

Sample Memorandum of Understanding

You have indicated that you wish to apply for the IBLCE exam being given this year even though you have not yet completed the required 90 hours of education in human lactation and breastfeeding or you have not yet completed the Pathway 2 academic program in which you are enrolled. In order to proceed with application for the IBLCE exam, you must agree to the terms and condition of this Memorandum of Understanding.

Please complete the questions below. Questions with a red * must be answered.

Memorandum of Understanding

- a. I understand and agree that IBLCE will permit me to apply for the certification exam for lactation consultants before I have completed the required 90 hours of lactation specific education or Pathway 2 academic program in which I am enrolled and that, with this privilege, I must abide by the terms and conditions outlined below.
- b. I understand and agree that documentation which verifies that I have completed the lactation specific education or Pathway 2 academic program must be received in the IBLCE office that serves my country by no later than **June 15** of the year in which I am applying to take the exam.
- c. Furthermore, I understand and agree that if I am unable to complete all exam requirements, I must withdraw in writing from the exam on or before **June 15** in order to receive a partial refund of exam fees.
- d. If I fail to withdraw in writing, by email, mail or fax, by **June 15** of the year in which I am applying to take the exam, I understand and agree that I will permanently forfeit all rights to a partial refund.
- e. Furthermore, I understand and agree that, if I withdraw from the IBLCE exam by **June 15**, a partial refund is my only option and that the fees I paid may not be applied to a subsequent year's exam.
- f. I understand and agree that it is my responsibility that a copy of my certificate of completion, diploma or transcript is received in the IBLCE office that serves my country by no later than **June 15** of the year in which I am applying to take the exam and that this Memorandum of Understanding is the only notification that I will receive of this requirement and responsibility.
- g. Furthermore, I understand and agree that any issue that I have about the availability or accuracy of my certificate of completion, diploma or transcript must be addressed with my education provider or academic program director, not with IBLCE.

*** I INTEND FOR MY CLICK BELOW TO SERVE AS MY SIGNATURE CONFIRMING THAT I HAVE READ, UNDERSTAND AND AGREE TO THE ABOVE MEMORANDUM OF UNDERSTANDING.**

I agree that clicking here serves as my signature confirming I understand and agree to the Memorandum of Understanding above.

*** Please enter your full legal name below.**