



Candidate Information Guide

For individuals who plan to apply for the 2013 IBLCE exam

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 body conferring the International Board Certified Lactation Consultant® (IBCLC) credential.

Contact Information

International Office (IO) in the Greater D.C. area (Virginia), USA

Executive Office

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| REGIONAL OFFICES | | |
|---|---|--|
| <p>Americas (AMS) Office in Virginia, USA <i>Serving North, Central and South America, and Israel</i></p> <p>Regional Director: Anna Utter, IBCLC www.americas.iblce.org</p> <p>Email: iblce@iblce.org</p> | <p>Asia-Pacific (AP) Office in Queensland, Australia <i>Serving Australia, Asia Pacific and Africa</i></p> <p>Regional Director: Karolyn Vaughan, IBCLC www.iblce.edu.au</p> <p>Email: rd@iblce.edu.au</p> | <p>Europe and Middle East (EUME) Office in Austria <i>Serving Europe, the Middle East and Africa</i></p> <p>Regional Director: Ilse Bichler, IBCLC www.europe.iblce.org</p> <p>Email: office@iblce-europe.org</p> |

To find out which regional office serves your country, go to www.iblce.org/home and use the “Find Office in Your Country” search function found in the upper right-hand corner of the webpage.

Key Dates in 2013

- | | |
|--------------------------|--|
| January 31 | MILCC Scholarship Application Postmark Deadline: Monetary Investment for Lactation Consultant Certification (MILCC) awards scholarships to qualifying IBLCE exam candidates. A completed IBLCE exam application must be sent with your MILCC application and you must complete all IBLCE exam requirements before submitting your MILCC application. Visit www.milcc.org for details. |
| March 31 | Exam Application Deadline |
| May 31 | Exam Withdrawal Request Postmark Deadline |
| Last Week in July | Appointments for computer-based testing (CBT) will be available on Monday, Tuesday and Wednesday, July 29, 30 and 31, depending upon the country in which the testing centre is located. Paper and pencil based testing will occur on Wednesday, July 31. |
| Late October | Final Exam Results Mailed to Exam Candidates |

Purpose of Certification

The purpose of the IBLCE certification program is to assess the knowledge and cognitive skills required for effective performance of, and by, an entry-level International Board Certified Lactation Consultant.

The IBLCE certification program offers a voluntary credential and that certification does not necessarily confer the right or privilege to practice. Individuals who hold the IBCLC credential must abide by the legal authority in the jurisdiction in which they practice or wish to practice.

IBLCE Exam Eligibility Requirements

IBLCE requires that all first-time exam candidates must complete education and clinical experience in each of the following areas.

1. Health Science Education
2. Lactation Specific Clinical Experience
3. Lactation Specific Education

Health Sciences Education

Education in health science subjects typically studied by health professionals during their professional education is required of all candidates. Candidates must complete courses in the 14 subjects described in the [Health Science Education Guide](#). If you are educated in one of the professions on the [Recognised Health Professions List](#), you may demonstrate completion of the Health Sciences Education by submitting a copy of your license, registration, transcript, diploma or degree.

Lactation Specific Clinical Experience

Lactation specific clinical experience is defined as providing maternal/child care that supports breastfeeding families, including lactation assistance to pregnant and breastfeeding women and lactation education to families and/or professionals.

Candidates should have a broad range of experience in providing lactation and breastfeeding care that spans the spectrum from pre-conception through weaning and encompasses an extensive variety of clinical skills. The IBLCE exam tests the application of knowledge in the disciplines listed on the [IBLCE Exam Blueprint](#). The skill sets published in the [Clinical Competencies for the Practice of International Board Certified Lactation Consultants](#) are representative of the ways in which IBCLCs apply this knowledge to clinical situations. More information on clinical experience can be found on the [IBLCE website](#).

Lactation Specific Education

Comprehensive education is a vital part of preparing to become an IBCLC. Education should cover all the disciplines and chronological periods listed on the [IBLCE Exam Blueprint](#). More information on lactation education requirements can be found on the [IBLCE website](#).

Pathways to Exam Eligibility

You need to meet the criteria in one of the following pathways to be eligible to sit the exam.

Pathway 1

Recognised Health Professionals and Recognised Mother Support Counsellors

Pathway 1 exam candidates must practice as a [Recognised Health Professional](#) or provide breastfeeding support through a [Recognised Mother Support Counsellor Organisation](#). In addition to completing the Health Sciences Education, individuals qualifying through Pathway 1 must complete the following requirements:

- Minimum of 90 hours of lactation specific education within the **5 years immediately** prior to exam application.
- Minimum of 1000 hours of lactation specific clinical practice within the **5 years immediately** prior to exam application.

Pathway 2

Accredited Academic Programs

Pathway 2 exam candidates must graduate from an academic program in human lactation and breastfeeding that meets IBLCE requirements, as well as completing the 14 [Health Sciences Education courses](#).

Currently, there are 4 academic programs, based in the USA, that meet IBLCE requirements.

- Birthingway College of Midwifery
- Carolina Global Breastfeeding Institute
- Union Institute and University
- University of California San Diego Extension

Pathway 3

Mentored Apprenticeship

The mentored apprenticeship plan must be developed according to the specifications found in the [Pathway 3 Plan Approval Guide](#) and must be approved by IBLCE prior to beginning the apprenticeship.

In addition to the [Health Sciences Education](#) courses, Pathway 3 candidates must complete:

- 500 hours of directly supervised lactation specific clinical practice as specified in their IBLCE-approved Pathway 3 Plan and within the **5 years immediately** prior to exam application.
- Minimum of 90 hours of lactation specific education within the **5 years immediately** prior to exam application.

Important Publications for Exam Candidates

IBLCE exam candidates should be familiar with the following publications, all of which can be found on the International Office website at www.iblce.org/resources.

- *Clinical Competencies for the Practice of International Board Certified Lactation Consultants*
- *Code of Professional Conduct for International Board Certified Lactation Consultants*
- *Scope of Practice for International Board Certified Lactation Consultants*
- *Exam Eligibility Appeals Policy*
- *Exam Outcome Appeals Policy and Procedures*

Applying to Sit the Exam

Choose your Pathway

Once you have determined your exam eligibility pathway, use the Pathway Checklist found at the end of this guide to be sure you have met all requirements of that pathway. Carefully retain the documentation that verifies completion of the pathway requirements, as you will need to submit it to IBLCE if your application is audited.

Complete the Application Form

The online application is currently available in English only. Until the multilingual online application systems are functional, exam candidates requiring an application in any other language can apply by downloading and printing the appropriate application form. Visit the IBLCE regional website that serves your country for a link to the English online application and/or links to the downloadable paper application forms.

Fees and Payments

Complete information about the fees, deadlines, exam centre locations and other IBLCE exam details can be found in the Exam Candidate Supplement specific to your country or region of the world. Please visit the website of the IBLCE regional office that serves your country for details.

Exam Sites

IBLCE is expanding use of computer based testing (CBT) centres for administration of the exam. In countries where CBT centres are not available, paper and pencil administration of the exam may be offered. Please check the IBLCE regional website that serves your country for details about exam sites.

Memorandum of Understanding

IBLCE will permit individuals to apply for the 2013 exam before completion of the lactation specific education or Pathway 2 academic program. In order to be eligible for this privilege, candidates must agree to abide by the terms and conditions of a [Memorandum of Understanding](#) and pay an additional fee above and beyond the exam fee. Please contact the IBLCE regional office that serves your country for more information.

Reasonable Accommodations

IBLCE works with candidates to provide reasonable accommodations during the exam administration for medical conditions and disabilities. The IBLCE exam application form will ask you to disclose the reasons that you are requesting reasonable accommodations during the exam. You will be required to provide documentation of the medical need for reasonable accommodations.

To allow sufficient time for making reasonable accommodations, candidates must notify IBLCE of their requests at the time they apply for the exam. If an issue arises after submitting the exam application, please report your request to IBLCE as soon as possible.

Special Note for Pregnant Women

If you experience health difficulties that may interfere with your ability to take the exam, please notify the regional office that serves your country. In some circumstances, due to health complications, candidates may need to cancel or withdraw from the exam.

The cancellation/withdrawal policy can be found on the IBLCE website. This policy addresses the financial implications of cancelling/withdrawing from the exam and the IBLCE regional office staff will assist you in making informed decisions about your options.

Breastfeeding Breaks during Exam Administration

The International Board of Lactation Consultant Examiners (IBLCE) mission and purpose focus on the protection, promotion and support of breastfeeding. Therefore, it is appropriate for IBLCE to make allowances for exam candidates who are also the mothers of breastfed babies. It is necessary that these allowances meet all the requirements for ensuring IBLCE exam security while at the same time offering reasonable solutions that will allow mothers of breastfed babies to feed their babies.

IBLCE provides reasonable accommodations for exam candidates who are also breastfeeding mothers. If you will be requesting a breastfeeding break during the exam, please read the [Procedures for Breastfeeding Breaks During Exam Administration](#) for more information.

Bilingual Dictionary

IBLCE translates the exam into a wide range of languages. For candidates whose primary language is not among those into which the exam is translated, IBLCE will permit the use of a bilingual dictionary during the exam.

If a request for use of a bilingual dictionary is approved, IBLCE will provide the dictionary to the exam site location for use by the candidate during the exam administration. The use of personal dictionaries is not permitted. The dictionary provided by IBLCE will NOT be a medical dictionary.

Audit Policy

IBLCE will audit a minimum of all initial applications and recertification applications. Such audits will be conducted on a standardized and randomized basis. If selected for such an audit, the candidate or certificant must furnish the complete requested information in a timely manner. Failure to do so could result in a delay or denial to sit the IBLCE examination and/or disciplinary action.

In addition to the randomized and standardized audit process set forth above, IBLCE specifically further reserves the right to require any candidate or recertificant to provide proof of education, employment, course work or proof of any of the initial eligibility or recertification requirements in a timely and complete manner. Failure to do so could result in a delay or denial to sit the IBLCE examination and/or disciplinary action.

In the event IBLCE determines that documentation submitted in support of an application or in support of recertification is inaccurate or fraudulent; IBLCE specifically reserves the right to bar a candidate from sitting the examination and/or take disciplinary action.

Notification of Exam Eligibility

Applicants who successfully meet all requirements will be notified by mail/email of their eligibility to take the exam. This eligibility notification will include information about exam centre locations and exam day procedures.

Applicants who do not meet the exam eligibility requirements will be notified by mail/email and will be eligible for a partial refund of exam fees paid. Please visit the website of the IBLCE regional office that serves your country for more information about the partial refund.

Exam Eligibility Appeals Policies and Procedures

Exam applicants who believe that their application and exam eligibility were evaluated incorrectly may appeal the denial of eligibility. More information can be found in the [Policies and Procedures for Appealing an Exam Eligibility Decision](#).

Exam Admission Procedures

To gain admission to the exam, you must present TWO (2) forms of identification, one with a current photograph. Both forms of identification must be current and include your current name and signature.

The FIRST form of identification MUST be one of the following:

- driver's license with photograph
- state identification card with photograph
- passport with photograph
- military identification card with photograph

The SECOND form of identification MUST display your name and signature for signature verification. For example, you may bring one of the following:

- credit card with signature
- social security card with signature
- employment/student ID card with signature

If your name on the SECOND form of identification is different than it appears on your FIRST form of identification, you must bring proof of your name change (e.g., marriage license, divorce decree or court order).

Please Note: If you do not have these 2 forms of identification, you should contact the IBLCE regional office that serves your country. Please do not wait until the day of the exam to discuss this with your regional office, as you will not be admitted without the correct identification.

Candidates should allow adequate time for arrival at the exam site. Once registration is completed and the exam room door is closed, admission to the exam will not be permitted. Candidates who arrive late will not be admitted and they will forfeit all rights to any refund of exam fees. Likewise, candidates who fail to register on the day of the exam will forfeit all rights to any refund of exam fees. There are no exceptions to these rules.

Each exam site will be supervised and monitored by one or more proctors. Candidates are expected to follow the rules announced by the proctors. The rules are in place to ensure that the exam administration is as free as possible from distractions and that all candidates are treated fairly. The proctors will designate a location where personal belongings such as purses are to be stored during the exam. During the exam administration, proctors will be monitoring the room for any signs of cheating or other inappropriate behaviour.

Use of electronic devices such as cell phones is not allowed during the exam. Candidates found in possession of and/or using such devices during the exam will be dismissed and their examinations will not be scored. There are no exceptions to this rule. Candidates are advised that some cell phone alarms will ring even if the phone is powered off. Candidates who bring their cell phones to the exam site must power off the phone (putting the phone on silent/mute is not sufficient) and store it in the place designated by the proctor. [Please note: Neither the proctors nor IBLCE are responsible for your personal property.] If a candidate's cell phone rings or the alarm function sounds during the exam administration, the candidate will be dismissed from the exam and their examination will not be scored. There are no exceptions to this rule.

Talking to another exam candidate is not permitted during the exam. Questions regarding the exam administration will be answered by the proctor during orientation. Questions concerning the examination content are not permitted. Proctors are not allowed to provide interpretation or clarification of exam questions. Nor are they allowed to define words. Cheating will not be tolerated. The proctor has the authority to terminate the exam for anyone s/he determines is cheating.

Additionally, you may not discuss any examination questions after the examination with anyone, even those who also took the examination. This is strictly prohibited. This is both an ethical and legal issue, as it represents a misappropriation of IBLCE's intellectual property. IBLCE will take this matter very seriously and will address the same.

The exam will be administered either by computer or by paper and pencil. For computer-based testing, the candidate will view and answer questions on the computer provided. For paper and pencil testing, the exam questions will be provided in a booklet and answers must be recorded on an answer sheet using a pencil.

Exam Results Notification

Official exam results will be mailed in late October. Candidates who pass the exam will also receive their IBCLC certificate and identification card, along with their exam score report.

Requesting a Hand Score

Candidates who believe that their exam was not scored correctly may request hand score verification. More information on how to apply for a hand score and the associated fees can be found in the [Exam Outcome Appeals Policy and Procedures](#).

Appealing an Exam Outcome

Candidates who believe they have failed the exam due to a flaw in the exam or other irregularity can appeal. More information can be found in the [Exam Outcome Appeals Policy and Procedures](#).

Retest Policy

There is no limit to the number of times an unsuccessful candidate may apply to retake the IBLCE certification exam. Applicants who plan to re-take the exam should carefully review their exam score report and complete education in those areas of the exam in which their performance was poor. To be eligible to take the exam again, a candidate must meet current eligibility requirements, submit an application for the applicable exam year, and pay the relevant exam fee.

IBCLC Registry

IBLCE reserves the right to publish the names of current IBCLCs. This registry can be found on the website of the IBLCE regional office that serves your country.

Anti-Discrimination Policy

IBLCE does not discriminate on the basis of sex, sexual orientation, age, race, colour, national or ethnic origin or disability in administration of its applications, examinations, or certification activities.

IBCLC Trademark Use Policy

The International Board of Lactation Consultant Examiners (“IBLCE”) owns certain names, trademarks, and logos, including IBLCE and the certification marks International Board Certified Lactation Consultant and IBCLC (the “Marks”). Only those individuals who have met the IBLCE eligibility requirements, passed the IBLCE examination, and maintained the IBCLC certification may use the Marks. Use of the Marks may only be made in accordance with the [IBCLC Trademark Use Policy](#) and its terms and conditions.

Pathway Checklist

Pathway 1: Candidate with Clinical Experience in Lactation and Breastfeeding Care

- Health Sciences Education Courses: complete all 14 required courses
 - Individuals educated in one of the Recognised Health Professions may submit a copy of their license, registration, transcript, diploma or degree as evidence of completion of the 14 courses.
 - Individuals who are not recognised health professionals may submit copies of their transcript(s) and certificates as evidence of completion of the 14 courses.
- Lactation Specific Education: complete 90 hours of education
 - Certificates or a transcript may be submitted as evidence of completion of the required 90 hours of instruction.
- Lactation Specific Clinical Experience: complete a minimum of 1000 hours
 - Provide the names and contact information for 2 individuals who can testify to your Lactation Specific Clinical Experience hours.

Pathway 2: Candidate who has completed an Academic Program in Human Lactation and Breastfeeding

- Health Sciences Education Courses: complete all 14 required courses
 - Individuals educated in one of the Recognised Health Professions may submit a copy of their license, registration, transcript, diploma or degree as evidence of completion of the 14 courses.
 - Individuals who are not recognised health professionals may submit copies of their transcript(s) and certificates as evidence of completion of the 14 courses.
- Graduate from an academic program that integrates the following in the curriculum:
 - 90 hours of Lactation Specific Education
 - 300 hours of directly supervised Lactation Specific Clinical Experience
- A copy of your transcript, certificate or a letter from the academic program director may be submitted as evidence of graduation from the academic program.

- Provide the names and contact information for 2 individuals who can testify to your Lactation Specific Clinical Experience hours.

Pathway 3: Candidate who has completed an IBLCE-Approved Clinical Mentorship

- Have an approved Pathway 3 Plan on file with IBLCE.
- Health Sciences Education Courses: complete all 14 required courses
 - Individuals educated in one of the Recognised Health Professions may submit a copy of their license, registration, transcript, diploma or degree as evidence of completion of the 14 courses.
 - Individuals who are not recognised health professionals may submit copies of their transcript(s) and certificates as evidence of completion of the 14 courses.
- Lactation Specific Education: complete 90 hours of education
 - Certificates or a transcript may be submitted as evidence of completion of the required 90 hours of instruction.
- Lactation Specific Clinical Experience: complete a minimum of 500 directly supervised hours as outlined in your IBLCE-approved Pathway 3 Plan
 - Provide the names and contact information for 2 individuals who can testify to your Lactation Specific Clinical Experience hours.