



IBLCE[®]
*International Board of
 Lactation Consultant Examiners*

IBLCE in the Americas: Exam Candidate Supplement

This supplement is for candidates who plan on taking the 2012 IBLCE exam in one of the following locations:

- Brazil
- Canada
- Israel
- Mexico
- Peru
- Mexico
- USA, except the locations listed below
- USA, ILCA conference hotel
- USA, overseas US military posts/bases

Please Note: If you are planning to take the 2012 IBLCE exam in one of the following locations, please contact us at iblce@iblce.org before applying for the exam.

- Caribbean nations, including Puerto Rico and the American Virgin Islands
- Central America
- Guam
- South America, except Brazil and Peru

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Contact Information

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2012 Key Dates

January 31	MILCC Scholarship Application Postmark Deadline; Visit www.milcc.org for details.
February 28	First Exam Application Postmark Deadline; <i>Discounted fee applies</i>
April 30	Final Exam Application Postmark Deadline; <i>Full fee applies</i>
June 15	Final Date to Change Test Center Location
June 20	Withdrawal/Cancellation Request Postmark Deadline
July 30	EXAM DAY

Important Notices

- Email is the primary way in which IBLCE communicates with exam candidates. It is your professional responsibility to notify IBLCE of any change to your email address. In addition, please add iblce@iblce.org to your Safe Senders list so as to minimize the possibility of emails from IBLCE going to your junk mail folder.
- Applications postmarked after the deadlines specified in this Supplement will be subject to additional fees. **Please Note:** The final postmark deadline is April 30, 2012. Do not mail your application materials after April 30 before contacting IBLCE in the Americas.
- All fees are payable to IBLCE in US dollars **only**. Checks or money orders payable in other currencies, including Canadian dollars, will be returned and the applicant charged an Incomplete Application fee.
- Declined credit cards and checks returned for non-sufficient funds will be subject to a \$50USD fee for each occurrence.
- To receive the discount associated with the February 28 deadline, your application form(s), supporting documentation, payment form and payment must be postmarked by no later than February 29, 2012.
- Applicants who do not meet the exam eligibility requirements will be notified in writing of their ineligibility to take the IBLCE exam and will be given an opportunity to appeal the decision.
- Exam candidates who need to change their exam site location must notify IBLCE in the Americas by email no later than June 15.
 - Only those requests that are based on **documented** extraordinary circumstances will be considered after June 15.
- Candidates who need to withdraw or cancel their plans to take the exam must notify IBLCE in the Americas by mail, fax or email no later than June 20. Requests dated no later than June 20 will receive a partial refund of exam fees.
 - Requests made **after** June 20 must be addressed by mail, fax or email to the Regional Director no later than August 31, 2012 and accompanied by documentation of extraordinary circumstances. Only those requests that are based on **documented** extraordinary circumstances and are postmarked by August 31, 2012 will be considered. If approved, a deferral to the next year's exam will be granted, not a partial refund.

- The IBLCE certification exam is given once per year on the last Monday in July. If you miss the 2012 exam, the next opportunity to take the exam will be on July 29, 2013.

Exam Fees

Fees are established on the basis of average income for health professionals in each country and countries are placed into one of 3 tiers/groups. Two application postmark deadlines are offered, with the February 28 deadline offering a discounted fee. The countries in the Americas region fall into 2 of the country tiers/groups.

Tier 1: Canada and the United States {High Fee Countries}

Tier 2: None {Medium Fee Countries}

Tier 3: Caribbean nations, Central American countries, Guam, Israel, Mexico, Puerto Rico and countries of South America {Low Fee Countries}

- **Please Note:** IBLCE extends a discounted exam fee to former IBCLCs whose certification lapsed in 2011 and to exam candidates who failed the 2011 exam.

The following tables show the 2012 Exam Fees for Tier 1 and Tier 3 countries, as well as the Lapsed/Repeat exam fees. All fees are in US dollars.

- **Please Note:** Applications postmarked after the deadlines listed below and incomplete applications are subject to additional fees.
 - IBLCE in the Americas will return checks/money orders payable in other currencies, including Canadian dollars, and the applicant will be charged an Incomplete Application fee. Credit card payments made in other currencies will be converted to US dollars and the applicant will be responsible for any currency conversion rate charges.

Tier 1 Countries

Deadline	Initial Exam Fee	Lapsed/Repeat Exam Fee
February 28	\$550	\$450
April 30	\$660	\$560
Post-deadline/Late	\$100	\$100
Incomplete Application	\$50	\$50
Non-sufficient funds/Declined Credit Card	\$50	\$50

Tier 3 Countries

Deadline	Initial Exam Fee	Lapsed/Repeat Exam Fee
February 28	\$185	\$130
April 30	\$255	\$205
Post-deadline/Late	\$50	\$50
Incomplete Application	\$30	\$30
Non-sufficient funds/Declined Credit Card	\$50	\$50

Payment

Exam candidates must complete all sections of the Exam Payment Form and submit the completed form along with payment by one of the following methods:

- **credit card**
 - The Exam Payment Form must include all of the following information
 - credit card number
 - expiration date
 - verification code
 - cardholder's name, address and phone number

- cardholder's signature
 - Fees must be paid in US dollars. Credit card payments made in currencies other than US dollars will be converted to US dollars and the candidate will be responsible for any exchange rate fees incurred.
- **check or money order**
 - Must be drawn on a USA bank and made payable to IBLCE in US dollars.
 - Checks or money orders payable in other currencies, including Canadian dollars, will be returned and the applicant will be billed for an Incomplete Application fee.

Payment by someone other than the exam candidate will be accepted. Information about the person or organization making the payment must be included on the Exam Payment Form.

- **Please Note:** If someone other than the exam candidate makes payment, refunds and receipts will be made to the person or organization that paid the fees, not to the exam candidate. There are no exceptions to this rule.

You are responsible for full and prompt payment of fees. If either your application or your payment is postmarked after the postmark deadlines specified in this Supplement, you will be invoiced for the difference in fees and you will be given a deadline by which to submit the additional fees. In the meantime, your application will not be reviewed for eligibility.

- **Please Note:** Applications received without payment will not be processed. Candidates who fail to pay the exam fee in full as specified by the postmark deadline will be subject to additional fees.
 - IBLCE staff will not finalize eligibility determination until payment, including any additional fees, is received in full.

Checks returned for insufficient funds and declined credit cards are subject to a \$50.00USD service fee.

- **Please Note:** A separate service fee will be charged for each notice of insufficient funds and/or each occurrence of the credit card being declined.

Receipts for the exam fees paid will be sent with the exam eligibility letter.

Payment by Employers: Some, but not all employers, pay for their employees to take the IBLCE exam. If your employer is paying your exam fee, you must coordinate payment so that your application form(s) and the payment are postmarked by the deadlines specified in this Supplement. You, not your employer, are responsible for prompt and timely payment. You, not your employer, will be invoiced for additional fees if your application and payment are not postmarked by the deadlines specified.

- **Please Note:** Because 2012 is a leap year, your application form(s), payment form and payment must be postmarked by no later than February 29, 2012 in order to receive the discounted fee associated with the February 28 postmark deadline.

Refund Policies

Candidates who follow the withdrawal/cancellation procedures and applicants who are denied eligibility to take the 2012 exam will receive a partial refund of fees paid. Candidates should allow 4 to 6 weeks for the partial refund to be processed.

Withdrawal/Cancellation Policies

Candidates who decide to withdraw from taking the exam must send a written request by mail, email or fax. Only the applicant can request the withdrawal. The request must be in writing and it must be postmarked by no later than June 20, 2012. Withdrawal requests that meet these requirements are eligible for a partial refund.

- Please note that the withdrawal deadline for candidates who applied under the terms and conditions of a Memorandum of Understanding is June 15, not June 20.
- Furthermore, withdrawal requests based on documented extraordinary circumstances must be sent to the Regional Director via mail, email or fax by no later than August 31, 2012. Only those requests that are postmarked by August 31, 2012 and include documentation of extraordinary circumstances will be considered. If the request is approved, the candidate will be given a deferral to take the 2013 exam, not a partial refund.

Financial Assistance

Scholarships are available through the Monetary Investment for Lactation Consultant Certification (MILCC). For more information, visit www.milcc.org. The postmark deadline for MILCC scholarship applications is January 31, 2012. When applying for a MILCC scholarship, the applicant must submit a completed IBLCE exam application at the same time and all IBLCE exam eligibility requirements must be completed before submitting the exam and scholarship applications.

Applying for the Exam

IBLCE in the Americas is implementing an online application process in 2012. This process will be implemented incrementally over the coming year and part of the process will be online and the remainder by paper forms.

Application Review & Audit

All applications are reviewed for exam eligibility and a percentage of applications are randomly chosen for an audit. The audit process involves a more detailed review of the documentation that supports the information provided on the application form. Therefore, all applicants are expected to provide the supporting documentation with their printed forms and payment. If chosen for an audit and some of the supporting documentation is missing, you will be charged an Incomplete Application fee.

If the application review shows that the applicant does not meet all requirements, eligibility to take the exam will be denied and the applicant will be notified in writing. The ineligibility notification will inform the applicant regarding how they may appeal the decision. Ineligible applicants will receive a partial refund of the exam fees paid.

Exam Site Locations

IBLCE will be expanding the use of computer-based testing (CBT) worldwide in 2012; however some translations of the exam will continue to be offered by the traditional paper and pencil (P&P) format. The table below summarizes the exam format that will be used in Brazil, Canada, Israel, Mexico, Peru and the USA (except the exam site at the 2012 ILCA conference venue in Orlando, FL).

- **Orlando, Florida** is the location for the 2012 International Lactation Consultant Association (ILCA) conference and, for the convenience of conference attendees, the exam will be given in paper and pencil format at the conference hotel.

Exam candidates who plan to attend the 2012 ILCA conference in Orlando, Florida will be able to take the exam in paper and pencil format at the conference hotel.

For the countries/locations that are not listed in the following table, P&P exam sites will be established on an as-needed basis. Also note that American and British English exams in Canada will be in paper and pencil format.

- **What about exam languages not listed below?** If the language you need is listed under the Exam Languages section of this supplement, IBLCE in the Americas will make arrangements for a paper and pencil exam site for you. For example, if you need to take the Korean translation of the exam, please indicate this on your application. IBLCE staff will be in touch to make arrangements for your exam site location.

Exam Language	Brazil	Canada	Israel	Mexico	Peru	USA	ILCA Conference	Overseas US Military
American English	CBT	P&P	CBT	CBT	CBT	CBT	P&P	P&P
British English	CBT	P&P	CBT	CBT	CBT	CBT	P&P	P&P
French	CBT	CBT	CBT	CBT	CBT	CBT	P&P	P&P
Portuguese	CBT	CBT	CBT	CBT	CBT	CBT	P&P	P&P
Spanish	CBT	CBT	CBT	CBT	CBT	CBT	P&P	P&P

All CBT exams will be administered through Pearson VUE test centers and availability of appointments at these test

centers is on a first come, first served basis. The sooner your application to take the IBLCE exam is received and approved, the sooner you will be able to register for a seat at a Pearson VUE test center.

Appointments at computer-based testing centers are on a first-come, first-served basis. Early registrants are more likely to get appointments at the test center of their choice. Exam fees will not be refunded on the basis of being unable to make an appointment at a CBT test center convenient to you.

Pearson VUE has reserved a block of appointments for IBLCE exam candidates and registration for CBT appointments will open on February 1, 2012. After May 1, 2012, the reserved block will expire. Therefore, you are advised to apply for the 2012 IBLCE exam as soon as you can so that you can make an appointment at the CBT of your choice. Early registrants for CBT test centers seats are more likely to get appointments at centers convenient to them.

- **Please Note:** Exam fees will not be refunded on the basis of being unable to make an appointment at a CBT test center convenient to you. You may get an advanced look at the test centers near you by using the Pearson VUE test center locator.
<http://www7.pearsonvue.com/Dispatcher?application=VTCLocator&action=actStartApp&v=W2L&cid=721>

If you are planning to attend the 2012 International Lactation Consultant Association (ILCA) conference in Orlando, Florida USA, please be assured that arrangements have been made to provide a paper and pencil exam site at the conference hotel. Details will be provided in your exam eligibility notification letter.

In Canada, the American and British English translations of the 2012 exam will be offered in P&P format only.

The following list shows the planned P&P exam sites where American and British English translations of the 2012 exam will be offered in Canada.

- P&P exam sites in Canadian locations other than those listed below are not guaranteed. Establishment of additional sites will be based upon an evaluation of the number of exam candidates making the request. If you were hoping for an exam site in a Canadian location that is not on the list below, please contact us at iblce@iblce.org before submitting your application.

Calgary, AB	Halifax, NS	Ottawa, ON	Toronto, ON	Winnipeg, MB
Edmonton, AB	Montreal, QC	Saskatoon, SK	Vancouver, BC	

In the Caribbean nations, including Puerto Rico, Central America, Guam and South American countries (except Brazil and Peru) P&P exam sites will be established on a case by case basis.

- If you want to take the 2012 exam in one of these countries, please contact us at iblce@iblce.org before submitting your application.

Exam Language

Each year, the IBLCE exam is translated into a number of languages. Final availability of any translation is based upon demand and the availability of suitable translators. The 2012 IBLCE exam will be offered in the following languages.

American English	French	Japanese
British English	German	Korean
Chinese/Taiwanese	Greek	Polish
Croatian	Hungarian	Portuguese
Danish	Indonesian	Slovenian
Dutch	Italian	Spanish

Exam Eligibility Notification

Applicants who successfully meet all requirements will be notified by mail of their eligibility to take the exam. The notice will include information about how to make appointments at CBT test centers or will include information about the location of your P&P exam site; the exam day schedule; information about what to bring to the exam; the Web Code that will allow you to see your Pass/Fail exam results via a website directory; etc. **Be sure to put this**

information in a safe location.

Notification of Exam Results

Official exam results will be mailed in mid to late October. Pass/fail results will be provided on the Americas website and you will be able to access your pass/fail results by using the Web Code provided in your eligibility notification.

Application Forms

The **first step** in the process of applying for the 2012 IBLCE exam is to complete a set of printed forms. These printed forms provide space for you to record how you have fulfilled the IBLCE exam eligibility requirements and the forms specify the supporting documentation that you are required to submit. There is a report form for each pathway and these forms can be found on the Americas website at <http://www.americas.iblce.org/apply-for-the-iblce-exam>

The **second step** requires completion of an online form. When filling out this online form, you may need to refer to the printed form that you completed. After completing the online form, you will receive a confirmation email that includes all of the responses that you provided on the online form. There are separate online forms for each of the 3 eligibility pathways. Links to these online forms can be found on the Americas website at <http://www.americas.iblce.org/apply-for-the-iblce-exam>

The **third step** in the process requires assembling the completed printed forms from Step 1 above, all supporting documentation, completed Exam Payment form and payment in a large envelope and mail the envelope to the address on the Exam Payment Form, keeping in mind the postmark deadlines listed below. Applications that are postmarked after these dates are subject to additional fees and/or denial. Please pay the exam fee based upon the date that you mail your envelope to IBLCE in the Americas.

- February 29, 2012 is the last postmark date for the February 28 discounted fee.
- April 30, 2012 is the final postmark date for the 2012 exam.

Please allow 4-6 weeks for IBLCE staff to notify you by email that your application has been received.

For candidates taking the exam in computer-based testing (CBT) format, the **fourth step** will be to register for an appointment at the CBT test center. Details about CBT test center registration will be provided in your exam eligibility notification letter.