



IBLCE Procedures for Breastfeeding Breaks during Exam Administration

The mission and purpose of the International Board of Lactation Consultant Examiners® (IBLCE®) focus on the protection, promotion and support of breastfeeding. Therefore, IBLCE makes reasonable accommodations for exam candidates who are also the mothers of breastfed babies to take breaks for the purpose of breastfeeding their babies during the hours of exam administration.

It is necessary that these accommodations meet all the requirements for ensuring exam security while at the same time offering reasonable solutions that will allow mothers to breastfeed their babies. For these accommodations to be managed in an orderly manner, the following criteria and rules must be followed.

1. Candidates who are the mothers of breastfed babies, who are 12 months and younger at the time of exam administration, may request arrangements that will allow them to leave the exam room in order to breastfeed their babies during the hours of the exam administration. *Accommodations for candidates whose babies are older than 12 months are subject to additional fees.*
2. The request for accommodations to breastfeed during the exam administration must be made in advance. The request must be substantiated by documentation of the baby's birth date, such as a copy of the baby's birth certificate.
3. For exam administration in paper and pencil format, IBLCE will provide, at no additional cost to the candidate, an additional proctor who will accompany and stay with the candidate while she breastfeeds. When the exam is administered through computer-based testing, breastfeeding breaks must be programmed into the computer software that delivers the exam questions and this programming will be done at no additional cost to the candidate.
4. The candidate will be required to leave the exam room and breastfeed her baby in a location far enough away from the exam room that other exam candidates are not distracted.
5. Prior to the day of the exam, the candidate must decide where and when she plans to breastfeed her baby. IBLCE cannot provide a separate room for exam candidates who request breastfeeding breaks nor will babies be allowed to be with the mother in the exam room. *The IBLCE staff will contact the candidate regarding the specific timing of the breastfeeding break.*
6. It is the responsibility of the baby's care-provider to bring the baby to the pre-determined break location at the pre-determined time. Candidates are not permitted to use a cell phone to communicate with the baby's care-provider. *Only the baby and one care-provider are allowed to meet the mother at the pre-determined time and location.*
7. If the candidate is taking the exam in paper and pencil format, the designated proctor will accompany and stay with the candidate while she breastfeeds her baby. In addition, the proctor will record the time when the candidate begins and ends breastfeeding. If requested, additional time, up to a maximum of 30 minutes will be given to candidates who take breastfeeding breaks. The proctor will not be available to provide childcare.
8. Breastfeeding breaks during computer-based administration of the exam will be provided by adding a scheduled 30 minute break into the software that delivers the exam questions. The candidate will be notified of the specific timing of the 30 minute breastfeeding break.