



Recertification by Exam Guide

For individuals recertifying as an International Board Certified Lactation Consultant®

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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.

Key Dates

January 31	MILCC Scholarship Application Postmark Deadline: Monetary Investment for Lactation Consultant Certification (MILCC) awards scholarships to deserving IBLCE exam candidates. Visit www.milcc.org for details.
February 28	Early Bird Exam Application Postmark Deadline: <i>Discounted fee applies</i>
April 30	Final Exam Application Postmark Deadline: <i>Full fee applies</i>
June 20	Withdrawal Request Postmark Deadline
Last Monday in July	EXAM DAY
Late October	Final Exam Results Mailed to Exam Candidates

Important Publications

IBLCE exam candidates should be familiar with the following publications, all of which can be found on the International website at www.iblce.org/resources.

- *Clinical Competencies for the Practice of IBCLCs*
- *Code of Professional Conduct for IBCLCs*
- *IBLCE Exam Blueprint*
- *Scope of Practice for IBCLCs*
- *Eligibility Appeals Policy*
- *Exam Appeals Policy and Procedures*

Recertification by Exam Requirements

IBCLCs must recertify every 5 years. Recertification by exam is always an option for IBCLCs; however, re-examination is mandatory every 10 years.

Exam Date

The IBLCE exam is always given once each year on the last Monday in July. If you are required to recertify by exam in 2012 and fail to do so, the next opportunity to take the exam will be in July 2013 and your certification as an IBCLC will expire on October 31, 2012.

Recertification by Exam Application Deadlines

Two application deadlines are offered to IBCLCs who are recertifying by exam. Applications postmarked by the first deadline are eligible for discounted fees.

First Deadline	February 28
Final Deadline	April 30

Complete information about the cost, deadlines, test center locations, etc. can be found in the *Exam Candidate Supplement* specific to your country or region of the world.

Applying for Recertification by Exam

Complete information about the cost, deadlines, test center locations and other IBLCE exam details can be found in the *Recertification Supplement* specific to your country or region of the world.

Please visit the website of the IBLCE regional office that serves your country for details.

Reasonable Accommodations

IBLCE works closely with candidates to provide reasonable accommodations during the exam administration for medical conditions or disabilities. The IBLCE exam application form will ask you to disclose the reason

To allow sufficient time for making reasonable accommodations, candidates must notify IBLCE of their needs at the time they apply for the exam.

accommodations during the exam are being requested. In some situations, you will be required to provide documentation of the medical need for accommodations and details about the modifications to the exam administration procedures which are needed.

As a general rule, reasonable accommodations are provided by IBLCE at the test center location and at no additional cost to the candidate. To allow sufficient time for making reasonable accommodations, candidates must notify IBLCE of their needs at the time they apply for the exam. If needs arise after submitting the exam application, please report your request to IBLCE as soon as possible.

Special Note for Pregnant Women

If you experience health difficulties that may interfere with your ability to take the exam, please notify the regional office that serves your country and refer to the cancellation/withdrawal policy found in the Exam Candidate Supplement. This policy addresses the financial implications of cancelling/withdrawing from the exam and the IBLCE regional office staff will assist you in making informed decisions about your options.

Special Note for New Mothers

IBLCE has specific policies and procedures for allowing breastfeeding breaks during exam administration. If you expect to need such allowances, please read the section below.

IBLCE Procedures for Breastfeeding Breaks during Exam Administration

The IBLCE mission and purpose focus on the protection, promotion and support of breastfeeding. Therefore, it is appropriate for IBLCE to make allowances for exam candidates who are also the mothers of breastfed babies. It is necessary that these allowances meet all the requirements for ensuring IBLCE exam security while at the same time offering reasonable solutions that will allow mothers of breastfed babies to feed their babies and preserve the breastfeeding relationship.

IBLCE provides allowances that permit the mothers of breastfed babies to take breaks for the purpose of breastfeeding their babies during the hours of exam administration.

To view and download these procedures for allowing breastfeeding breaks, [click here](#) or visit www.iblce.org/resources.

Exam and Appeals Policies and Procedures

Exam Admission Procedures

To gain admission to the exam, you must present **TWO (2) forms of identification**, one with a current photograph. Both forms of identification must be current and include your current name and signature. The **FIRST** form of identification **MUST be** one of the following:

- driver's license with photograph
- state identification card with photograph
- passport with photograph
- military identification card with photograph

The **SECOND** form of identification **MUST** display your name and signature for signature verification. For example, you may bring one of the following:

- credit card with signature
- social security card with signature
- employment/student ID card with signature

If your name on the SECOND form of identification is different than it appears on your FIRST form of identification, you must bring proof of your name change (e.g., marriage license, divorce decree or court order).

Candidates should allow adequate time for arrival at the exam site. Once registration is completed and the exam room door is closed, admission to the exam will not be permitted. **Candidates who arrive late will not be admitted and they will forfeit all rights to any refund of exam fees.** Likewise, candidates who fail to register on the day of the exam will forfeit all rights to any refund of exam fees. **There are no exceptions to these rules.**

Exam Administration Policies and Procedures

Each exam site will be supervised and monitored by one or more proctors. Candidates are expected to follow the rules announced by the proctors. The rules are in place to ensure that the exam administration is as free as possible from distractions and that all candidates are treated fairly. The proctors will designate a location where

Use of electronic devices such as cell phones is not allowed during the exam.

personal belongings such as purses are to be stored during the exam. During the exam administration, proctors will be monitoring the room for any signs of cheating or other inappropriate behavior.

Use of electronic devices such as cell phones is not allowed during the exam. ***Candidates found in possession of and/or using such devices during the exam will be dismissed. There are no exceptions to this rule.*** Candidates are advised that some cell phone alarms will ring even if the phone is powered off.

Candidates who bring their cell phones to the exam site must power off the phone (putting the phone on silent/mute is not sufficient) and store it in the place designated by the proctor. [Please note: Neither the proctors nor IBLCE are responsible for your personal property.] ***If a candidate's cell phone rings or the alarm function sounds during the exam administration, the candidate will be dismissed from the exam. There are no exceptions to this rule.***

Talking to another exam candidate is not permitted during the exam. Questions regarding the exam administration will be answered by the proctor during orientation. Questions concerning the examination content are not permitted. Proctors are not allowed to provide interpretation or clarification of exam questions. Nor are they allowed to define words. Cheating will not be tolerated. The proctor has the authority to terminate the exam for anyone she/he determines is cheating.

The exam will be administered either by computer or by paper and pencil. For computer-based testing, the candidate will view and answer questions on the computer provided. For paper and pencil testing, the exam questions will be provided in a booklet and answers must be recorded on an answer sheet using a pencil.

Retest Policy

There is no limit to the number of times an unsuccessful candidate may apply to retake the IBLCE certification exam. Applicants who plan to re-take the exam should carefully review their exam score report and enroll in education in those areas of the exam in which their performance was poor. To be eligible to take the exam again, a candidate must meet current eligibility requirements, submit an application for the applicable exam year, and pay the relevant exam fee.

Appeals Policies and Procedures

The following policies and procedures apply to exam eligibility, exam administration, exam scoring and retesting. These documents can be found on the International website at www.iblce.org/resources.

Appealing an Exam Eligibility Decision

The IBLCE certification program is more than an exam. It is a process that includes eligibility requirements, and ongoing recertification. Eligibility requirements are established to be sure that candidates are reasonably well prepared for the test by virtue of their education and experience. These background characteristics do not guarantee passing the exam, but they do correlate with exam performance.

To view and download the policy and procedures for appealing an exam eligibility decision, [click here](#).

Exam Administration Complaints, Hand Scoring and Appealing an Exam Outcome

The IBLCE expends significant effort in creating a standardized and uniform test environment, and in verifying the accuracy of scores. However, candidates who believe that they were tested under adverse conditions or that their scores are not accurate may file a complaint regarding the exam administration, request a hand score, or appeal an exam outcome. Candidates who wish to do so should submit the appropriate form, along with any applicable fee, to the appropriate IBLCE regional office. The requirements associated with this process, including corresponding fees, are described below.

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To view and download the policy and procedures for submitting an exam administration complaint, requesting a hand scoring or appealing an exam outcome, [click here](#).

Exam Results Notification

Official exam results will be mailed in late October. Candidates who pass the exam will also receive their IBCLC certificate and identification card, along with their score report.

IBCLC Registry

IBLCE reserves the right to publish the names of current IBCLCs. This registry of IBCLCs can be found on the IBLCE websites.

Closing

Thank you for your interest in maintaining your International Board Certified Lactation Consultant credential. If you need additional assistance, please contact the IBLCE regional office that serves your country of residence.

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

- www.americas.iblce.org

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

- www.europe.iblce.org

IBLCE in Asia Pacific: serving Australia, Asia and Africa

- www.iblce.edu.au