



Individual CERPs Guide

*For assisting IBCLCs in having educational activities earn
CERPs for the purpose of Recertification*

As an International Organisation, IBLCE uses British English in its publications.

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What is IBLCE®?

IBLCE® or the International Board of Lactation Consultant Examiners®, is the independent international certification conferring the International Board Certified Lactation Consultant® (IBCLC®) credential.

Contact Information

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IBLCE has offices in Austria, Australia and the United States. You may reach the IBLCE office that serves your country of residence by using the form found on the Contact IBLCE page of the IBLCE website.

Purpose of Requesting Individual CERPs

IBCLCs may submit educational activities that have not already been recognised for CERPs. This guide is intended to provide guidance to IBCLCs in having 3 types of educational activities earn CERPs: education, publications and clinical observation. Any CERPs awarded may be used by the IBCLC for the purpose of recertification. These educational activities must be reported on the Recertification by CERPs application.

NOTE: Education eligible for CERPs must covers subjects found on the IBLCE Detailed Content Outline.

Description of Educational Activities that May be Submitted

Education

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

- Education that has been awarded continuing education credit by another board or organisation
 - 1 CERP for every 60 minutes of instruction
 - The first time a presentation is made, speakers may receive CERPs for preparing the presentation which means the IBCLC can earn 2 CERPs for every 60 minutes of instruction.
- In-service education provided by employers
 - 1 CERP for every 60 minutes of attendance
- Independent study modules or distance education awarded continuing education credit by another board or organisation
 - CERPs are based upon the number of continuing education credits published

- College or university courses
 - A maximum of 25 CERPs for one semester (10 weeks or longer) of a subject course at University or College as part of a degree.

Publications

IBCLC certificants may submit five (5) different types of publications for review. **All publications must be specific to human lactation and breastfeeding.** No other topics will be considered.

- Article, abstract or chapter published in a refereed journal* or edited book
 - 15 L-CERPs
- Master's thesis and doctoral dissertation within a completed degree program
 - 75 L-CERPs
- Poster presentation
 - 5 L-CERPs
- Video for health professionals
 - 5 L-CERPs
- Original, finalised hospital protocol or policy
 - 5 L-CERPs

***Refereed journal:** A refereed 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 recognised by credentials or authorship. 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 organisation or association which publishes the journal. *Subject matter experts* are professionals who have current expertise in the field. Please note that not all articles in refereed 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** IBCLC practitioners. CERPs will be recognised at the ratio of **one (1) L-CERP per 120 minutes** of observation time. **Please Note:** The IBCLC 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 for which you are requesting CERPs. Before you start recording your educational activities, 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 catalogue
 - Table of contents for an independent study module or a complete copy of the module

Publication: The following documentation about publications must be submitted and 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” above in this guide.)

Master’s thesis and doctoral dissertation

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

Poster Presentation

- abstract
- bibliography
- verification from conference organisers that presentation was completed by you

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 who was observed must be a currently certified IBCLC who has recertified at least once.
- The IBCLC-practitioner must write a brief letter on letterhead describing the clinical situations observed by the IBCLC and verifying the time spent by the IBCLC who observed the IBCLC. The letter should include the following:
 - name of IBCLC who completed the clinical observation
 - date and time of observation period
 - location of observation period
 - IBCLC business card or copy of IBCLC ID card
 - IBCLC IBLCE ID number
 - IBCLC original signature

Guidelines for Assignment of CERPs

One CERP is equivalent to sixty (60) minutes of instructional time in subjects listed on the *IBLCE Detailed Content Outline*.

The following table provides some guidelines for assigning CERPs. For additional assistance or questions regarding the assignment of CERPs, one should contact the IBLCE regional office that serves their country.

Detailed Content Outline Discipline	Type of CERP to Assign
Development and Nutrition	R or L R CERPs if the session/program is not specifically about human lactation and breastfeeding.
Physiology and Endocrinology	L
Pathology	L
Pharmacology and Toxicology	L
Psychology, Sociology and Anthropology	R or L R CERPs if the session/program is not specifically about human lactation and breastfeeding.
Education and Communication	L
Research	R
Ethical and Legal Issues	E
Equipment and Technology	L
Public Health and Advocacy	R or L R CERPs if the session/program is not specifically about human lactation and breastfeeding.