



IBLCE

International Board of
Lactation Consultant Examiners

Individual Application for CERPs

for use only if CERPs have
not been allocated by IBLCE

To claim CERPs for a program that does *not* already have CERPs allocated by IBLCE, you must apply using this *Individual Application for CERPs* form. Photocopy the form as many times as you need to. You must complete a separate form for each program, attach the required documentation, and (unless you are applying separately) enclose with your *Application to Recertify*. See "Programs without CERPs approval" in *CERPs Recertification Information* for more information about making an individual application for CERPs.

Name of Program: _____ Date of Program: _____

You must attach the following:

- Proof of your attendance or participation, such as a certificate of attendance or completion.**

If not issued or not available, attach another form of evidence, such as a copy of your registration receipt or a signed statement from the program organiser. For in-service sessions, a copy of your official in-service records is required, or the record of the attendance for each meeting. In the case of academic coursework, attach a copy of your degree or diploma and/or your transcript of results (especially if the course is not yet completed), or a statement signed by your academic supervisor. If you were primarily responsible for a publication, such as an original hospital policy, attach your supervisor's confirmation of this.

- Sufficient information about the length and content of the program and, where relevant, each session**

for which you are claiming CERPs, to verify how many L, E and/or R CERPs can be claimed. The onus is on you to prove the program was suitable for CERPs, and the appropriate number of CERPs in each category.

- For example, in the case of a conference or seminar, attach a copy of the program brochure, provided that it shows the separate sessions and their times. If there were concurrent sessions or if you did not attend the entire program, you must list or clearly mark the sessions that you attended, and state the number of L or E or R CERPs you are claiming for each session.
- In some cases, there will be sufficient information on the certificate of attendance or completion document referred to above – e.g. if that document sets out what was covered in the program or, in the case of a major course for which you are claiming the maximum number of R CERPs, clearly shows that the course was substantial and that the subject-matter fitted the definition of R CERPs.
- Where it is not obvious from the title of a session or course, you may need to provide more information to enable us to verify how many CERPs can be claimed and whether they were L, E and/or R – e.g. a speaker's abstract or a course outline.
- For published work, a breastfeeding protocol or assignment completed as part of academic coursework, attach sufficient documentation to allow an assessment to be made, including details of other contributors to the project, and where relevant attach a confirmatory statement signed by your supervisor.

Then read and sign the following statement:

I wish to apply as an individual for CERPs for the attached program or for certain sessions marked on the attached program.

I certify that I attended or completed this program and that all the information provided in and with this application is true and correct, includes all relevant information, and the photocopies enclosed are all true copies of the original documents.

To the best of my knowledge, the program was not organised by individuals or companies that manufacture, market or distribute products within the scope of the WHO International Code of Marketing of Breast-milk substitutes; nor did these companies or company personnel have input into the choice of topics or speakers; and any other conflict of interest that might impair the objectivity and scientific rigor of the material presented in these sessions was brought to the participants' attention.

Signed: _____ Date: _____

Name: _____

Remember: a processing fee applies if you submit this *Individual Application for CERPs* separately from a complete *Application to Recertify*. Contact IBLCE for current fee rate.

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