



### Appeals Form: Eligibility and Recertification

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

IBLCE Extraordinary Circumstances Policy: 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, 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.

Favourable appeals may result in either 1) the deferral of the examination fees to a future examination arranged with adequate future notice or 2) a one-year extension of certification. If you are appealing an eligibility and recertification deadline that would result in a one-year extension of certification, per the extension request policy, you must provide proof of 15 L-CERPs.

***All appeals must be submitted to IBLCE within 30 days of the date of the notification of ineligibility. Please submit the following information along with supporting documentation as indicated below.***

Name (please print)

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IBLCE ID Number (not L-number)									
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Select One: Initial Candidate

Recertification Candidate

Address

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Phone Number

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Email Address (the email in your IBLCE account)

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**Required Information and Grounds for Appeal:**

**Please indicate the circumstances regarding your ineligibility that you are appealing and provide the applicable policy (please list the policy name).**

What notification of Ineligibility did you receive?

Date of Notification

\_\_\_\_\_

\_\_\_\_\_

State the deadline that you missed. (i.e. Application period, Recertification, etc)

Date of Missed Deadline

\_\_\_\_\_

\_\_\_\_\_

**You can find policies in the Candidate Information Guide and Recertification Guide on the [IBCLC Information page](#) (check all that apply):**

IBLCE did not apply certification or recertification criteria correctly

Specify criteria allegedly misapplied:

A factual error impacted the underlying decision

Specify the alleged Factual Error:

A missed deadline due to an extraordinary circumstance

Specify the alleged Extraordinary Circumstance (per IBLCE Extraordinary Circumstances policy stated above):

Please provide a factual basis for the appeal, with specificity:



## Supporting Documentation

**All appeals must include supporting documentation. If you are appealing an eligibility and recertification deadline that would result in a one-year extension of certification, per the extension request policy, you must provide proof of 15 L-CERPs. Please indicate the type of supporting documentation provided:**

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

Please list in chronological order the supporting documents you are providing with a brief description of each document:

**Terms and Conditions: By signing this form, I acknowledge and understand the decision of the IBLCE Appeals Committee is final and confidential. I attest that, to the best of my knowledge and belief, all information in the above form is complete and accurate. I further acknowledge that a favourable appeal results either in the deferral of the examination fees to a future examination arranged with adequate future notice or a one-year extension of certification, based on the reason for appeal.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**To submit your Appeal to the IBLCE Appeals Committee, please upload your completed appeals form with supporting documentation to the following link.**

[Upload and Submit](#)

If you have any questions about the Appeals process, please contact your regional location. Contact information can be found here: <https://iblce.org/contact-2/>