



Individual Application for CERPs Approval Guide

*For IBCLCs to convert contact hours to
Continuing Education Recognition Points (CERPs)*

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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.

IBLCE Offices

IBLCE is comprised of 4 offices:

- International Office (IO) in Falls Church, VA, USA
 - Central office
 - Executive Director: Sara B. Lake, J.D., CAE
- Americas (AMS) office in Falls Church, VA, USA
 - Serving North, Central and South America, and Israel
 - Regional Director: Anna Utter, IBCLC
- Asia-Pacific (AP) office in Queensland, Australia
 - Serving Australia, Asia Pacific and Africa
 - Regional Director: Karolyn Vaughan, IBCLC
- Europe and Middle East (EUME) office in Baden bei Wien, Austria
 - Serving Europe, the Middle East and northern Africa
 - Regional Director: Ilse Bichler, IBCLC

IBLCE Websites

IBLCE has 4 websites, one for each office, because of the need for regionalized information and the large number of translated documents.

- International Office: www.iblce.org/home
- AMS Regional Office: www.americas.iblce.org
- AP Regional Office: www.iblce.edu.au
- EUME Regional Office: www.europe.iblce.org

Contact Information

For matters pertaining to the Board of Directors or IBLCE policy, please contact the International Office. Inquiries about the IBLCE certification program and examination should be sent to the regional office that serves your country:

- International Office: international@iblce.org
- AMS Regional Office: iblce@iblce.org
- AP Regional Office: rd@iblce.edu.au
- EUME Regional Office: office@iblce-europe.org

To find out which regional office serves your country, go to www.iblce.org/home and use the “Find Office in Your Country” search function found in the upper right-hand corner of the webpage.

Purpose of Individual Application for CERP Approval

IBLCE has established the Individual Application for CERP Approval so that IBCLCs can obtain CERPs (continuing education recognition points) for educational activities that have not already been awarded CERPs. This guide is intended to help IBCLCs gain CERP approval for 3 types of educational activities—education, publications and clinical observation.

By submitting the Individual Application for CERP Approval, the IBCLC is requesting that IBLCE review the educational activities for the purposes of determining eligibility for CERPs. Any CERPs awarded may be used by the IBCLCs for the purpose of recertification.

The Individual Application for CERPs Approval must be submitted at the same time that the Recertification by CERPs application is submitted. There is no charge for submitting and Individual Application for CERPs Approval.

Please Note: IBCLCs may receive CERPs by submitting questions and photos that can be used on the IBLCE exam. However, there is a separate and unique process for this activity. Please contact the IBLCE regional office that serves your country for details.

Education

IBCLCs may submit five (5) different types of education for CERP approval.

- Education that has been approved for continuing education credit by another board or organization
 - 1 CERP for every 60 minutes of instruction
- Speakers/educators receive CERPs for instruction time he/she provided to an audience of healthcare professionals
 - 2 CERPs for every 60 minutes of instruction
- In-service education provided by employers
 - 1 CERP for every 60 minutes of instruction
- Independent study modules or distance education approved for credit by another board or organization
 - CERPs are based upon the number of continuing education credits published
- College or university courses
 - 15 CERPs for every 1 credit hour of instruction

Please Note: All education must be relevant to the practice of a lactation consultant.

Over a five (5) year period, IBCLCs may receive up to a maximum of 3 R-CERPs for the completion of life support programs such as the following. Up to a maximum of 6 R-CERPs will be awarded to instructors of these life support programs.

- CPR (Cardio-Pulmonary Resuscitation)
- NRP (Neonatal Resuscitation Program)
- PALS (Pediatric 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)

Restrictions

The [IBLCE Exam Blueprint](#) lists the topics that are eligible for CERP approval. Some education topics are ineligible for CERP approval. Examples of topics and educational activities that will not be awarded CERPs include:

- Fetal heart monitoring and other specialized health care skills
- Computer skills
- Business management
- Bra fitting (unless specifically related to lactation)
- Motivational sessions
- Instructional programs on complementary therapies
- Clinical work as a lactation consultant
- Antenatal or postnatal classes for mothers
- Private study, including reading journals and watching videos
- Programs organized by individuals or companies that manufacture, market or distribute products that are in any way related to breastfeeding and/or infant and young child feeding, nutrition and care, including products within the scope of the *International Code of Marketing of Breast-milk Substitutes* (e.g. infant formula, bottles or teats)
- Sessions conducted by a person who has had his or her certification suspended or revoked by the IBLCE Ethics and Discipline Committee for the period of suspension or revocation

Publications

IBCLCs may submit five (5) different types of publications for CERP approval. All publications must be specific to human lactation and breastfeeding. No other topics will be considered for CERP approval.

- Article, abstract or chapter published in a referred journal* or edited book = 15 L-CERPs
- Master's thesis and doctoral dissertation = 75 L-CERPs
- Poster presentation = 5 L-CERPs
- Video for health professionals = 5 L-CERPs
- Original, finalized hospital protocol or policy = 5 L-CERPs

***Referred journal:** A referred journal is a printed or web-based journal which uses independent reviewers who are subject matter experts in the field. In the case of articles submitted for CERPs, these independent reviewers should be experts in human lactation and breastfeeding. This expertise may be recognized by credentials, authorship or speaker renown. For example, an IBCLC is considered a breastfeeding subject matter expert.

Independent reviewers are not members of the journal editorial staff, nor should they hold leadership positions in the organization or association which publishes the journal. *Subject matter experts* are professionals who have expertise in the field. **Please note that not all articles in these journals undergo independent peer review. For example, a letter to the editor or authorship of a book review would not qualify for CERPs.**

Clinical Observation

IBCLCs are eligible to receive CERPs for time spent observing **recertified** IBCLCs. CERPs will be awarded at the ratio of **one (1) L-CERP per 120 minutes** of observation time.

Please Note: The IBCLC-practitioner being observed must be a currently certified IBCLC who has recertified at least once.

Audit Requirements

If your application is chosen for audit, you will be required to provide documentation that verifies the completion of the educational activities listed on the Individual Application for CERP Approval. Before applying, please gather your documentation together and be prepared to comply with audit requirements.

Education: The following documentation about education will be required.

1. Attendance verification, clearly showing that credits have been received, i.e.:
 - Continuing education certificate of completion
 - Unofficial transcript from college or university showing passing grade
2. Program schedule showing the exact and total number of instructional minutes
3. Detailed objectives and outlines, i.e.:
 - Brochure or syllabus
 - Course description from college or university catalog
 - Table of contents for an independent study module or a complete copy of the module

Publication: The following documentation about publications must be submitted. **All publications must be specific to human lactation and breastfeeding.**

Article, abstract, or chapter published in a refereed journal or edited book

- Copy of the published article, abstract or chapter for which you are requesting credit or, if web-based, the URL or web address must be provided. This information must clearly show:
 - the name of the journal or book in which article, abstract, or chapter was published
 - the publication date and
 - your authorship

- A copy of the contents page of the journal, showing the listing of your publication
- A copy of the editorial policy page of the journal, including relevant instructions for authors, a listing of the editorial review board, and other such information to confirm that the journal is refereed. (Please see definition of “refereed journal” found elsewhere in this guide.)

Master’s thesis and doctoral dissertation

- abstract of the thesis or dissertation
- copy of the official transcript showing completion of a degree program

Poster Presentation

- abstract
- bibliography
- verification from conference organizers that presentation was completed

Video for professionals

- outline and objectives for video
- verification of authorship

Original hospital protocol or policy

- copy of protocol or policy
- verification of authorship

Clinical Observation: The following documentation about clinical observation will be required. **The IBCLC-practitioner must be a currently certified IBCLC who has recertified at least once.**

- The IBCLC-**practitioner** must write a brief letter on letterhead verifying the time spent by the IBCLC-observer. The letter should include the following:
 - name of IBCLC-observer
 - date and time of observation period
 - location of observation period
 - IBCLC-practitioner’s business card
 - IBCLC-practitioner’s original signature

Application Form and Fees

The relevant Application Packet includes all required forms and fees. Please visit the website for the IBLCE regional office that serves your country for details.

IBLCE in the Americas: serving North, Central and South America and Israel

- www.americas.iblce.org

IBLCE in Asia Pacific: serving Australia, Asia and Africa

- www.iblce.edu.au

IBLCE in Europe: serving Europe, the Middle East and North Africa

- www.europe.iblce.org