

International Board of Lactation Consultant Examiners

Individual Application for CERPs

As an IBCLC, you will sometimes attend, present or participate in a relevant program or session that *does not* already have L, R or E- ERPs allocated by IBLCE. If you want to include it in your Application for Recertification, you must apply for CERP credit by using the *Individual Application for CERPs Form* on the reverse side of this sheet.

You must complete a separate form for each program, and attach the required documentation. In most cases, you will then enclose these *Individual Applications for CERPs* with your Application for Recertification and there will be no fee apart from your recertification fee. When you come to complete your Application For Recertification, you may find that most or all of your 75 CERPs are from programs which have already been allocated CERPs by IBLCE. You would therefore have little or no need for individual applications.

However, if you have participated in a program that does not have CERPs allocated by IBLCE, and you want assurance now that it will be eligible for CERPs, you may make an individual application at any time. For an *Individual Application for CERPs* made separately to your Application for Recertification, there is a Euro 5,-- processing fee for programs lasting one day or less and Euro 10,-- for 2-day programs or longer.

Please note that these CERPs will be applicable only to yourself – in other words, CERPs credited to you as a result of an *Individual Application for CERPs* do not apply to anyone else who participated in the same program. If several IBCLCs want CERPs for a program, it is better if the organisers apply for their program to be allocated CERPs by IBLCE. Preferably this should be done before the event, but it can be done retrospectively. Please encourage organisers to do so, using the *CERP Provider Package*, which is available from IBLCE on request.

We ask you understanding that we must insist that you fill in a form for approval of individual CERPs. There are now so many breastfeeding conferences, seminars, study days and in-service sessions that we are no longer able to keep track of who's who amongst speakers and whether the content of their sessions is appropriate for CERPs. We have tried to make the requirements as simple as possible, while still gathering the necessary information.

SUMMARY

- If a program does not have L, R or E-CERPs allocated you may apply individually for CERP credits for yourself
- A separate application form is required for each program
- There is no fee for an *Individual Application for CERPs* if included with your Application for Recertification
- There is a small fee for an *Individual Application for CERPs* if sent at any other time
- When CERPs are credited from an individual application, they apply to the applicant only
- Program organisers are encouraged to apply for CERPs to be allocated to their programs

INSTRUCTIONS

The applicant must be an IBCLC applying for CERPs for one of the following:

- Attendance at a conference, workshop or session for which CERPs had not been allocated by IBLCE
- A program which the applicant believes to be eligible for L, R or E-CERPs through contact or independent learning
- Completion of an infant/adult CPR workshop

When applying for category L 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

Please enclose payment (bank transfer: IBAN: AT55 2020 5012 0000 3067 BIC: GIBAATWW) or by VISA or MASTERCARD) of Euro 5,-- processing fee for each program lasting 1 day or less and Euro 10,-- for programs lasting 2 days or longer. **Please note: there is no fee for an *Individual Application for CERPs* that is submitted with an Application for Recertification.**

Complete a separate *Individual Application for CERPs*, with the requested items attached, for EACH separate program. It is suggested you make photocopies of the blank form, and keep the original for further use.

See the Recertification Information Booklet for a further description of CERP categories and the recertification process.

IBLCE: Individual Application for CERPs

Your name: _____

Address: _____

Phone: _____ Fax: _____

E-mail: _____

Name of Program: _____ Date of Program: _____

Program organised or hosted by: _____ Location: _____

For EACH session of the program that you attended write the following (attach additional paper if necessary):

- the title of the session
- the name/s of the presenter/s
- the duration of the session
- whether you are requesting L, R or E CERPs

_____	_____	_____	_____
Title of session	Name/s of presenter/s	Duration of session	L, R or E CERPs?
_____	_____	_____	_____
Title of session	Name/s of presenter/s	Duration of session	L, R or E CERPs?
_____	_____	_____	_____
Title of session	Name/s of presenter/s	Duration of session	L, R or E CERPs?
_____	_____	_____	_____
Title of session	Name/s of presenter/s	Duration of session	L, R or E CERPs?
_____	_____	_____	_____
Title of session	Name/s of presenter/s	Duration of session	L, R or E CERPs?
_____	_____	_____	_____
Title of session	Name/s of presenter/s	Duration of session	L, R or E CERPs?
_____	_____	_____	_____
Title of session	Name/s of presenter/s	Duration of session	L, R or E CERPs?

ATTACH ALL OF THE FOLLOWING: (in some cases, items 1., 2. & 3. will be covered by the one document)

1. A copy of the program brochure, or course/module outline, which shows the sessions listed above.
2. Program objectives and/or a brief outline of each session from your notes or speaker's handouts.
3. Brief details of each presenter or program provider/author (e.g. the professional qualifications or experience that qualify the person to speak or write on this topic). The faculty background information in the program brochure or course outline is usually sufficient.
For published work, a breastfeeding protocol or a homework assignment: instead of the above, attach a copy and/or full documentation, including details of other contributors to the project.
4. Proof of attendance or completion, such as a Certificate of Attendance, receipt for your fees, or signed statement by the organiser.

I wish to apply as an individual for CERP credits for the sessions listed above.

To the best of my knowledge,

- the program above was not organised by individuals or companies which 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 which might impair the objectivity and scientific rigor of the material presented in these sessions was brought to our attention.

Signed: _____ Date: _____

Please send to your local IBLCE Coordinator or to IBLCE in Europe at any time (fee applies)
or enclose with your Application for Recertification (no fee).

October 2003