



IBLCE

International Board of
Lactation Consultant Examiners

CERP PROVIDER PACKAGE

for conference and seminar organisers

EUROPE, MIDDLE EAST AND NORTH AFRICA

The IBLCE Office in Austria manages all IBLCE operations in the Europe, Middle East and North Africa, working in close consultation with the IBLCE International Central Office in the USA.

The IBLCE Office in Austria is processing all requests of CERP Providers in German and English language. CERP Providers applying for programs in other languages are requested to send in their CERP Provider Applications to the local IBLCE Coordinator, who works in close contact with the IBLCE Office in Austria. Please contact us if you need additional copies of this *CERP Provider Package*. The package can also be downloaded from the IBLCE website.

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Serving Europe, the Middle East and North Africa

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APPLYING FOR CERPs ALLOCATION

Throughout this document, the term “program” is used. The requirements apply both to conference or seminar programs and to courses or publications. The term “presenter” is intended to cover both speakers (at a conference or seminar) and authors (of a course or publication). The term “session” is intended also to cover a course unit/module. “Attendance” includes participation in a distance education course.

1. What are CERPs?

CERPs are Continuing Education Recognition Points, instructional units defined by the IBLCE for professional education that is specific and appropriate for International Board Certified Lactation Consultants (IBCLCs). CERPs are earned by IBCLCs who complete educational programs, one (1) CERP being equivalent to one (1) hour of educational time. IBCLCs must accrue a minimum of 75 CERPs in order to recertify, five years after passing the IBLCE certification exam. The designation, “ x CERPs allocated by IBLCE: Registration No. XXnnn”, signifies that a program is relevant to the learning needs of IBCLCs.

2. What are “L”, “R” and “E”- CERPs?

CERPs may be Lactation-specific (“L” CERPs), in which case the approved educational material is specifically about some aspect of lactation. Recertifying IBCLCs must have at least 50 CERPs in the “L” category. CERPs can be designated as Related (“R” CERPs) to the work of a lactation consultant; such CERPs are not breastfeeding-specific but do provide relevant and useful information for a practising IBCLC. “E-CERPs” are awarded for programs with the topic of work-ethics.

3. Why are CERPs needed?

As noted above, IBCLCs must accrue CERPs to recertify. CERPs must be approved by IBLCE. Program providers cannot determine CERPs by themselves.

4. Why should we have our program approved by IBLCE for CERPs?

There are now thousands of IBCLCs. These health care workers have shown their commitment to breastfeeding families and the field of lactation by their pursuit of a credential that signifies expertise in lactation consulting. This growing market of IBCLCs has shown a high level of interest in continuing education, and they are particularly interested in programs where they can earn CERPs.

5. Who may apply for CERPs to be allocated? Who may receive CERP credits?

The *CERP Provider Application* is intended for use by institutions, organisations, groups and individuals providing continuing education that is relevant to IBCLCs. An education program may be a course, a conference or seminar, a structured discussion group meeting, or an in-house training session. When CERPs are allocated to a program via the *CERP Provider Application*, anyone participating in the approved program, whether or not s/he is an IBCLC, may receive a certificate which shows the CERPs earned.

6. What if a program does not have CERPs allocated?

If an individual IBCLC participates in a program that was not approved for CERPs, s/he may apply for CERP credit using the *IBLCE Individual Application for CERPs*. A fee may apply. This CERP credit is awarded *only* to the individual who applies; no one else may share the CERP credit from an individual application. You can save your participants uncertainty and extra work by having CERPs allocated to your program through a *CERP Provider Application*.

7. Most of our program participants are exam candidates. Do we still need to apply for CERPs?

CERPs are Continuing Education Points for IBCLCs and are generally not allocated for programs primarily used by candidates preparing for the IBLCE exam. IBLCE Exam candidates may but are not required to document programs which were approved for CERPs as part of their eligibility requirements.

Instead organisers of specific pre-exam education programs are encouraged to seek accreditation by ILEAC – The International Lactation Education Accreditation Council (www.ilca.org)

In situations where pre-exam-education programs are also used by more than 5 IBCLCs as part of their continuing education, organisers may wish to apply for CERPs nevertheless.

8. Can our promotional materials advertise CERPs?

If you have applied but haven't received CERP registration yet, your promotional materials may state:

“*CERPs applied for from IBLCE*”. (You must not anticipate the specific number of CERPs.)

If you have received CERP registration, your promotional materials may state:

“ *x CERPs allocated by IBLCE: Registration No. XXnnn*”. (Inclusion of the registration number is required as it is an assurance to participants that the CERPs are official, and assists in matching CERPs claimed when recertification applications are being assessed.)

9. Does the program have to be finalised before we apply?

In order for us to calculate CERPs accurately, you *must* submit details of the finalised program (it does not have to be in the final format of your printed brochure/flyer). Be sure starting and ending times and breaks are clearly shown. Keep a copy of what you have submitted. If you later change the program, you must advise us, because the number of CERPs allocated may need to be amended.

10. How much detail must we provide?

A brief outline of the content and objective of each session *must* be provided for us to determine whether it is eligible for L, R or E-CERPs. You may need to request this information from the presenter, or submit the main points from the session abstract.

When applying for category L (lactation) CERPs, please be sure the program has direct application to one or more of the following criteria:

- addresses breastfeeding and human lactation, or the breastfeeding dyad and family
- addresses skills used by lactation consultants
- based on, or imparts, relevant new biochemical, physiological or psychological research in the field of lactation

Category R (related) CERPs are awarded for topics which are related to the work of a lactation consultant, but are not specifically in the area of breastfeeding. A topic in Category R should enable the lactation consultant to better provide health care for clients.

Category E (ethics) CERPs are awarded for topics that address professional ethics or ethical issues relevant to the work of IBCLCs as outlined in the IBLCE Code of Ethics, such as practise ethics, conflict of interest, The International Code of Marketing of Breastmilk Substitutes, limitations of scope of practise, when to refer, copyright and intellectual property, ethical issues in health care.

For each presenter, attach sufficient details, such as qualifications, experience and/or workplace, for us to determine whether that person is suitably qualified or experienced. Please include any disclosure statements of speakers and indicate the main background reference(s) in literature used by the speaker.

Enclose a sample of the CERP Certificate and briefly describe how you prepare to identify IBCLCs participating. After the program you will need this for the list of participating IBCLCs.

11. Can CERP applications be made after the program?

Yes, as a program provider, you may make a CERP application at any time. But if you do not have prior registration, you must not distribute CERP certificates until after you have received registration of your CERP application.

12. We hold regular short education meetings. Do we need to make an application for CERPs every time?

No. There is special provision for IBCLCs who organise themselves as a small group, who meet for sessions of 2 hours or less on a regular basis for their own professional lactation education.

Registration extends from January to December up to a maximum of 16 CERPs. Organisers registering later than January may decide to apply as a Single Program Provider until the following January. When 16 CERPs are used up before the end of December, organisers need to apply as Single Program Providers for the remaining time span.

The group must have a designated person responsible for communication with IBLCE. This person must evaluate the content of the sessions for L, E or R or no CERPs and allocate the appropriate number of CERPs. After every education meeting the designated person sends in the date, duration of the session, topic and/or outline of material covered, brief details of the presenter/s, and a typed alphabetical attendance list, 4 weeks after the meeting at the latest. The CERPs can be allocated at the time of the session, based on the duration, and certificates distributed (see examples), but the CERPs will not be valid until the documentation is submitted. The group will be given one registration number for the period, which should be included on all CERPs certificates. IBLCE will provide the necessary training and support for the designated person.

13. What is the purpose of the signed statement?

CERPs are allocated only to programs that are intended as professional education for IBCLCs, health professionals or breastfeeding counsellors. CERPs are *not* allocated to programs where the target audience is consumers (e.g. mothers) or the content is primarily consumer focused. IBLCE needs you to certify this.

CERPs are *not* approved for programs organised by individuals or companies which manufacture, market or distribute products within the scope of the International Code of Marketing of Breast-milk substitutes (e.g. infant formula, bottles or teats); nor to programs where these companies or company personnel had input into the choice of presenters or topics or the content of any presentation.

The organisers are responsible for finding out before the event whether any presenter has an affiliation or conflict of interest that might impair the objectivity of the material presented (e.g. someone presenting research that was funded by a breast pump company). This affiliation must be declared to the participants (either in the program or at the session, or both) so the participants can make their own evaluation. If no affiliations were disclosed, a declaration is not necessary but may be included at the discretion of the program provider. Examples of declarations are on page 6.

IBLCE believes that this new requirement is in the best interests of program providers, presenters and those participating. The intent of this policy is not to prevent someone from making a presentation, but to identify openly any affiliation that may be a potential conflict of interest. With the full disclosure of pertinent facts, the participants may form their own opinions about whether the presenter has a possible bias in either the way the material is presented, or the conclusions drawn.

14. How long will our application take to be processed?

While we make every effort to process applications for CERPs as quickly as possible (usually within a week of receipt), we cannot guarantee this. Any application will be processed faster if it is complete and we don't have to request further documentation from you.

15. Do we have to issue attendance certificates to those who attended?

If your program has been approved for CERPs (before or after the event), we require you to distribute statements or certificates verifying attendance by the person named, showing the number of CERPs earned (and the CERPs Registration No.). If someone attends only some sessions of a program, the correct number of CERPs for that person must be recorded on the certificate. This enables the IBCLCs to keep track of their CERPs over several years, and it is also their confirmation of the exact number of CERPs they have earned from your program. You may wish to provide certificates only to those who request them, but we would encourage you to issue them to all who attend, in case they are needed later.

16. How should the certificates be designed?

The Certificate of Attendance *must* include the CERPs Registration number, the exact number of CERPs earned by that person for the sessions s/he participated in on the program; the category of CERPs approved - L (lactation), E (ethics) or R (related); and the wording:

“ x L, [E or R] CERPs allocated by IBLCE: Registration No. XXnnn”. See the samples on page 6.

Where people attended only part of the program, or there are simultaneous breakout sessions which are not all eligible for the same CERPs, you will need to calculate the CERPs individually for each participant or group of participants.

Program providers should distribute CERP Certificates at the end of the program to ensure they are a more accurate record of attendance. The number of CERPs should be modified if you are aware that the recipient arrived late or departed early.

Please note that a certificate does not need to have a fancy design – it can be a simple statement of the required information.

17. Do we also have to advise IBLCE of the names of those who attended?

After the program, you *must* send IBLCE a typed, *alphabetical* listing of all those who participated, or the CERPs will not be valid. This list should be sent as soon as possible, but no later than 4 weeks after the program (or 4 weeks after registration in cases where applications are made after the event) as IBCLCs may want to use them immediately. The list can be sent by mail, fax or e-mail.

For programs with pre-enrolments you may like to prepare the alphabetical list ahead of time to check off participants as they arrive and use this as your attendance list.

For programs where some people attended only part of the program (e.g. one day registrants at a conference), or only some of the CERP sessions, please indicate.

All attendance lists sent for CERPs purposes will be treated as confidential and will not be used for any other purpose. Addresses or other details are not required on attendance lists.

18. Why does IBLCE require this list?

IBLCE needs a list to allow cross-checking with attendance certificates that are submitted with exam and recertification applications. If you do not issue certificates to everyone, we do not need a complete list. However, we do need a list of everyone to whom a certificate was provided, even if they did not request one. The simplest procedure is to issue a certificate to all, and to include all those names on the list.

19. What is the best way to provide the list of people who attended?

You are welcome to use whatever method is in place at your institution, as long as it helps you fulfil IBLCE's requirement that you provide a typed alphabetical listing of all those who received CERP certificates. For smaller, regular programs a sign-in book is useful; for conferences and seminars you may prefer to have a list prepared and mark it as they register. The attendance list can be mailed, faxed or e-mailed to IBLCE.

20. What if participants earn varying numbers of CERPs?

If there is a possibility of variation in the number of CERPs earned, because of attendance at only some sessions, the alphabetical listing *must* include the number of CERPs earned by each individual.

21. Do we have to go to the trouble of making the attendance list alphabetical?

We need the list to be typed and alphabetical so we can quickly cross-check an individual against a list, which may have several hundred of names. Handwritten names, especially signatures, are not as easy to read.

EXAMPLES OF CERP CERTIFICATES

<p style="text-align: center;">BESTFED HOSPITAL Newtown <i>Helping Teen Mothers Breastfeed</i> 12 January 2006 Participant's Name: _____ 2,25 L CERPs allocated by IBLCE: Registration No. XXnnn [include further lines if relevant, indicating approved points for other organisations] (signed) Mary Jones, RN RM IBCLC Nurse Unit Manager</p>

If your group holds regular discussion meetings (see paragraph 12) and you have an IBLCE Registration No., you may like to include a "CERPs Certificate" section on the bottom of the flyer that advertises your group's meeting. When the education portion of the meeting has finished, you can calculate the CERPs earned and get participants to fill in their name, date and the number of CERPs, and the designated person must sign it. Please remember that these CERPs will not be valid until the attendance lists and other documentation have been submitted to IBLCE.

<p>Valley Lactation Group Monthly Education Meeting</p> <p>This is to certify that ____ (participant's name) ____ attended the above education meeting on ____ (date) ____ and earned _____ L CERPs. IBLCE Registration No. XXnnn</p> <p>Signed: _____</p> <p>For Valley Lactation Group Committee</p>
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EXAMPLES OF DISCLOSURE STATEMENTS

You may devise your own wording for your conference materials. These examples are offered as suggestions only.

When a presenter discloses no affiliations or conflicts of interest: it is not necessary to print a statement in the program materials. However, you may choose to make a statement such as:

Ms Green does not have any affiliations with any persons or entities that could be perceived as having a bearing on her presentation.

When a presenter discloses an affiliation that could be perceived as having a bearing on his/her presentation, you must make a statement such as:

Ms Brown is a product representative for Lactation Products Pty Ltd, a manufacturer of lactation aids.

Mr Black's research on the growth of pre-term babies was supported in part by a grant from Human Milk Fortifiers Ltd.

Dr Grey is a member of the Professional Advisory Panel for BabyCare Breast Pumps.

- Ensure you have read pages 2 - 6 so as to understand the requirements for applying for CERPs allocation
- Please photocopy the blank CERP Provider Application Form
- Complete all details and attach the appropriate fee and all documents required.
- Keep a photocopy of your application for your records.
- Send your applications in English or German to:
 - IBLCE in Europe
 - Steinfeldgasse 11
 - 2511 Pfaffstaetten, Austria, Europe
- For applications in other languages, please send to your local IBLCE Coordinator. See page 1

CERP Allocation Fees up from October 2005:

Single Program Providers

Category 1	1 – 4 CERPs	€ 30,--	€ 7,--	per repeat within one year no change in content
Category 2	4,1 – 8 CERPs	€ 60,--	€ 2,--	
Category 3	8,1 – 16 CERPs	€ 100,--	€ 17,-	
Category 4	16,1 – 24 CERPs	€ 160,--	€ 0,--	
Category 5	over 24 CERPs	€ 250,--	€ 25,-	

On completion of the CERPs allocation process, IBLCE will list your program on the IBLCE Europe Website, section “CERP Programs”, Single Program Providers.

Group meetings as described in paragraph 12

16 CERPs between January and December: € 100,--

Payment of processing fees

- We recommend payment by Credit Card.
- For bank transfers within Europe please use the following bank codes:
IBAN AT55 2020 5012 0000 3067 BIC/SWIFT: SPBDAT21XXX
- For bank transfers from outside Europe:
Name of account:
IBLCE in Europe, Ilse Bichler, Steinfeldgasse 11, 2511 Pfaffstaetten, Austria
Account no: 1200-003067 BIC/SWIFT: SPBDAT21XXX or GIBAATWWBAD

IBLCE: CERP Provider Application

Name of Provider (name of organisation that is providing the program, as will be shown on the certificates of attendance)

Name of Program

Date/s of Program

Location of Program

Name of the Designated Contact Person

Address of Contact Person

(____) _____
Phone

(____) _____
Fax

E-mail

ENCLOSE ALL OF THE FOLLOWING: (in some cases, several of these items will be covered by the one document)

- Application fee made payable to "IBLCE"
- A copy of the program showing the start/finish times for each session and the breaks.

For each session, enclose documentation that clearly shows:

1. The title of the session and the name of the presenter.
2. An outline of the content and objective of the session (e.g. as provided by the presenter).
3. Duration of the session (or number of hours of academic credit for a course unit/module).
4. Brief details of the presenter (e.g. the professional qualifications or experience that qualify the person to speak or write on this topic). The faculty background information that is commonly included in a program brochure or course outline is usually sufficient to meet this requirement.
5. Indication of main reference(s) in literature each presenter is using as background for the session.

SIGNED STATEMENT

As the provider, we wish to apply for CERPs to be allocated to the above program.

The program is intended as professional education for IBCLCs and/or other health professionals or breastfeeding counsellors.

To the best of our knowledge the program was not organised by individuals or companies which manufacture, market or distribute products within the scope of the International Code of Marketing of Breast-milk Substitutes (e.g. infant formula, bottles or teats); nor did any such company or company personnel have input into the choice of presenters or topics, or into the content of any presentation.

We have asked the presenters to declare to us any other affiliation or conflict of interest that might impair the objectivity of the material presented in their sessions, and undertake that this will be/was brought to the attention of the participants.

Signed: _____ Date: _____

Print your name and position in the organisation: _____

Payment by Credit Card: Please charge the appropriate fee _____ to VISA MasterCard

Card No. Card expiry date ____ / ____

Signature of cardholder: _____ Print name of cardholder: _____

For bank transfers within Europe please use the following bank codes: IBAN AT55 2020 5012 0000 3067 BIC/SWIFT: SPBDAT21XXX

For bank transfers from outside Europe: Name of account: IBLCE in Europe, Ilse Bichler, Steinfeldgasse 11, 2511 Pfaffstaetten, Austria
Account no: 1200-003067 BIC/SWIFT: SPBDAT21XXX or GIBAATWWBAD

Office Use Only

Date received _____ CERPs allocated max ____ L; max ____ R; max ____ E
Amount Paid _____ Approved by _____
Receipt dt. _____ Registration No. _____
Date notified _____
Date participant list received _____

IBLCE: CERP Provider Application for "group" meetings

(refer to paragraph 12 of the CERP Provider Package)

Name of Provider (name of association or group that is providing the program, as will be shown on the certificates of attendance)

Name of Program

Name of the Designated Contact Person Address of Contact Person

(_____) _____ (_____) _____ _____
Phone Fax E-mail

ENCLOSE THE FOLLOWING:

- Application fee made payable to "IBLCE"
- The planned program for the period showing proposed dates and times for each session, to the extent that this information is known at the time of this application.

For each session, documentation must be provided after each meeting that clearly shows:

1. The title of the session and the name of the presenter or facilitator.
2. An outline of the content of the session.
3. The actual date and start/finish times of the session and the number of L, R and E-CERPs allocated.
4. Brief details of the presenter or facilitator (e.g. the professional qualifications or experience that qualify the person to speak on this topic).

SIGNED STATEMENT

As the provider, we wish to apply for the right for CERPs to be allocated to our education meetings. We will provide the required information after each meeting.

The meetings are intended as professional education for IBCLCs and/or other health professionals or breastfeeding counsellors.

We will ensure that, to the best of our knowledge, no meeting will be organised by individuals or companies which manufacture, market or distribute products within the scope of the International Code of Marketing of Breast-milk Substitutes (e.g. infant formula, bottles or teats); nor will any such company or company personnel have input into the choice of presenters or topics, or into the content of any presentation.

We will ask the presenter/s or facilitator/s for every meeting to declare to us any other affiliation or conflict of interest that might impair the objectivity of the material presented in their sessions, and undertake that this will be brought to the attention of the participants.

Signed: _____ Date: _____

Print your name and position in your association or group: _____

Payment by Credit Card: Please charge the appropriate fee _____ to VISA MasterCard

Card No. Card expiry date ____ / ____

Signature of cardholder: _____ Print name of cardholder: _____

For bank transfers within Europe please use the following bank codes: IBAN AT55 2020 5012 0000 3067 BIC/SWIFT: SPBDAT21XXX

For bank transfers from outside Europe: Name of account: IBLCE in Europe, Ilse Bichler, Steinfeldgasse 11, 2511 Pfaffstaetten, Austria
Account no: 1200-003067 BIC/SWIFT: SPBDAT21XXX or GIBAATWWBAD

Office Use Only	
Date received _____	CERPs allocated max _____ L; max _____ R; max _____ E
Amount Paid _____	Approved by _____
Receipt dt. _____	Registration No. _____
Date notified _____	
Dates participant lists received _____	
Dates CERPs finalised as valid _____	