



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

IBLCE in the Americas: Recertification By CERPs Supplement

For Recertifying IBCLC living in one of the following countries/areas:

- Canada
- Caribbean nations
- Central America
- Guam
- Israel
- Mexico
- South America
- United States of America

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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 Recertification by CERPs Postmark Deadline; <i>Discounted fee applies</i>
July 31	Final Recertification by CERPs Postmark Deadline; <i>Full fee applies</i>
October 31	Certification Expiration Date for IBCLCs who do not recertify

Important Notices

- **If your IBCLC certification expired in 2011 or if you recertified by CERPs 5 years ago, this is not the correct supplement for you. Please visit www.iblce.americas.org for the correct information.**
- Email is the primary way in which IBLCE communicates with applicants. 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 July 31, 2012. Do not mail your application materials after July 31 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 fail to submit the correct form(s) and fee(s) will be notified in writing of their ineligibility to recertify.
- IBCLCs must recertify every 5 years and recertification by exam is mandatory every 10 years. If you are due to recertify by exam in 2012 and fail to do so, your IBCLC certification will expire on October 31, 2012.

Recertification by CERPs Fees

Fees are established on the basis of average income for health professionals in each country and countries are placed 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}

The following tables show the 2012 Recertification by CERPs Fees for Tier 1 and Tier 3 countries. 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	Recert by CERPs Fee
February 28	\$320
July 31	\$470
Post-deadline/Late	\$100
Incomplete Application	\$50
Non-sufficient funds/Declined Credit Card	\$50

Tier 3 Countries

Deadline	Recert by CERPs Fee
February 28	\$160
July 31	\$250
Post-deadline/Late	\$50
Incomplete Application	\$30
Non-sufficient funds/Declined Credit Card	\$50

Payment

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

- **credit card**
 - The Recertification by CERPs 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 is 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 recertifying IBCLC will be accepted. Information about the person or organization making the payment must be included on the Recertification by CERPs Payment Form.

- **Please Note:** If someone other than the recertifying IBCLC makes payment, refunds and receipts will be made to the person or organization that paid the fees, not to the IBCLC. 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 recertification 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 recertification fees paid will be sent with the recertification eligibility letter.

Payment by Employers: Some, but not all employers, pay for their employees Recertify by CERPs. If your employer is paying your recertification, 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

If your eligibility to recertify by CERPs is denied, you will be notified and given an opportunity to appeal the decision. If recertification is denied, you will receive a partial refund. You should allow 4 to 6 weeks for the partial refund to be processed.

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 recertification by CERPs application along with all the required documents requested within this guide. All appropriate educational courses must be completed before submitting the recertification and scholarship applications.

Applying for recertification

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.

Individual CERPs for Recertification

IBLCEs that have completed educational activities that are not already approved for CERPs may apply for CERPs by using the Individual Application for CERPs Approval. The review of such educational activities is free of charge and you must submit the Individual Application for CERPs Approval, along with all supporting documentation, at the same time you submit your Recertification by CERPs application.

Application Review & Audit

All applications are reviewed for recertification eligibility and a percentage of applications are randomly chosen for 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 audit and some of the supporting documentation is missing, you will be charged an Incomplete Application fee.

If application review shows that the applicant does not meet all CERPs requirements, recertification 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 recertification fees paid.

Recertification Eligibility Notification

IBLCE will contact all applicants by email to notify them of eligibility. The notice will include information about how and when to recertify in the future and a copy of the receipt for fees paid.

- **Please Note:** Your certificate and ID card is valid until October 31, 2012 therefore new ID cards and certificates will be issued in late September by mail.

Application Forms

The **first step** in the process of applying for recertification by CERPs in 2012 is to complete a printed "Recertification by CERPs Report" form. This printed form captures some contact information, as well as your response to required questions and terms and conditions that must be signed via an original signature. This printed form can be found on the next page of this supplement.

The **second step** requires completion of an online form called "2012 IBLCE Recertification by CERPs: Americas. When filling out this online form, you will 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.

Please Note: If you are submitting educational activities that are not already approved for CERPs, you must complete an Individual Application for CERPs Approval, along with all required supporting documentation.

For the **third step** in the process, place the completed printed form from Step 1 above, completed Recertification by CERPs Payment form and payment in a large envelope and mail the envelope to the address on the Recertification by CERPs 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 recertification CERPs 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.
- July 31, 2012 is the final postmark date for recertification by CERPs.

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