused continuing education is also required.

It is recognised that the skills and knowledge acquired before and examined at initial certification do not necessarily relate to the knowledge of the person to practise in the field in the years to come, especially if the skills and knowledge are not regularly updated to incorporate new insights and practice. IBLCE therefore requires all certificants to recertify every five years. Within a five-year period, significant development in available information and management options will have occurred, and it is considered that the certificant's knowledge base will not remain current if further educational opportunities are not undertaken.

The five-year interval for recertification was chosen given the rate of change in the field.

The examination will remain an option for recertification, but no longer required every ten years, with the addition of a self-assessment with required focused continuing education as an option each recertification cycle. The rationale for this is that formal or organised education can lead to advancing practice, as well as self-assessments encourage self-reflection by allowing the certificant to self-identify strengths and weaknesses.

Irrespective of the method of recertification at the five-year interval, certificants must reaffirm adherence to the [IBLCE® Code of Professional Conduct for International Board Certified Lactation Consultants](#) and report any professional licensing/registration actions and/or professional disciplinary actions. IBLCE believes this reaffirmation is important and reminds certificants of their ethical obligations.

Methods: At the five year recertification mark, a certificant may choose to recertify by examination or to recertify by CERPs with the completion of the Continuing Education Self-Assessment and focused continuing education. If a certificant elects to recertify by CERPs at the five-year interval, IBLCE requires that 75 CERPs be earned, of which a minimum of 5 must pertain to professional ethics and a minimum of 50 must pertain specifically to human lactation and breastfeeding and the provision of care to breastfeeding families. The remaining CERPs (20) may be on any topic related to the field of lactation consulting because some of the disciplines on the *IBCLC Detailed Content Outline* are neither lactation nor ethics specific. For more information regarding recertifying by CERPs with CE Self-Assessment, see Section V of this guide, "[Applying for Recertification by CERPs with CE Self-Assessment](#)".

Irrespective of the method of recertification, IBCLCs must also complete basic life support education in this time frame, as well as complete 250 hours of practice in lactation consulting. In accordance with the [IBLCE Advisory Opinion on Telehealth](#), these hours may be completed

remotely.

In order to maintain certification, IBCLCs not taking the examination must obtain continuing education that has been recognised by IBLCE for Continuing Education Recognition Points (CERPs) OR equivalent through individual 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 *IBCLC Detailed Content Outline*.

A CERP is the continuing education credit unit assigned by IBLCE to 60 minutes of education that meets the professional education needs of practising IBCLCs. CERP credit is given to three types of continuing education:

- 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).

For IBCLCs recertifying by either examination or by CERPs with the CE Self-Assessment, IBLCE requires the following in each five-year recertification cycle:

- 250 hours of practice in lactation consulting (full- or part-time) in the area(s) of education, administration, research, clinical practice, or advocacy. These hours may be earned as volunteer or paid hours, or a combination of both. Clinical skills are an important area of the *IBCLC Detailed Content Outline*, and these skills are best maintained through active practice. [The Lactation Specific Clinical Practice Calculator](#) can assist with calculating these hours and can be submitted in the case of audit.
- Basic life support education. Examples of education that meets this are Cardiopulmonary Resuscitation (CPR) and Neonatal Resuscitation Program (NRP). As healthcare professionals conducting in-person care, it is important to maintain basic life support education for the client and patient safety. Certificants selected for audit will be asked to submit their card or certificate as proof of basic life support education. The basic life support education requirement for recertification can be at any point within the five-year recertification cycle, and basic life support credentials do not need to be active at the time of recertification. A didactic basic life support course will be sufficient to meet the requirement.

Note: if recertifying by CERPs, then these education hours are counted as part of the total 75 hours required.

The IBCLC certification programme offers a voluntary credential, and that certification does not necessarily confer the right or privilege to practise. Individuals who hold the IBCLC credential must abide by the legal authority in the jurisdiction in which they practise or wish to practise.

IBCLCs can recertify early by one year if taking the examination. If a certificant chooses to recertify one year early, then the expiration date is set to five years out from the passed examination (e.g., if a candidate is due to recertify in 2021, but passes an examination in 2020, then the next expiration date will be 2025 and not 2026). If the certificant does not pass the examination, then they no longer hold the credential. A certificant may not elect to recertify by CERPs one year prior to their expiration date.

Please note that while a number of IBLCE's WHO Code initiatives have been implemented with further information forthcoming in the IBLCE Briefing, due to the pivot of time and resources necessitated by the COVID-19 pandemic, the implementation for mandatory WHO Code training for certificants as well as revision of the *IBLCE Code of Professional Conduct for International Board Certified Lactation Consultants* will not go into effect for the general certificant community in 2022. IBLCE has to date implemented policy for mandatory WHO Code training for the IBLCE Board and Staff. Please refer to future IBLCE Briefings and updates to this guide for the revised implementation schedule.

## **A. IBCLC Failed Examination Policy**

The IBCLC examination is offered twice a year. If a current IBCLC does not pass an examination, certification will be revoked once results are disseminated. Candidates can take a second examination in the same year (where applicable) and will regain the certification if the examination is passed, but certification will not cover the time period between failing the examination and passing the re-take examination. If an IBCLC does not pass the April examination, the IBCLC certification will expire on June 30 of that year. If a certificant does not pass the September examination, the IBCLC certification will expire on December 31 of that year.

## **III. Important Publications**

Recertifying IBCLC certificants should be familiar with the following publications, all of which can be found on the IBLCE website.

- [\*IBCLC Detailed Content Outline\*](#)
- [\*Clinical Competencies for the Practice of International Board Certified Lactation Consultants \(IBCLCs\)\*](#)

- [Scope of Practice for International Board Certified Lactation Consultants \(IBCLC\) Certificants](#)
- [Disciplinary Procedures](#)
- [IBLCE Appeals Policies](#) (in the *Candidate Information Guide* and *Recertification Guide*) and *Forms*
- [IBLCE® Code of Professional Conduct for International Board Certified Lactation Consultants](#)

## **IV. Applying for Recertification by Examination**

### **A. Complete an Online Application**

The online recertification application is available in the same languages as IBLCE offers the examination. Visit the IBLCE website and locate your language.

### **B. Fees and Payments**

Complete information about the fees and payment options can be found at the end of this Guide.

### **C. IBCLC Examination Overview**

The examination consists of 175 multiple choice questions. Each question has only one correct answer, and there is no penalty for a wrong answer. It is to your advantage to answer all questions. The examination is given in two parts, and most questions in Part Two are associated with an image. The standard IBCLC examination is four hours, which includes a five (5) minute break between Part One and Part Two. Thirty extra minutes of time are allocated for test takers who attest that the examination is not offered in their primary language. The IBCLC examination consists of content related to the knowledge domains described in the *IBCLC Detailed Content Outline*.

### **D. Examination Sites**

IBLCE offers computer-based testing (CBT) for the examination worldwide. IBLCE has approved the use of Live Remote Proctoring (LRP) for 2020-2022 IBCLC examination administrations in light of the ongoing global pandemic. Any use of LRP for IBCLC examinations in 2023 and beyond will be subject to further review. LRP is only available in English, as this is the only language currently available from the testing vendor. Please reference the [IBLCE website](#) for information and updates regarding testing modalities in 2022. In countries where CBT centres are not geographically available, a pop-up CBT testing location may be offered. Test centre locations can be viewed prior to applying for an examination, but please know that IBLCE's available test centre list changes periodically. Test

centre availability will be most accurate at the time that you apply and go to schedule the examination appointment. IBLCE will notify you by email when you are able to schedule an appointment. Scheduling as soon as you receive this notice can assist you with finding the test centre of your choice.

## **E. Examination Security and Incident Review Protocols**

The IBCLC examination is offered in secure testing environments in order to maintain the integrity of the examination and the IBCLC certification programme. IBLCE examination administrations follow security and confidentiality protocols.

IBLCE reviews incidents during examination administrations, and after the examinations, to follow up as needed to determine the nature of the incident and to seek resolution as applicable.

## **F. Reasonable Accommodations**

IBLCE works with candidates to provide reasonable accommodations during the examination administration for medical conditions and disabilities. The IBCLC examination application form asks the candidate whether they seek reasonable accommodation for the examination, or whether or not a personal medical item may be needed during the examination. IBLCE works with candidates to provide reasonable accommodations for medical conditions and disabilities in accordance with applicable law.

IBLCE staff will reach out to the candidate for the necessary documentation. **Candidates are asked to please return documentation within 30 business days.** Providing this documentation promptly will give the third-party testing vendor sufficient time to process requests and provide the greatest flexibility when scheduling appointments.

## **G. Special Note for Pregnant Candidates**

Candidates who experience health issues that may affect their ability to take the examination must notify IBLCE as soon as possible.

## **H. Breast/Chestfeeding During Examination Administration**

The International Board of Lactation Consultant Examiners (IBLCE) is devoted to lactation care. Therefore, it is appropriate for IBLCE to provide the opportunity for examination candidates who are breast/chestfeeding to breast/chestfeed or express milk during the IBCLC examination while at the same time maintaining examination security. It is necessary that these

allowances meet all the requirements for ensuring IBLCE examination security while at the same time offering reasonable solutions that will allow test takers to breast/chestfeed or pump during the examination appointment. Therefore, a break will be permitted for breast/chestfeeding or expressing milk after the first part of the examination, but no additional examination seat time for testing will be permitted.

Additionally, all examination candidates, inclusive of those breast/chestfeeding or expressing milk, may not return to the first part of the examination after its completion.

IBCLCs requesting a breast/chestfeeding break during the examination should read the [Procedures for Breast/Chestfeeding During Examination Administration](#) for more information. These procedures can be found on the IBLCE website.

## **I. Non-Primary Language**

The IBCLC examination is translated into a wide range of languages. For candidates or certificants whose primary language, as attested to on the IBCLC application, is not among those into which the IBCLC examination is translated, IBLCE will provide extra examination time of 30 minutes.

## **J. Notification of Examination Eligibility**

Applicants who successfully meet all requirements will be notified by email of their eligibility to take the examination. This eligibility notification will include information about examination centre locations and examination day procedures. Applicants who do not meet the examination requirements will be notified by email and will be eligible for a partial refund of examination fees paid.

## **K. Examination Withdrawal/Cancellation**

If a candidate must withdraw from the IBCLC examination for which they had applied and were accepted, and/or cancel their appointment to take the IBCLC examination, the candidate MUST notify IBLCE in writing by the posted deadlines to be eligible for a partial refund. After the posted deadlines, no partial refunds will be given to candidates who withdraw from/cancel the IBCLC examination. Current IBCLCs should carefully consider the consequences of withdrawing/cancelling their examination 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. If the deferral of fees and extension of certification is granted, the IBCLC must either successfully pass the IBCLC examination within the following year to maintain certification OR the IBCLC would also have the option to recertify by CERPs, with the completion of the self-assessment and focused continuing education. Note that any CERPs

provided as part of the deferral and extension request count toward the 75 hours for the CERPs requirements for full recertification in the extension year. If granted, the extension does not extend the next five-year cycle for certification, the IBCLC will still be expected to recertify in the original five-year cycle meeting current recertification requirements. Review the [IBCLC Examination Withdrawal/Cancellation Policy](#) on the IBLCE website for further details.

Due to COVID-19, IBLCE, additionally in 2022, is providing for a request for a full refund with documented extraordinary circumstances according to posted deadlines. Please visit the [IBLCE website](#) for further information.

## L. Examination Rescheduling Policy

Examination candidates that must reschedule their appointments may do so by the posted deadlines on IBLCE's website. After these dates, candidates will not be allowed to reschedule their appointments. Only under extraordinary circumstances will examination candidates be considered to reschedule. IBLCE must be notified if an appointment needs to be rescheduled after these dates. Such decisions on rescheduling are determined solely by IBLCE.

Once you have successfully rescheduled your appointment, you will receive a rescheduling confirmation email. Failure to show up to your testing centre will result in loss of examination fees. **Examination candidates can only be rescheduled for the examination for which they have been accepted.**

## M. Examination Admissions Procedures and Candidate Conduct

To gain admission to the examination, candidates must present TWO (2) forms of identification. The primary ID must be a valid, unexpired government-issued identification that includes the candidate's name, current photograph, and signature, and the secondary ID must have either their name and signature or name and current photograph.

The FIRST form of identification MUST be one of the following government-issued IDs:

- driver's license with photograph
- international/national/regional/local identification card with photograph
- passport with photograph
- military identification card with photograph
- green card, permanent residence card, or visa with photograph

The SECOND form of identification MUST display the candidate's name and signature or name and current photograph. Acceptable forms of secondary ID include but are not limited to:

- credit card (not permitted for Live Remote Proctoring)

- social security card (not permitted for Live Remote Proctoring)
- employment/student ID card
- professional license
- health insurance cards

**Please Note:** Candidates who do not have these two forms of identification must contact IBLCE prior to examination day to learn of their options. The names on the IDs must match and must be the same name as the one on file with IBLCE. Candidates who need to update or make changes to their name **MUST** contact IBLCE with these changes by the deadline listed in the examination authorisation email; however, the IDs must match at the time of examination check-in.

Candidates should allow adequate time for arrival at the examination site. Candidates are encouraged to arrive at the test centre 30 minutes prior to the scheduled appointment. This should give candidates adequate time to complete the necessary sign-in procedures.

Candidates who arrive more than 30 minutes late for their appointment will be refused admission and examination fees will be forfeited. Likewise, candidates who fail to register at the examination site on the day of the examination will forfeit all rights to any refund of examination fees. Failure to make an appointment by the posted deadlines will result in the forfeiture of the examination fees paid.

Each examination site will be supervised and monitored by one or more test centre administrators/IBLCE Examination Proctors. Candidates are expected to follow the rules announced by the test centre administrators/IBLCE Examination Proctors. The rules are in place to ensure that the examination administration is as free as possible from distractions and that all candidates are treated fairly. The test centre administrators/IBLCE Examination Proctors will designate a location where personal belongings such as purses are to be stored during the examination. During the examination administration, test centre administrators/IBLCE Examination Proctors will be monitoring the room to facilitate a secure examination administration.

Candidates may not leave the test centre during the examination administration or breaks. Leaving the test centre will result in an immediate dismissal from the examination.

Candidates will not be allowed to use their mobile/cell phones or electronic devices during the examination or during any breaks that they take during the examination administration. Candidates found in possession of and/or using such devices during the examination or during breaks will be dismissed and their examinations will not be scored. Candidates who bring their cell phones or other electronic devices to the examination site must power them off (putting them on silent/mute is not sufficient) and store them in the place designated by the test centre administrator/IBLCE Examination Proctor. [Please note: Neither the test centre administrators/IBLCE Examination Proctors nor IBLCE are responsible for candidates’

personal property.]

Talking to another examination candidate is not permitted during the examination. Questions regarding the examination administration will be answered by the test centre administrator/IBLCE Examination Proctor during orientation. Questions concerning the examination content are not permitted. Test centre administrators/IBLCE Examination Proctors are not allowed to provide interpretation or clarification of examination questions. Cheating will not be tolerated and if found cheating, it will result in a candidate's scores being cancelled or their certification being revoked in accordance with IBLCE policies and procedures and/or legal action against the candidate, including criminal prosecution.

Additionally, candidates may not discuss any examination questions after the examination with anyone, even those who also took the examination, as indicated in the *Confidentiality Policy* located in this Guide.

**Please note:** candidates will be asked to agree to Test Centre Regulations upon arrival to the test centre. If a candidate does not comply with these regulations, then they may be dismissed from the examination with forfeiture of the examination fees paid, including invalidation of the test score and/or pursuit of civil or criminal charges.

The examination will be administered in a multiple-choice format. The candidate will view and answer questions on a computer.

## N. Examination Results Notification

Official examination results will be provided to candidates two to three months following the examination. Candidates who pass the examination will also receive their IBCLC certificate, along with their examination score report. For examination security reasons, IBLCE does not make individual questions available following the examination.

## O. Policy on Requesting a Hand Score

If taken as a paper and pencil examination, scoring of the IBLCE examination is based on optical scanning of candidates' answer sheets. For computer-based testing, the candidate's response is electronically evaluated against the answer key provided by IBLCE. Candidates who believe that their examinations were not scored correctly may request hand verification of their answer sheets or a re-scoring of their computer-based testing responses.

**All hand score requests must be submitted within 30 days following the date that the examination results were disseminated.** The Hand Score Request Form can be accessed from the IBLCE website. **There is a fee associated with a Hand Score Request.** This fee will be refunded if it is determined that the candidate's examination was scored incorrectly.

## **P. Policy for Appealing an Examination Outcome**

IBLCE will review appeals of adverse certification decisions from examination candidates. An adverse decision may be appealed for the following reasons: (1) alleged inappropriate examination administration procedures, or (2) environmental testing conditions severe enough to cause a major disruption of the examination process and/or other irregularities. Appeals regarding the following will NOT be accepted: (1) the determination of the passing score, (2) the examination or individual test items, or (3) test content validity. Any examination outcome appeal should be as specific as possible, detailing the basis of the appeal.

The Examination Outcome Appeals Form should be submitted to initiate this request. **All Examination Outcome Appeals must be submitted within 30 days following the date that the examination results were disseminated.**

In evaluating an appeal, IBLCE considers the executed appeal form and supporting documentation filed with the appeal as well as additional relevant information. *In signing the appeals form, the candidate acknowledges that the decision of the IBLCE Appeals Committee is final.*

A favourable appeal results ONLY in the deferral of the examination fees to a future examination arranged with adequate future notice.

## **Q. Examination Retest Policy**

There is no limit to the number of times an unsuccessful candidate may apply to retest the IBLCE certification examination. Applicants who plan to retest the examination should carefully review their examination score report and consider completing education in those areas of the examination in which their performance was poor. To be eligible to take the examination again, a candidate must meet current requirements, submit an application for the applicable examination, and pay the relevant examination fee. The rationale for the retesting policy is that candidates are encouraged to affirmatively address areas of deficiency prior to retaking the examination.

If a candidate fails the IBCLC examination, then they are eligible to receive a 50% discounted examination retest fee for the next three examination attempts or up to three years following the first time they do not pass. Both initial and recertification examination candidates are eligible for the discounted rate.

## **V. Applying for Recertification by CERPs with the Continuing Education Self-Assessment (CE Self-Assessment)**

Complete information about the cost and deadlines can be found on the IBLCE website. Please note all requirements for recertification must be met at the time of application for recertification.

## **A. Complete the CE Self-Assessment**

The CE Self-Assessment is available in the same languages as IBLCE offers the examination.

Continuing education, now guided by the CE Self-Assessment, helps IBCLCs demonstrate the comprehensive knowledge and skills required to practise as an IBCLC. IBCLCs are required to take the CE Self-Assessment to identify their competencies based upon the current *IBCLC Detailed Content Outline*. Using the Personalised Professional Development Plan generated by the CE Self-Assessment, IBCLCs are then required to complete 75 CERPs.

The CE Self-Assessment is designed to encourage self-reflection by using a "Blended Approach" to continuing education. This balances the commitment to maintain competency - and continuously evolve to align with professional standards in the topics outlined in *IBCLC Detailed Content Outline* - while also allowing IBCLCs the flexibility to select continuing education more specific to their career path, practice setting, or interest areas. Once the CE Self-Assessment has been fully implemented, approximately half of the required number of CERPs will be prescribed by the areas identified for improvement in the Self-Assessment and the remaining CERPs will be determined by the IBCLC.

The CE Self-Assessment is a free, remote, computer-based assessment with 72 multiple-choice questions taken to create a Personalised Professional Development Plan. It must be taken in one 120-minute (2-hour) time block. The CE Self-Assessment can only be taken once during a five-year recertification cycle.

2022 is the beginning of the transition period. IBCLCs due to recertify in 2022 will need to complete only 7 CERPs (10%) of the total 75 CERPs required based on the results of their CE Self-Assessment. The number of CERPs required based on the results of the CE Self-Assessment will increase to 20 CERPs (30%) in 2023 and 34 CERPs (50%) in 2024.

Upon completion of the CE Self-Assessment, you will receive immediate feedback in the form of a Personalised Professional Development Plan. This plan will show you the topic areas of the *IBCLC Detailed Content Outline* where you need to focus your continuing education. You must complete at least one CERP in each area identified in your plan.

## **B. Complete an Online Application**

The online recertification application is available in the same languages as IBLCE offers the

examination. Visit the IBLCE website and locate your language.

## **C. Dates for Earning CERPs for the Purpose of Recertification by CERPs Policy**

Education for the purposes of recertification by CERPs must be obtained after initial certification as an IBCLC. Only education obtained after notification of first earning IBCLC certification can be used to recertify by CERPs.

## **D. Categories and Required Number of CERPs**

Education eligible for CERPs must cover subjects found on the *IBCLC Detailed Content Outline*. IBLCE assigns three (3) different categories of CERPs to continuing education:

- L-CERPs are for education that is specifically about human lactation and breastfeeding and the provision of care to breastfeeding families.
- E-CERPs are for education that is about professional ethics, conduct, and standards for health professionals.
- R-CERPs are an optional category that covers education that is in any way related to the practice of lactation consulting.

In order to recertify by CERPs, IBCLC certificants must obtain at least 75 CERPs in the intervening five years since they last passed the examination or their last renewal by CERPs. These 75 CERPs **MUST** meet the following minimum requirements:

- At least 50 L-CERPs and
- At least 5 E-CERPs and
- Basic Life Support Education (recognised as 3 R-CERPs)
- At least 17 additional CERPs, which may be L-, E-, and/or R-CERPs

Additionally, IBCLCs must complete at least one CERP in each area identified by the CE Self-Assessment. The IBCLCs due to recertify in 2022 will need to complete only 7 CERPs (10%) of the total 75 CERPs required based on the results of their CE Self-Assessment. The number of CERPs required based on the results of the CE Self-Assessment will increase to 20 CERPs (30%) in 2023 and 34 CERPs (50%) in 2024.

CERPs can be earned through applicable educational activities that are either recognised by IBLCE for CERPs through its CERP Provider Programme or from non-IBLCE recognised activities. If IBLCE has already awarded CERPs to the education, the certificate of completion will show the CERPs Registry number and the type and number of CERPs awarded.

The following are examples of each category of CERPs, as well as information about what type of education does not count toward CERPs:

Examples of appropriate L-CERPs topics include:

- Breast anatomy in relation to lactation
- Clinical skills for IBCLCs
- Clinical documentation for IBCLCs
- Influence of culture on breastfeeding
- The Ten Steps to Successful Breastfeeding
- Breastfeeding management
- Breastfeeding research
- Nutrition during lactation

Examples of appropriate E-CERPs topics include:

- Practice ethics for lactation consultants
- Informed consent
- Health workers and the *International Code of Marketing of Breast-milk Substitutes*
- Conflict of interest
- Knowing your limits; when to refer
- Human rights and infant feeding choice
- Dealing with a colleague whose practice is not based on scientific principles and up-to-date information
- Copyright and intellectual property

Examples of appropriate R-CERPs topics include:

- General anatomy
- Infant growth and development
- Research methods and statistics
- Cultural differences in health practices
- Cardio-pulmonary resuscitation (CPR)
- Postpartum depression
- Counselling or communications skills
- Adult education principles
- Family dynamics
- Infant Massage Practices
- Nutrition (if not lactation-specific)
- Complementary therapies (overview sessions only)

Educational programmes based on topics not included on the *IBCLC Detailed Content Outline* are not eligible for CERPs. Examples of topics that will not be recognised for CERPs include:

- Computer skills
- Business management
- Bra fitting (unless specifically related to lactation)

- Motivational sessions
- Instructional programmes on complementary therapies
- Specialised health care skills (e.g. foetal monitoring)

In addition, CERPs will **not** be recognised for the following types of education:

- clinical work as a lactation consultant
- antenatal or postnatal classes for mothers
- private study, including reading journals and watching videos
- sponsored by companies whose products fall within the scope of the International Code of Marketing of Breast-milk Substitutes (e.g. infant formula, bottles and teats)

## E. Individual CERPs

The [Individual CERPs Guide](#) can help you earn L-, E-, or R-CERPs for the following activities. This guide can be found on the IBLCE website.

- Primary author or co-author of an article/abstract/chapter in a refereed journal or edited book
- Completion of a master's thesis or doctoral dissertation
- Poster presentation
- Development of a video for professionals
- Primary author or co-author for an original hospital protocol or policy
- Clinical observation
- Attendance at an educational offering where the topic was human lactation and breastfeeding
- Presenting an educational offering
- Volunteer service
- Pathway 3 mentorship
- Pathway 2 clinical preceptor hours

If the content is relevant to the practice of an IBCLC, the educational activity will be awarded L-, E-, or R-CERPs, depending upon the subject matter.

Over a five-year period, IBCLCs may earn up to a total of 6 R-CERPs for completion of one or more of the following life support courses.

- CPR (Cardio-Pulmonary Resuscitation)
- NRP (Neonatal Resuscitation Program)
- PALS (Paediatric Advanced Life Support)
- ACLS (Advanced Cardiac Life Support)
- S.T.A.B.L.E (Sugar & safe care, Temperature, Airway, Blood pressure, Lab work,

Emotional support)

IBCLCs will receive 3 R-CERPs for each aforementioned course up to a maximum of 6 R-CERPs. IBCLCs who were an instructor for one of these courses will receive 6 R-CERPs for teaching the course.

## **F. Documentation of CERPs**

IBCLCs who are selected for audit during the recertification process must submit copies of their results of their CE Self-Assessment and certificates of completion for all CERPs within 30 business days of notification of audit. For the purposes of the recertification process, IBLCE **does not** maintain records of participants in education programmes that have been awarded CERPs through the IBLCE CERP Provider Programme. IBCLCs who have lost or misplaced their certificate of completion must contact the education provider.

## **G. 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. Review the [IBLCE Recertification by CERPs Extension Request Policy](#) on the IBLCE website for further details.

# **VI. Confidentiality Policy**

## **A. Commitment to Confidentiality**

IBLCE is committed to protecting confidential and/or proprietary information related to applicants, certificants, the examination development process, and examination content. IBLCE will not disclose any confidential applicant, candidate, or certificant information unless authorised in writing by the individual or as required by law.

## **B. Examination Results**

Individual examination results are considered confidential. Examination scores are released only to the individual candidate unless a signed release is provided in advance. Results are not released by phone or fax. Personal information submitted by applicants, candidates, and certificants with an application for initial certification or recertification is considered confidential.

## **C. Application Status**

An individual's application status is considered confidential. IBLCE does not disclose information regarding whether or not an individual has applied for certification or has taken the examination. Current certification status is published and verifiable as noted in the Credential Verification section of this policy.

## **D. Credential Verification**

The names of certified individuals are not considered confidential and may be published by IBLCE. Published information may include name, city, state, country, and certification status. An online Registry of certificants is provided to the public. Employers may also receive written verification provided that IBLCE has received a signed release from the certificant.

## **E. De-Identified Data**

IBLCE may, upon approval by the IBLCE Research Committee, use aggregated and de-identified data. IBLCE reserves the right to use a combination of de-identified data, including but not limited to examination results. IBLCE may also disseminate approved surveys and questionnaire-type requests to its constituents to complete at their own will.

## **F. Examination Candidates**

IBLCE examination candidates are prohibited from transmitting information about IBLCE examination questions or content in any form to any person or entity at any time, either prior to, during, or following the examination, and failure to comply with this prohibition, or failure to report any information about suspected violations of such prohibitions or otherwise about any possible examination irregularities by themselves or others, may result in score cancellation or certification revocation in accordance with IBLCE policies and procedures and/or legal action against the candidate, including criminal prosecution.

## **G. IBLCE Disciplinary Process Related to Code of Professional Conduct Complaints**

The IBLCE disciplinary process related to **Code of Professional Conduct Complaints** is considered confidential. The investigation and determination of disciplinary matters and Code of Conduct Complaints should remain confidential from anyone not involved in the disciplinary process, except as required by law, or as necessary to conduct the disciplinary process.

## VII. Initial Candidate and Recertification Audit Policy

IBLCE audits initial applications and recertification applications. These audits are conducted on a standardised and randomised basis. If selected for such an audit, the applicant or certificant must furnish the complete, accurate information requested in a timely manner. Failure to do so may result in a delay or denial to sit for the IBCLC examination and/or initiation of disciplinary action pursuant to the [IBLCE® Code of Professional Conduct for International Board Certified Lactation Consultants](#) and/or suspension or revocation of the opportunity to reapply for certification.

In addition to the randomised and standardised audit process set forth above, IBLCE specifically further reserves the right to require any applicant or recertificant to provide proof of education, employment, coursework or proof of any of the initial eligibility or recertification requirements in a timely manner and be complete and accurate. Such failure to do so could also result in a delay or denial to sit for the IBCLC examination and/or initiation of disciplinary action pursuant to the *IBLCE® Code of Professional Conduct for International Board Certified Lactation Consultants* and/or suspension or revocation of the opportunity to reapply for certification.

## VIII. Policy for Appealing an Eligibility or Recertification Decision

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. Certificants or applicants who wish to do so should submit the Appeals Form. The requirements associated with this process are described below.

Extraordinary circumstances are exclusively serious illness or severe injury of the candidate/certificant or immediate family member, death of an immediate family member, experiencing unavoidable natural disaster, or changes related to active military duty. Due to COVID-19, additionally in 2022, extraordinary circumstances 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.

Certificants or applicants who are determined to be ineligible to take the examination or ineligible to recertify by CERPs will be notified by IBLCE. ***All appeals must be submitted to IBLCE within 30 days of the date of the notification of ineligibility.***

Appeals are evaluated by the IBLCE Appeals Committee, which considers the executed appeals form together with information submitted in support of the appeal. *In signing the appeals form, the certificant or applicant acknowledges that the decision of the IBLCE Appeals Committee is final.*

## **IX. Nondiscrimination Policy**

IBLCE does not and shall not discriminate on the basis of race, colour, religion, sect, gender, gender identity, sexual orientation, sex, ethnicity, age, national origin, ancestry, political persuasion, ability/disability, marital status, geographic location, or socioeconomic status in any of its activities or operations or any other basis prohibited by the laws of the United States of America or of the Commonwealth of Virginia. IBLCE is committed to providing an inclusive and welcoming environment for all members of the IBLCE community, as well as all seeking access to the IBLCE community.

## **X. IBCLC Trademark Use Policy**

The International Board of Lactation Consultant Examiners (“IBLCE”) owns certain names, trademarks, and logos, including the certification marks International Board Certified Lactation Consultant and IBCLC Logo (the “Marks”). Only those individuals who have met the IBLCE eligibility requirements, passed the IBLCE examination, and maintained the IBCLC certification may use the Marks. Use of the Marks may only be made in accordance with the [IBCLC Trademark Use Policy](#) and its terms and conditions which can be found on the IBLCE website.

## **XI. IBCLC Registry**

IBLCE reserves the right to publish the names of current IBCLCs. This Registry can be found on the [IBLCE website](#).

## **XII. Lapsed Certification**

Should an IBCLC let their certification lapse, they may take the examination one time within the following 12 months without having to meet the IBLCE examination eligibility requirements; this exemption is limited to one examination sitting within the year that immediately follows the lapse of their certification. For any subsequent examination attempts they are expected to meet the eligibility requirements valid at the time of examination application. For example, an individual who fails the examination in April will be able to take the September examination of the same year or the next April examination without having to meet the pre-requisites for the examination. An IBCLC who fails in September will be granted one attempt for either April or September of the following year without having to demonstrate meeting the pre-requisites.

### **XIII. Inactive Status**

IBLCE plans to introduce an Inactive Status in 2022 for currently active IBCLCs who are unable to meet recertification requirements in the year they are due to recertify but intend to earn the certification again within one year. During Inactive Status, individuals do not actively hold the IBCLC credential. **This status will replace the Lapsed Status described above.**

Please see the [IBLCE website](#) for further information.

### **XIV. Retired Status**

In 2021, IBLCE introduced a Retired Status for active IBCLCs who intend to retire and no longer practise as an IBCLC. For a limited time, those who held the certification in good standing in the past will be able to apply for this status. Dates for these applications are currently available on [the IBLCE website](#).

Those who have achieved this status may use “IBCLC Retired” on a résumé, or below their name on a business card. However, it may not be listed directly following their name or signature (e.g., charting) as an active credential. The intention of this status is one of recognition and is for those who are no longer actively practising as an IBCLC and have no intention to return to practice.

## XV. 2022 Fee Schedule

### A. IBLCE 2022 Recertification Fee Schedule for Tier 1 Countries

Tier 1	Andorra, Aruba, Australia, Austria, Bahamas, Bahrain, Belgium, Bermuda, Brunei Darussalam, Canada, Cayman Islands, Chile, Croatia, Curacao, Cyprus, Czech Republic, Denmark, Estonia, Falkland Islands, Finland, France, Germany, Gibraltar, Greece, Greenland, Guadeloupe, Guam, Hong Kong, Hungary, Iceland, Ireland, Israel, Italy, Japan, Kazakhstan, Kuwait, Latvia, Liechtenstein, Lithuania, Luxembourg, Macau, Malaysia, Malta, Martinique, Monaco, Netherlands, New Caledonia, New Zealand, Norway, Oman, Panama, Poland, Portugal, Puerto Rico, Qatar, Reunion, Romania, Russian Federation, San Marino, Saudi Arabia, Seychelles, Singapore, Slovakia, Slovenia, South Korea, Spain, St. Kitts and Nevis, St. Maarten, Sweden, Switzerland, Taiwan, Trinidad and Tobago, Turkey, United Arab Emirates, United Kingdom, United States, Virgin Islands (British), Virgin Islands (US)
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\*If your country is not listed, please contact IBLCE at [iblce@iblce.org](mailto:iblce@iblce.org).

Currency	Recertification by Examination Fee	Recertification by CERPs Fee	Hand Score Fee	Refund for Recertification Candidates who are ineligible or withdraw by the specified deadline	Examination Fee for Lapsed Candidates
USD	\$470	\$470	\$100	\$235	\$660

Please visit [iblce.org](http://iblce.org) for up-to-date information about application deadlines.

If completing your application online, the system requires USD and the rate is based on the exchange rate for that day. If using the online system, payment must be made online. The system accepts credit cards and prepaid credit cards.

## B. IBLCE 2022 Recertification Fee Schedule for Tier 2 Countries

Tier 2	Albania, Algeria, American Samoa, Anguilla, Antigua and Barbuda, Argentina, Armenia, Azerbaijan, Barbados, Belarus, Belize, Bhutan, Bolivia, Bonaire, Bosnia and Herzegovina, Botswana, Brazil, Bulgaria, Cape Verde, China, Colombia, Cook Islands, Costa Rica, Dominica, Dominican Republic, Ecuador, Egypt, El Salvador, Equatorial Guinea, Fiji, French Polynesia, Gabon, Georgia, Grenada, Guatemala, Guyana, Indonesia, Iraq, Jamaica, Jordan, Kosovo, Laos, Lebanon, Libya, Maldives, Mauritius, Mexico, Moldova, Mongolia, Montenegro, Montserrat, Morocco, Namibia, North Macedonia, Northern Mariana Islands, Palau, Paraguay, Peru, Philippines, Serbia, South Africa, Sri Lanka, St. Lucia, St. Martin, St. Vincent and the Grenadines, Suriname, eSwatini, Thailand, Tunisia, Turkmenistan, Ukraine, Uruguay, Uzbekistan, Venezuela, Viet Nam
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\*If your country is not listed, please contact IBLCE at [iblce@iblce.org](mailto:iblce@iblce.org).

Currency	Recertification by Examination Fee	Recertification by CERPs Fee	Hand Score Fee	Refund for Recertification Candidates who are ineligible or withdraw by the specified deadline	Examination Fee for Lapsed Candidates
USD	\$350	\$350	\$90	\$175	\$400

Please visit [iblce.org](http://iblce.org) for up-to-date information about application deadlines.

If completing your application online, the system requires USD and the rate is based on the exchange rate for that day. If using the online system, payment must be made online. The system accepts credit cards and prepaid credit cards.

## C. IBLCE 2022 Recertification Fee Schedule for Tier 3 Countries

Tier 3	Afghanistan, Angola, Bangladesh, Benin, Burkina Faso, Burundi, Cambodia, Cameroon, Central African Republic, Chad, Comoros, Cote D'Ivoire, Democratic Republic of the Congo, Djibouti, Eritrea, Ethiopia, Federated States of Micronesia, Gambia, Ghana, Guinea, Guinea-Bissau, Haiti, Honduras, India, Kenya, Kiribati, Kyrgyzstan, Lesotho, Liberia, Madagascar, Malawi, Mali, Marshall Islands, Mauritania, Mozambique, Myanmar (Burma), Nepal, Nicaragua, Niger, Nigeria, North Korea, Pakistan, Palestine, Papua New Guinea, Republic of the Congo, Rwanda, Samoa, Senegal, Sierra Leone, Solomon Islands, Somalia, South Sudan, Sudan, Syria, Tajikistan, Timor-Leste, Togo, Tonga, Tuvalu, Uganda, United Republic of Tanzania, Vanuatu, Western Sahara, Yemen, Zambia, Zimbabwe
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\*If your country is not listed, please contact IBLCE at [iblce@iblce.org](mailto:iblce@iblce.org).

Currency	Recertification by Examination Fee	Recertification by CERPs Fee	Hand Score Fee	Refund for Recertification Candidates who are ineligible or withdraw by the specified deadline	Examination Fee for Lapsed Candidates
USD	\$250	\$250	\$70	\$125	\$255

Please visit [iblce.org](http://iblce.org) for up-to-date information about application deadlines.

If completing your application online, the system requires USD and the rate is based on the exchange rate for that day. If using the online system, payment must be made online. The system accepts credit cards and prepaid credit cards.

## XVI. IBCLC Detailed Content Outline (Current Through 2022)

 <b>International Board of Lactation Consultant Examiners (IBCLE) International Board Certified Lactation Consultant® (IBCLC®) Detailed Content Outline</b>	# of Items
<b>I. Development and Nutrition</b>	<b>26</b>
<b>A. Infant</b>	
<ol style="list-style-type: none"> <li>1. Feeding behaviours at different ages</li> <li>2. Food intolerances/allergies</li> <li>3. Infant anatomy and anatomical/oral challenges</li> <li>4. Introducing complementary foods</li> <li>5. Low birth weight</li> <li>6. Milk banking – formal and informal</li> <li>7. Normal infant behaviours</li> <li>8. Nutritional requirements - preterm</li> <li>9. Preterm development and growth</li> <li>10. Skin tone, muscle tone, reflexes</li> <li>11. Term development and growth</li> <li>12. WHO growth charts with gestational age adjustment</li> </ol>	
<b>B. Maternal</b>	
<ol style="list-style-type: none"> <li>1. Breast development and growth</li> <li>2. Breast surgery</li> <li>3. Composition of human milk</li> <li>4. Maternal anatomical challenges</li> <li>5. Maternal nutritional status</li> <li>6. Nipple structure and variations</li> </ol>	
<b>II. Physiology and Endocrinology</b>	<b>24</b>
<ol style="list-style-type: none"> <li>1. Diabetes</li> <li>2. Infertility Issues</li> <li>3. Maternal metabolic and hormonal disorders (e.g., thyroid, Polycystic Ovarian Syndrome)</li> <li>4. Maternal autoimmune disorders</li> <li>5. Multiples</li> <li>6. Newborn hypoglycemia</li> <li>7. Pregnancy and breastfeeding – tandem</li> <li>8. Relactation</li> <li>9. Stooling and voiding</li> </ol>	
<b>III. Pathology</b>	<b>31</b>
<b>A. Infant</b>	
<ol style="list-style-type: none"> <li>1. Allergies</li> <li>2. Ankyloglossia</li> <li>3. Cleft lip and palate</li> <li>4. Congenital anomalies (e.g., gastrointestinal, cardiac)</li> </ol>	

	<b>International Board of Lactation Consultant Examiners (IBCLE) International Board Certified Lactation Consultant® (IBCLC®) Detailed Content Outline</b>	<b># of Items</b>
	5. Gastroesophageal Reflux Disease (GERD), reflux 6. Hyperbilirubinemia 7. Infant acute disease (bacterial, viral, fungal, systemic) 8. Infant neurological disabilities 9. Small for Gestational Age (SGA), Large for Gestational Age (LGA)	
	<b>B. Maternal</b>	
	1. Abscess 2. Milk ejection reflex dysfunction 3. Maternal acute disease (bacterial, viral, fungal, systemic) 4. Maternal chronic disease 5. Maternal disability (physical and neurological) 6. Mastitis 7. Milk supply, low or over 8. Nipple and breast conditions 9. Nipple pain and trauma 10. Post-partum hemorrhage 11. Pre-eclampsia / pregnancy induced hypertension	
	<b>IV. Pharmacology and Toxicology</b>	<b>13</b>
	1. Alcohol and tobacco 2. Contraception 3. Drugs of abuse 4. Galactogogues 5. Gel dressings/nipple creams 6. Medication (prescription, over-the-counter, diagnostic and therapeutic procedures) 7. Medicinal Herbs	
	<b>V. Psychology, Sociology, and Anthropology</b>	<b>21</b>
	1. Transition to parenthood 2. Birth practices 3. Foods to eat/avoid that affect lactation 4. Employment – returning to work 5. Family lifestyle 6. Identifying support networks 7. Maternal mental health 8. Maternal psychological/cognitive issues 9. Mother-baby relationship 10. Safe sleep 11. Weaning 12. Cultural competency	

	<p align="center"><b>International Board of Lactation Consultant Examiners (IBCLE) International Board Certified Lactation Consultant® (IBCLC®) Detailed Content Outline</b></p>	<p align="center"><b># of Items</b></p>
<p><b>VI. Techniques</b></p>		<p align="center"><b>25</b></p>
<ol style="list-style-type: none"> <li>1. Effective milk transfer (including medically-indicated supplementation)</li> <li>2. First hour</li> <li>3. Latching</li> <li>4. Managing supply</li> <li>5. Milk expression</li> <li>6. Positioning</li> <li>7. Refusal of breast, bottle</li> <li>8. Skin-to-skin (Kangaroo care)</li> <li>9. Test-weighing</li> </ol>		
<p><b>VII. Clinical Skills</b></p>		<p align="center"><b>35</b></p>
<p><b>A. Equipment and Technology</b></p>		
<ol style="list-style-type: none"> <li>1. Feeding devices (e.g., tubes at breast, cups, syringes, teats)</li> <li>2. Handling and storage of human milk</li> <li>3. Nipple devices (e.g., shields, everters)</li> <li>4. Pacifiers</li> <li>5. Pumps</li> <li>6. Scales</li> <li>7. Communication technology</li> <li>8. Websites</li> </ol>		
<p><b>B. Education and Communication</b></p>		
<ol style="list-style-type: none"> <li>1. Active listening</li> <li>2. Anticipatory guidance</li> <li>3. Care plan development and sharing</li> <li>4. Documentation</li> <li>5. Educating mothers and families</li> <li>6. Educating professionals, peers, and students</li> <li>7. Extending the duration of breastfeeding</li> <li>8. Emotional support</li> <li>9. Empowerment</li> <li>10. Group support</li> </ol>		
<p><b>C. Ethical and Legal Issues</b></p>		
<ol style="list-style-type: none"> <li>1. Breastfeeding in public</li> <li>2. Clinical competencies</li> <li>3. Code of Professional Conduct (CPC)</li> <li>4. Principles of confidentiality</li> <li>5. WHO code –advocacy and policy</li> </ol>		

	<b>International Board of Lactation Consultant Examiners (IBCLE)</b> <b>International Board Certified Lactation Consultant® (IBCLC®)</b> <b>Detailed Content Outline</b>	<b># of Items</b>
	<b>D. Research</b>	
	1. Apply research in practice 2. Appraise and interpret research results 3. Use research to help develop policies and protocols	
	<b>E. Public Health and Advocacy</b>	
	1. Advocate for Baby-Friendly Hospital Initiative (BFHI) 2. Advocate for compliance with World Health Organization International Code of Marketing of Breast milk Substitutes (WHO Code) 3. Advocate for mother / baby in healthcare system 4. Develop breastfeeding-related policies	
<b>Total Number of Items</b>		<b>175</b>

Approximately half of the items will include images, and these will be administered in the afternoon session; items without images will be administered in the morning session. As supported by the practice analysis results, examination items should generally relate to the key tasks associated with developing a care plan, which include:

1. Assessment
2. Develop a plan
3. Document
4. Evaluate
5. Help mother determine goals
6. History taking
7. Work with other medical providers

Except for those items addressing general principles, items are classified according to the chronological period, using the following guidelines:

CHRONOLOGICAL PERIODS	Target # of Items*
1. Prenatal - maternal	8
2. Labor - maternal / birth - perinatal	9
3. Prematurity	12
4. 0 - 2 days	21
5. 3 - 14 days	21
6. 15 - 28 days	20
7. 1 - 3 months	12
8. 4 - 6 months	12
9. 7 - 12 months	5
10. Beyond 12 months	5
11. General principles (including preconception)	50
<b>Total</b>	<b>175</b>

\*Appropriate flexibility will be allowed surrounding these targets.