



IBLCE

International Board of Lactation Consultant Examiners

Recertification Application Supplement for

***Italy, Norway, Sweden, Denmark, Iceland, Netherlands,
Belgium, Luxemburg, Ireland, Spain, Britain and United Arab
Emirates 2008***

Exam Date: Monday 28 July 2008

CERPs Deadlines: End of February, August and October 2008

This *Recertification Application Supplement* must be read in conjunction with other relevant material:

- the *Application to Recertify* form, and either:
- if you are recertifying by exam -- the *Candidate Information Guide* or
- if you are recertifying by CERPs -- the IBCLC Handbook

It is also important that you read pages A3 and A4 of this *Supplement* about fees and deadlines, though there are some aspects of page A3 that are directed at new exam candidates and so are not relevant to you (e.g. references to ineligibility). Please note that there are new (later) deadlines for recertification by CERPs (see page A4). Your certification now extends to 31 October in the relevant year.

The *Candidate Information Guide* is primarily for the information of those applying to sit for the exam for the first time. However, it contains information which would be of interest to an IBCLC recertifying by exam, so a copy is provided if you are due to recertify by exam only. If you have the choice of recertifying by exam or by CERPs, a copy is available on request. It contains an exam application form, but we ask that you not use that form, but instead use the enclosed *Application to Recertify* form, whether you are recertifying by exam or by CERPs.

For questions about recertification, or for further copies of these materials or a *Supplement* for another country, please contact the IBLCE Coordinator in your country or the Regional Office in Austria, IBLCE Office in Europe: Ilse Bichler, Regional Director, Steinfeldgasse 11, 2511 Pfaffstaetten, Austria, Europe
T: +43 2252 20 65 95 F: +43 2252 20 64 87 office@iblce-europe.org www.iblce-europe.org

Exam languages available in 2008:

British English, American English, German, French, Dutch, Italian, Spanish - other languages on request

Exam Sites 2008 in your region:

Italy: to be announced Belgium: Leuven Ireland: Dublin Britain: London, Manchester
Denmark: Copenhagen Sweden: Stockholm Norway: Oslo Spain: Madrid Netherlands: Utrecht
Iceland: Reykjavik United Arab Emirates: Dubai, Abu Dhabi, Al Ain

***When you send in your application form, keep a copy
and keep this Supplement for reference!***

IBLCE Contact details

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IMPORTANT DATES IN 2008

28 February 2008	Early deadline for IBCLCs recertifying by CERPs
28 February 2008	Deadline for sending MILCC Scholarship applications
31 March 2008	Early deadline for mailing complete exam applications with fees
30 April 2008	Standard deadline for mailing complete exam applications with fees
15 May 2008	Late deadline: final day for mailing complete exam applications with fees
by end May 2008	All early and standard deadline exam applications will have been reviewed and candidates with incomplete files will have been contacted by IBLCE.
20 June 2008	Initial deadline for receiving exam withdrawal refund requests
Early July 2008	Candidates receive exam tickets and site information
15 July 2008	Final deadline for receiving exam withdrawal refund requests
28 July 2008	EXAM DATE
31 July 2008	Recertification by CERPs only: Second deadline for RECEIPT of MILCC Scholarship applications in European Office
31 August 2008	Standard deadline for IBCLCs recertifying by CERPs
31 October 2008	Late deadline for IBCLCs recertifying by CERPs
mid October 2008	Exam results, score reports, etc., are mailed and placed on website
10 November 2008	Final deadline (postmark) for appeals and requests for hand scoring

Fees and Deadlines Information

Fees are set according to country of residence and take into account central and local administrative costs. The fees set in the table on page A4 relate to this *Application Supplement for Recertification*.

Fees must be paid in EURO to the IBLCE Office in Austria. The preferred method of payment is by Credit Card e.g. VISA/MASTERCARD as shown on the application form.

Within Europe you can also pay by European Standard bank transfer by using the following codes:
IBAN: AT55 2020 5012 0000 3067 BIC Code: SPBDAT21XXX

From the Middle East: Account in the name of: IBLCE in Europe, Ilse Bichler, Steinfeldgasse 11, 2511 Pfaffstaetten, Austria, Account No. 1200-003067 BIC/SWIFT: SPBDAT21XXX;
Name of bank: Sparkasse Baden, Pfaffstaetten Branch, Stiftgasse 1, 2511 Pfaffstaetten, Austria, Europe

If you would like to send a bank draft, it must be in Euro and drawn to an international bank.

Please note that banking of your payment does not constitute an acknowledgment of eligibility.

Your fee depends on when your **complete** application for recertification (with all accompanying materials) is postmarked. Please check the three levels of recertification fees listed in the table on the next page, and ensure that the fee you are paying is correct for the date of posting.

IMPORTANT! For reasons of fairness to ALL candidates, adherence to the deadlines for sending complete application materials AND exam fees (date of postmark matching date of bank transfer) will be strictly monitored. If the amount sent is not corresponding the postmark date of sending the complete application materials or payment is sent at a later date as the application materials, the next fee level will apply - to be paid by the recertificant. If your employer is paying for recertification fees, we recommend that you first transfer the fees yourself and seek reimbursement afterwards. That way you keep control over transfer dates and avoid additional costs in case deadlines have not been met.

Other Fees

Ineligible applicant fee:

A candidate whose application does not meet the requirements to sit for the exam or for recertification by CERPs will receive a refund of her/his recertification fee minus a processing fee.

Hand scoring fee:

A request for hand-scoring of answer sheets (see page 27 of *Candidate Information Guide*) must be accompanied by the fee listed in the table on page A4.

Re-issue of certificate fee:

Requests may be made in writing for a certificate to be re-issued, due to name change, damage to your certificate, etc. Please enclose your old certificate with your request. The fee listed on page A4 is required for processing and mailing. Expect several weeks' delay. Certificates damaged when they are mailed out will be replaced at no cost if IBLCE is notified immediately.

Withdrawal deadlines:

Examination fees are partially refundable. A candidate who decides to withdraw from sitting for the exam, for any reason, must sign a written request for a refund and mail it by the dates shown in the table on the next page. If you have already received your exam admission packet, return it with your request. You do not need to provide a reason or supporting documentation to request a withdrawal refund.

No applications or exam fees may be held over or transferred from one year to the next, nor may an alternative candidate sit for the exam by using your exam fee. Only the candidate can request the withdrawal. If the exam fees were paid by a third party, the refund will be made out to that party.

A candidate whose application is accepted subject to the eligibility requirements being completed, and who later finds that she/he will not be able to complete all the requirements prior to the exam date, cannot be certified and should withdraw and mail her/his request for a refund by the dates specified in the table on page A4. A refund requested after the refund deadlines stated, including a request from a candidate who is absent on the day of the exam, will not be considered.

Recertification Fees and Deadlines for 2008

Common fee for exam or CERPs, but deadlines are different

Recertification by CERPs instead of exam is available to IBCLCs who have passed the exam 5 years ago. The fees for a recertifying IBCLC are the same for recertification by CERPs and for recertification by exam. However, the deadlines are different.

If you first lodge an application to recertify by exam, you may request that your application be transferred to be one to recertify by CERPs (provided you are eligible to do so), and vice versa, within the limits of the deadline requirements, and subject to paying any difference between the fee originally paid and the fee for the new deadline being met.

Italy, Norway, Sweden, Iceland, Netherlands, Belgium, Luxemburg, Ireland, Britain and United Arab Emirates			
	CERPs Deadline	Exam Deadline	Recertification
Early deadline fee	postmarked on or before 28 Feb 2008	postmarked on or before 31 March 2008	€ 220,--
Standard deadline fee	postmarked on or before 31 Aug 2008	postmarked on or before 30 April 2008	€ 250,--
Late deadline fee	postmarked on or before 31 Oct 2008	postmarked on or before 15 May 2008	€ 320,--
Ineligible applicant fee			€ 50,--
Hand-scoring fee	n/a	postmarked on or before 10 Nov 2008	€ 50,--
Re-issue of certificate			€ 15,--
Withdrawal refund	n/a	postmarked on or before 20 June 2008	€ 120,--
Withdrawal refund	n/a	postmarked on or before 15 July 2008	€ 80,--

Methods of payment:

You may pay your fee –

- by credit card (Visa, Mastercard) by completing the section in the lower part of the front page of the application to recertify form
- by bank transfer as shown on page A3
- by bank draft – drawn to an international bank or money order

Confirmation of payment/receipt:

We will send a receipt for recertification fees in conjunction with your exam admission ticket/recertification papers.

MILCC FINANCIAL ASSISTANCE FOR RECERTIFICATION

Monetary Investment for Lactation Consultant Certification (MILCC) is an international body which provides financial assistance to IBLCE candidates and recertificants who demonstrate financial need and who will work with populations that would benefit from an IBCLC and not otherwise have access.

A MILCC application form is available from IBLCE on request. It must be submitted with a completed application for recertification and must be sent IBLCE by 28 February 2008 at the latest.

For recertifications by CERPs only, there is a second deadline for requests for scholarships by MILCC:
All materials must be RECEIVED by the IBLCE Office in Austria by 31 July 2008.

IBLCE is pleased to provide further information how you can support MILCC.