



IBLCE[®]

*International Board of
Lactation Consultant Examiners*

Preferred 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.

Table of Contents

I.	What is IBLCE and the IBCLC Commission?	3
A.	Contact Information	3
II.	Introduction.....	3
III.	Why Become a Preferred Provider	4
A.	Continuing Education Recognition Points (CERPs).....	4
IV.	International Code of Marketing of Breast-milk Substitutes (WHO Code) and the Subsequent World Health Assembly (WHA) Resolutions	5
V.	Preferred Provider Programme Requirements	5
VI.	Preferred Provider Application Requirements	7
A.	Defining Independent Study Modules (ISM)	8
B.	Preferred Provider Review of Speaker Conflicts of Interest	9
VII.	Audit Requirements	10
VIII.	Guidelines For CERPs Recognition.....	11
IX.	Frequently Asked Questions	11
X.	Sample Certificates	19
XI.	Preferred Provider Fee Schedule	20

I. What is IBLCE and the IBCLC Commission?

IBLCE[®], or the International Board of Lactation Consultant Examiners[®], is an independent international credentialing body whose mission is to serve the global public interest by advancing professional practice in lactation consultation and support through credentialing. The IBCLC Commission is the governing body administering the International Board Certified Lactation Consultant[®] (IBCLC[®]) certification programme and has authority and responsibility for all essential certification programme activities, including certification and recertification requirements.

A. Contact Information

International Board of Lactation Consultant Examiners (IBLCE)

Phone: +1 703-560-7330

www.iblce.org

IBLCE has offices in Austria, Australia, and the United States. To reach the IBLCE office that serves your country, use the following email addresses.

Americas & Israel: cerps@iblce.org

Europe, the Middle East & North Africa: eume@iblce.org

Asia Pacific & Africa: apaadmin@iblce.org

II. 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. IBCLCs may renew their certification by taking the examination, or by demonstrating completion of 75 hours of continuing education guided by the CE Self-Assessment. Providers may apply to IBLCE to have their educational programme(s) approved for CERPs recognition.

Education recognised for CERPs may be provided by an individual or organisation through seminars, conferences, workshops, independent study modules, and distance learning. Education eligible for CERPs must cover subjects found on the [IBCLC Detailed Content Outline](#).

Individuals, independent educators, hospitals, academic institutions, and professional associations approved to offer CERPs are considered *Preferred Providers*. Preferred Providers must submit each educational activity to IBLCE for consideration. IBLCE has the sole authority to review and recognise, with IBLCE CERPs, educational activities

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provided by Preferred Providers.

III. Why Become a Preferred Provider

- Preferred Providers can reach nearly 40,000 IBCLCs.
- Enhance the value of your educational activity with prior acceptance from IBLCE.
- Increase your programme visibility through the CERPs Directory on the IBLCE website.

A. Continuing Education Recognition Points (CERPs)

At the end of the five-year recertification cycle, an IBCLC may choose to recertify by examination or to recertify by CERPs with the completion of the Continuing Education Self-Assessment. Continuing education, 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 competences based upon the current [IBCLC Detailed Content Outline](#). Using the Personalised Professional Development Plan (PPDP) generated by the CE Self-Assessment, IBCLCs are then required to complete 75 CERPs, which must include at least 50 L-CERPs and 5 E-CERPs.

CERPs is the continuing education credit unit assigned to 60 minutes of education that meets the professional education needs of practising IBCLCs. CERPs 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).

These 75 CERPs MUST meet the following minimum requirements during each five-year recertification cycle:

- At least 50 L-CERPs
- At least 5 E-CERPs
 - 2 of the above E-CERPs must be focused on the WHO Code
- Basic Life Support Education (recognised as 3 R-CERPs)
- At least 17 additional CERPs, which may be L-, E-, and/or R-CERPs

IBCLCs are required to earn a minimum of five (5) CERPs in each topic where they scored below 75% on the CE Self-Assessment, which are included in the total 75 CERPs required.

Although not required, certificants are encouraged to focus five (5) hours of their continued

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education requirement on communication skills preferably related to lactation and breastfeeding care.

IV. International Code of Marketing of Breast-milk Substitutes (WHO Code) and the Subsequent World Health Assembly (WHA) Resolutions

In accordance with the IBLCE [Advisory Opinion on Education for IBCLC Eligibility and Recertification](#), effective 2022, IBLCE does not accept educational credits earned for lactation specific education for continuing education credit toward IBCLC recertification from companies whose products fall within the scope of the *International Code of Marketing of Breast-milk Substitutes* (WHO Code) and subsequent World Health Assembly (WHA) resolutions. This is inclusive of manufacturers, distributors, and marketers of such products, including speakers who have past and present affiliations from the previous five years with such companies.

V. Preferred Provider Programme Requirements

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

1. Agree to the [Terms and Conditions for the IBLCE® Preferred Provider](#). The current form is available on the [IBLCE Preferred Providers](#) page.
2. Complete the Preferred Provider application and submit to IBLCE with the applicable fee.
 - a. Preferred Providers who submit an incomplete application will be given a deadline to provide all required documentation. If IBLCE staff identifies deficiencies in an application and a satisfactory response is not provided after a second request, an additional review fee will be applied. See the [Preferred Provider Fee Schedule](#) for more information.
3. Abide by the [IBLCE Minimising Commercial Influence on Education Policy](#) and the IBLCE [Advisory Opinion on Education for IBCLC Eligibility and Recertification](#).
 - a. A Preferred Provider may not be a company or commercial interest as defined by the [IBLCE Minimising Commercial Influence on Education Policy](#) and the IBLCE [Advisory Opinion on Education for IBCLC Eligibility and Recertification](#).
 - b. Preferred Providers shall affirm, support, and attest that all programme personnel are familiar with and understand the *International Code of Marketing of Breast-milk Substitutes* (WHO Code) and subsequent World Health Assembly (WHA) resolutions.
4. The educational activity must be intended as professional education for IBCLCs.
 - a. Preferred Providers are advised to confirm that the programme(s) for which recognition is being sought are relevant to the learning needs of IBCLCs. Providers should review the [Recertification Guide](#) to understand which

educational activities might be acceptable for continuing education.

Refunds will not be given if the programme(s) submitted do not meet the continuing education learning requirements of IBCLCs.

5. Preferred Providers are required to distribute certificates of completion that show the number of IBLCE CERPs recognised in each domain of the [IBCLC Detailed Content Outline](#) and the CERPs type (L, R, or E), name of the participant, name of the programme, date of the programme and/or completion date in the case of multiple or ongoing programme(s), and the programme coordinator name and/or signature.
6. All programme speakers/presenters must complete a [Speaker Disclosure and Conflict of Interest Form](#) and disclose any actual, potential, or perceived conflicts of interest. This includes affiliations that may impair, or be perceived to impair, the objectivity, balance, or scientific integrity of the educational content. Disclosures must include, but are not limited to, any relationships with entities that fall within the WHO Code or subsequent WHA resolutions. **(Please refer to Section V and IX of this Guide for further clarification.)** All such affiliations or conflicts of interest must be disclosed to the participants before engaging in the educational activity and as outlined in the [IBLCE Minimising Commercial Influence on Education Policy](#).
7. The Preferred Provider must comply with all reporting requirements established by IBLCE and must cooperate with any audits conducted by IBLCE within the timeframe stated when the audit is initiated.
8. If the print or web-based promotional materials were finalised prior to the notification of IBLCE CERPs recognition, the Preferred Provider must submit a copy of these promotional materials with their CERPs application.
 - a. Promotional materials that are finalised prior to IBLCE CERPs recognition may indicate that an application has been submitted for IBLCE CERPs recognition. However, they must **not** specify the number of CERPs requested.
9. If the print or web-based promotional materials are finalised after the notification of IBLCE CERPs recognition, the provider must submit a copy of the finalised promotional materials within seven (7) days of the date on which each IBLCE CERPs recognised educational activity was approved.
 - a. Promotional materials that are finalised after IBLCE CERPs recognition may state how many IBLCE CERPs were recognised for each educational activity on the programme.
 - b. Promotional materials must include the following disclaimer: “[Name of Provider] has been accepted by the International Board of Lactation Consultant Examiners® (IBLCE®) as a Preferred Provider for the listed Continuing Education Recognition Points (CERPs) programme. Determination of CERPs eligibility or CERPs Provider status does not imply IBLCE’s endorsement or assessment of education quality. As a Preferred Provider, [Name of Provider] attests that it complies with the WHO Code and subsequent WHA resolutions.”

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10. The Preferred Provider must not use the IBLCE logo on any publications and/or promotional materials regardless of the format and manner of the publication or material.
 - a. INTERNATIONAL BOARD OF LACTATION CONSULTANT EXAMINERS[®], IBLCE[®], INTERNATIONAL BOARD CERTIFIED LACTATION CONSULTANT[®], and IBCLC[®] are registered marks of the International Board of Lactation Consultant Examiners. Further, any and all use of any IBLCE marks used in the promotion of IBLCE as an approved Preferred Provider shall be subject to IBLCE's prior, express, written authorisation to the use of these marks. IBLCE will require that any and all such instances of use of any IBLCE mark shall be restricted to the limited extent necessary to identify the subject matter of the IBLCE-accepted Preferred Provider educational programme.
11. The Preferred Provider must retain all programme documentation, including attendance rosters, for at least six (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 Preferred Provider to organise a replacement certificate/verification. IBLCE will not, under any circumstance, verify or confirm an individual's attendance at an educational programme.
12. Approved Preferred Providers who do not comply with IBLCE requirements or are found not to be meeting their obligations pursuant to the WHO Code after receiving initial approval will be subject to progressive action as part of IBLCE's commitment to reasonable due diligence and continuous quality improvement:
 - a. First Citation
 - The Preferred Provider will receive a formal email notification of the deficiency and recommended remediation.
 - b. Second Citation
 - The Preferred Provider will be audited.
 - c. Third Citation
 - The Preferred Provider will be audited and must submit documented proof of five (5) hours of WHO Code education on the part of the Preferred Provider.
 - d. Fourth Citation
 - The Preferred Provider will no longer be able to offer CERPs and will lose Preferred Provider status for a period of two (2) years. After this waiting period a reinstatement fee and additional review will be required to be considered for Preferred Provider status.

VI. Preferred Provider Application Requirements

Preferred Providers that seek recognition for their educational activities must apply for IBLCE CERPs recognition at least 90 days prior to the start date of the programme. Late submissions (up to 60 days before the programme), may be accepted with an additional fee. See the [Preferred Provider Fee Schedule](#) for more information.

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At the time of application, providers may choose to request recognition for either one (1) year or two (2) years, and all documentation listed below is required and must be submitted to the regional office that serves the country in which the Preferred Provider is located. Applications without all required documentation are considered incomplete.

Note: Applications without payment will not be reviewed and will be automatically discarded.

Incomplete applications may be delayed and may incur additional fees for extra processing. See the [Preferred Provider Fee Schedule](#) for more information. IBLCE staff will contact the Preferred Provider regarding incomplete and/or missing documentation, notifying them that they will have 10 days to send in requested documentation. If documentation is not received by the deadline, the application will be denied, and a new application will be required. **The initial payment made will be forfeited and is non-refundable.**

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

- Completed [Terms and Conditions for the IBLCE® Preferred Provider](#) form.
- Completed [Preferred Provider Application Form](#) that is signed and dated by an authorised representative.
- Completed [Preferred Provider Content Form](#) or equivalent information that shows the content abstract of each programme session.
- Completed [Speaker Disclosure Form](#) for each speaker/presenter on the programme.
- Copy of programme printed or web-based promotional materials.
- Payment for Preferred Provider recognition of CERPs submitted based on the selected option: one-year or two-year recognition.
- For Independent Study Modules (ISMs) (see [below](#) for additional information on ISMs), instructions for the learner about how to complete the ISM and 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.
- For web-based ISMs, instructions for the learner about how to complete the ISMs, 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 ISMs have 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 accepted 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.

A. Defining Independent Study Modules (ISM)

Preferred Providers may be recognised for offering Independent Study Modules (ISMs), which are self-paced learning modules designed to provide structured educational

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experiences outside of traditional classroom settings. These modules allow professionals to earn CERPs through flexible, independent study. For approval of ISMs, the ISM must be reviewed by two (2) or more subject matter experts prior to pre-testing and by a minimum of five (5) IBCLCs to establish time allocation and test validity.

They can be delivered in various formats, including:

- Written materials (e.g., research articles, textbooks, study guides) along with scored post-test.
- Audio or video recordings (e.g., conferences/lectures, with accompanying study guide and bibliography or copied references, training videos) along with scored post-test.
- Interactive learning (e.g., web-based* courses, case studies, e-learning modules) along with scored post-test.
- Publications written specifically for continuing education purposes, along with scored post-test.

*For web-based programmes, 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.

B. Preferred Provider Review of Speaker Conflicts of Interest

CERPs cannot be recognised for programme(s) sponsored by or connected to organisations that do not meet the obligations of the *International Code of Marketing of Breast-milk Substitutes* (WHO Code) and WHA subsequent resolutions.

It is the responsibility of the Preferred Provider to distribute, collect, review for accuracy, and retain completed [Speaker Disclosure & Conflict of Interest Declaration Forms](#) from each speaker on the provider's programme schedule. Furthermore, it is the Preferred Provider's responsibility to provide a copy of the Speaker Disclosure form completed by each speaker of the educational activity with the Preferred Provider application.

It is the policy of IBLCE to make the best efforts to ensure balance, independence, objectivity, and scientific rigour in educational activities which are recognised for IBLCE CERPs. All speakers/presenters and other personnel participating in any such educational activities are expected to disclose to the certificant audience any affiliations that may have a bearing on the subject matter of their presentation. Such affiliations include, but are not limited to:

- Companies and commercial entities as defined in the [IBLCE Minimising Commercial Influence on Education Policy](#).
- Any other persons or entities related to the subject matter of the presentation topic or the general topic of the programme as a whole.

If a competing interest is identified involving an organisation that falls within the scope of the WHO Code, it is the responsibility of the Preferred Provider to assess the affiliation and

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determine whether it is appropriate to include the speaker in the programme. All disclosed conflicts must be submitted to IBLCE for review. IBLCE will consider such matters on a case-by-case basis and retains sole authority to determine a speaker's eligibility to participate.

VII. Audit Requirements

Random audits may be conducted either prior to or after the programme date. IBLCE staff will notify the Preferred Provider of the audit, and they will be asked to provide appropriate documents by a given date. Failure to comply with audit requirements may result in the denial of IBLCE CERPs, if the programme has not yet been offered, and forfeiting all fees paid. In the case of programme(s) already offered, failure to comply with audit requirements may result in withdrawal of IBLCE CERPs recognition for that programme and forfeiture of all fees paid, as well as the Preferred Provider being required to notify all participants that IBLCE CERPs recognition for the programme was withdrawn.

Preferred Providers must fully meet all audit requirements within the designated timeframe. Repeated failure to comply with these requirements, such as not submitting required documentation, refusing audit participation, or failing to provide adequate corrective actions, may result in immediate removal as a Preferred Provider.

Preferred Providers who are removed will be ineligible for a period of two (2) years. Reinstatement following this period will require payment of a reinstatement fee and may be subject to additional review and verification of compliance readiness.

The following documentation required by an audit must be provided:

- Completed [Preferred Provider Content Form](#) or equivalent information that shows the content abstract of each programme session
- Copy of programme print or web-based promotional materials
- CV or resume for each speaker/presenter on the programme
- Attendance rosters
- Copy of the evaluation tool
- Speaker disclosure form for each speaker/presenter on the programme
- Copy of post-test if the programme is an ISM. If it is a web-based programme, instead of 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 two subject matter experts and five IBCLCs
 - It is the responsibility of the Preferred Provider to pre-test the module to establish time allocation and post-test validity.
 - Pre-testing should include an assessment of the time each tester spent on the

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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).

Preferred Provider are responsible for addressing any issues or areas of non-compliance identified during an audit. Providers must take corrective action and submit documentation of the corrections to IBLCE within 10 days of receiving notification from staff. Failure to report timely corrections may impact being an approved Preferred Provider.

VIII. Guidelines For CERPs Recognition

CERPs are awarded based on the duration of the professional education needs of practicing IBCLCs in subjects listed on the [IBCLC Detailed Content Outline](#). CERPs will be granted in 0.25 CERPs for every 15 minutes of instruction. Therefore, a 60-minute course would equate to one (1) CERP. The following table provides some guidelines for CERPs recognition. **Note:** Instructional time will be rounded down to the nearest 0.25 CERPs.

For additional assistance or questions regarding the recognition of CERPs, [contact the region that serves you](#).

Detailed Content Outline Discipline	Type of CERPs to Assign
Development and Nutrition	R or L R-CERPs if the session/programme is not specifically about human lactation or breastfeeding
Physiology and Endocrinology	L
Pathology	L
Pharmacology and Toxicology	L
Psychology, Sociology, and Anthropology	R or L R-CERPs if the session/programme is not specifically about human lactation or breastfeeding
Education and Communication	L
Research	R
Ethical and Legal Issues	E
Equipment and Technology	L

IX. Frequently Asked Questions

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Are fees refundable?

No, all fees are non-refundable.

Will I be charged a fee if I submit my application fewer than 90 days before the programme date?

Yes. If your application is submitted when the programme is scheduled to occur within 60 to 89 days of the application submission date, an additional late submission fee will be assessed. To avoid this fee, applications should be submitted 90 or more days in advance of the programme date.

May a provider apply for CERPs after the programme date?

No. Providers must apply for CERPs recognition a minimum of 90 days before the start date of their programme(s). Late applications (no less than 60 days in advance of the start date) may be accepted with an additional fee.

What happens if my application has missing or incomplete information?

If IBLCE staff identify deficiencies in your application, you will be contacted and given an opportunity to respond. If a satisfactory response is not provided after a second request, an additional review fee will be applied.

If a provider, programme session, or speaker was approved previously, does that mean it will be approved in the future?

No. Prior approval does **not** guarantee automatic approval in the future. Each submission must undergo a new review based on the current guidelines and requirements at the time of application.

How long will it take for my Preferred Provider application to be processed?

Typically, application reviews take six to eight (6-8) weeks. Activities with a large number of speakers (over 10) will require additional time. If additional information is required to complete a review, or the application is incomplete, it will take longer for the application to be processed.

How are CERPs calculated?

CERPs will be granted in 0.25 CERPs for every 15 minutes of instruction. Therefore, a 60-minute course would equate to one (1) CERP.

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CERPs are NOT assigned to the following if they are **not** a part of a specified portion of the educational activity, and do not have specific objectives and outlines stated in advance.

- Assessments
- Examination Simulation and Scoring
- Intro
- Lunch breaks
- Post Test
- Pre-Test
- QA sessions

Note: Instructional time will be rounded down to the nearest 0.25 CERPs.

Can I submit a bundled series/conference for approval but offer the sessions individually?

No. If you intend on offering the sessions individually (whether for registration or recognition), each session must be submitted and approved separately.

For example, a provider submitted a six-part conference as a bundled series for approval. However, the sessions are also being marketed and sold individually. If participants can attend or receive credit for individual sessions, each session must have its own application and approval.

To maintain programme integrity and compliance, bundled submissions must be delivered and recognised as a single, cohesive programme.

Can I submit sessions from a series or conference separately for recognition?

Yes, if you wish to offer sessions separately (after your programme is approved as a bundle), you must apply for each session individually.

May we submit our Preferred Provider 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 or mention that CERPs may be awarded. You must submit to IBLCE one copy of the final promotional materials for the CERPs-recognised programme within seven (7) days of the date on which the education was approved.

How are repeat programme(s) handled?

There is no limit to the number of times the same programme may be repeated while IBLCE CERPs recognition remains valid (one (1) year or two (2) years). Additionally, there is no additional fee for repeat delivery of the programme. However, if there are changes in speakers,

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the content, or the length of the programme, or if the programme is being offered after the valid verification period, a new application with payment must be submitted.

Preferred Providers are required to maintain records of each repeated programme and, if selected for audit, provide appropriate documentation upon request to IBLCE. See the section on Audit Requirements (**Please refer to Section VII. of this guide for further clarification on audit requirements.**)

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 programme without final notification of IBLCE CERPs recognition **may** include the following statement:

“Application for Continuing Education Recognition Points (CERPs) has been submitted to the International Board of Lactation Consultant Examiners®”.

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

Yes. Providers of IBLCE Preferred Provider recognised programme(s) 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. **Please refer to Section VX. of this guide for sample certificates.**

How should the certificates be designed?

The certificate of attendance must include the following information:

- Name of the organisation providing the programme
- IBLCE Preferred Provider Verification Number
- Title and date of the programme
- Date of completion
- Name of the attendee
- The number of IBLCE CERPs earned by the attendee, recognised per category (e.g.: L (lactation), E (ethics), or R (related)) and the domain those CERPs are affiliated with based upon the [IBCLC Detailed Content Outline](#)

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- Signature and printed name of an authorised representative of the Preferred Provider

Preferred Providers are strongly encouraged to include the relevant IBCLC content domains on all certificates issued. Referencing the [IBCLC Detailed Content Outline](#) supports transparency and consistency in how educational content is represented.

Certificates may also include, if applicable, information about accepted continuing education units from other organisations.

Do speakers who are IBCLCs receive any credit for their work in developing their presentations?

Yes, when recertifying by CERPs, speakers who are IBCLCs for programme(s) accepted for CERPs may include their own individual CERPs for speaking when submitting their recertification application. Speakers may receive double the number of attendance CERPs credit for the first time the presentation is given during the speaker's five-year certification cycle. 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 on the same topic are not eligible for CERPs.

When should the certificates be distributed?

Preferred Providers should distribute certificates at the end of the programme 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 programme that has been recognised for CERPs?

At the discretion of the provider, a CERPs certificate for the portion of the programme the individual attended may be issued.

Are Preferred Providers required to advise IBLCE of the names of those who attended?

Such reporting is not routinely required; however, Preferred Providers are expected to retain the names of attendees. If the programme is selected for audit, the Preferred Provider must submit a copy of the attendance roster to the IBLCE office, and the names of attendees must be printed legibly or typed. Preferred Providers must keep these attendance records for six (6) years after the last date the programme was offered.

Who is responsible for helping participants who have questions about attendance or who have lost their certificates of attendance?

Preferred Providers are responsible for answering participants' questions about attendance, the number of CERPs earned, and/or lost certificates of attendance. Any attendee who contacts the IBLCE office will be referred to the Preferred Provider that offered the programme. Whether or not to charge participants for such verification or for replacement of lost certificates is at the sole discretion of the Preferred Provider of the programme.

IBLCE does not keep track of the number of CERPs earned by participants of IBLCE Preferred Provider recognised programme(s); that is the responsibility of the individual who attended the programme. It is not IBLCE's responsibility to verify a participant's attendance. It is the responsibility of the Preferred Provider conducting the programme.

Does IBLCE have a programme content form that we can use?

You can find a template for a programme content form by going to the [IBLCE Preferred Providers](#) page. All Preferred Providers need to provide the abstract of each session presented to IBLCE. These abstracts may be provided in the content form template or by similar means.

Our programme is primarily designed for examination candidates. Should we apply for CERPs?

The IBCLC Commission does not offer, approve, or accredit lactation education designed to prepare candidates for the certification examination. Nor does the IBCLC Commission recommend or endorse any particular programme or course in lactation education. Programme(s) recognised with IBLCE CERPs are intended as professional education for IBCLCs, and Preferred Providers must agree that their educational activities are intended for IBCLCs. Candidates for the IBCLC examination are not required to obtain IBLCE CERPs.

Does IBLCE have a sample attendance list I can use?

You can make your own attendance list, or you can find a template of an attendance roster by going to the [IBLCE Preferred Providers](#) page.

Are Preferred Providers required to have an evaluation tool?

It is best practice to have an education evaluation tool. Preferred Providers are expected to compile an evaluation tool, collect responses, and retain a summary of the evaluation responses for each educational activity offered. Copies of the evaluation tool will be requested when an educational activity is selected for audit.

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

Yes, the only difference between an in-person session and a web-based programme is that web-based programme participants must pass an examination/quiz, or the provider must submit to IBLCE evidence of a system for tracking attendee access and evidence of using this information to award certificates of completion. If an examination/quiz is provided, once the participant has submitted a completed examination/quiz with a passing grade, the Preferred Provider must issue a certificate of completion.

Can we receive CERPs for Independent Study Modules?

Preferred Providers may have Independent Study Modules (ISMs) recognised with CERPs. All ISMs submitted for approval must meet the criteria outlined above, including structured educational content, a scored post-test, and appropriate review by subject matter experts.

After the CERPs verification expiration date for an ISM, the Preferred Provider must be able to demonstrate that the ISM has been updated/revised to make it current with best practice and evidence.

Does IBLCE require a Curriculum Vitae (CV) from each speaker?

Speaker CVs are not required at the time of application for CERPs; however, if audited, the Preferred Provider must submit to IBLCE copies of all the speakers' CVs.

Does the Preferred Provider need to ask every speaker if they have a conflict of interest?

Yes. It is the Preferred 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 Preferred Provider. The Preferred Provider is responsible for reviewing the conflicts and not accepting speakers who have a conflict of interest, especially those in conflict with the standards found in the WHO Code. The form is on [the IBLCE website](#). **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 within the past five years, it is not necessary to print a statement in the conference materials. You may choose to make a written statement in the presentation, promotional material, or both such as:

Ms. Smith does not have any affiliations with any person(s) or entities that could be perceived as having a bearing on her presentation.

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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 CERPs Preferred Providers retain records?

Copies of all completed application forms, attendance rosters and records, speaker disclosure and conflict of interest declaration forms, speaker CVs, evaluation tools, evaluation summaries, and other pertinent programme materials must be retained for six (6) years after the last date of the programme.

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

CERPs Preferred Providers 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 Preferred Provider 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 IBCLC, for the period of suspension or revocation.

X. Sample Certificates

BESTFED HOSPITAL
Newtown
Helping Teen Mothers Breastfeed
15 May 20_____

(Name of Participant)

2.25 L-CERPs in Development and Nutrition recognised by IBLCE
IBLCE Preferred Provider Recognition Number: Cxxxxx
[If relevant, indicate accepted education units from other organisations]

Signed: _____
Mary Jones, RN, RM, IBCLC

REGIONAL BREASTFEEDING TASK FORCE

Melbourne, Australia
Breastfeeding and Beyond
April 3 – 4, 20__

Name of Participant: _____

April 3

7:00 – 8:30 PM	Keynote: Promoting Breastfeeding in the 21 st century	1.5 (L) Psychology, Sociology, and Anthropology
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April 4

8:30 – 9:30 AM	Plenary: The Politics of Breastfeeding	1.0 (L) Clinical Skills
10:00 – 11:30 AM	Breakout Sessions (circle one)	
	A. Community Coalition Building	1.5 (L) Clinical Skills
	B. High School Outreach	1.5 (L) Clinical Skills
12:45 – 1:30 PM	Lunch Presentation: The Costs of Not Breastfeeding	0.75 (L) Development and Nutrition

2:00 – 3:30 PM

Breakouts Sessions (circle one)

C. Public Health Implications 1.5 (L) Clinical Skills

D. Health Care Providers, Working Together 1.5 (L) Clinical Skills

6.75 L-CERPs recognised by IBLCE
IBLCE Preferred Provider Recognition Number: Cxxxxx

Signed: _____

Mary Jones, RN, RM, IBCLC

XI. Preferred Provider Fee Schedule

Please see the [Preferred Provider Fee Schedule](#) for more information.

The Preferred Provider application system requires USD, and the rate is based on the exchange rate for that day. The system accepts credit cards (VISA, MasterCard, and Discover only) and prepaid credit cards. Unless otherwise noted, **all fees are non-refundable.**