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Overview of Recertification Process

In recognition of the fact that scientific and social knowledge about breastfeeding and human lactation is continually evolving, certificants are required to obtain a minimum of 18 hours of continuing education in the area of breastfeeding and human lactation every three years. Evidence-based breastfeeding practice requires constant reading, evaluation, and dialogue with peers and mentors. It is in the best interests of all health care providers to seek every opportunity for continuing education and professional growth. Certificants who do not provide adequate proof of 18+ hours of appropriate continuing education will not receive a renewed certificate.

The CLC certification is valid for 3 years. At the beginning of your third year of certification, you will receive a reminder postcard about recertification. This postcard is sent to you as a courtesy; it is your responsibility to keep track of your recertification date and to submit all documentation in a timely manner.

In order to renew, you must submit a completed application and documentation of 18 or more hours of continuing education specific to breastfeeding completed in the 3 years prior to the expiration date on your certificate. If you have previously recertified, continuing education must be completed after the date that your previous certificate expired and before the date your current certificate expires.

To prepare for this process, it is recommended that you create a folder or envelope and store in it copies of all certificates of attendance, as well as descriptive information about the educational event (flyer, time schedule, list of presenters, and titles of topics). You will use this information to prepare your renewal application.
Approved Types of Continuing Education

Approved continuing education offerings are ones that focus on evidence based breastfeeding research, updated management training, advocacy, practice, counseling, promotion, protection, and/or support. “Breastfeeding,” “lactation,” or “human milk” must appear in the title of the offering, or a specific talk within a larger offering. Participants should critically examine and scrutinize education offerings to determine the identity of the sponsoring and/or funding organizations for the offering. CEUs sponsored by manufacturers or distributors of infant formula, baby food, bottles, nipples, pacifiers, including pump companies that violate the scope of the WHO International Code of Marketing of Breastmilk Substitutes, do not meet ALPP criteria and will not be accepted towards CLC recertification. Content developed by a commercial interest organization may NOT be used in educational activities.

All offerings bearing IBLCE “L” or “E” category CERPs count towards the 18 hour requirement (however IBLCE category “R” CERPs may not be used for this purpose). You may use breastfeeding self-study modules that grant continuing education for this purpose as well.

You must list your continuing education credits on your application, including date of program, program name, relevant hours and sponsoring agency. Certificate(s) must be attached to your application.
Timing of Recertification Process

The CLC certification is valid for 3 years. You can find your expiration date under the signature on your certificate.

There is an Early Recertification discount if your completed recertification packet is received more than two months before the expiration of your ANLC certification.

The Regular Recertification Fee applies if your completed recertification packet is received at least two months prior to expiration, but no later than the actual expiration date.

The Late Recertification Fee applies if your completed recertification packet is received within three months following the expiration date on your certificate.

Recertification application packets received more than 3 months after your certification has expired will not be accepted, and your right to use the CLC credential will expire.

Remember that it can take up to six weeks for your application to be processed.

You may renew your certificate by retaking the course and the CLC exam. After successful completion of the exam, you will be re-granted the CLC certificate. During the time between expiration of your certificate and receipt of a new certificate, you must discontinue use of the CLC credential.
Refunds

Refunds for recertification are given upon receipt of written notice (minus a $20.00 processing fee)

Filing Requirements

Complete the renewal application and list all the continuing education credits earned by listing the date of the program, program name, relevant hours and sponsoring agency. Attach copies of your certificate(s) of attendance to your application. Choose a form of payment – check, money order or credit card – and include your payment of the appropriate fee with your application.

Send your recertification packet to:

Academy of Lactation Policy and Practice
Department of Recertification - CLC
PO Box 1288
Forestdale, MA 02644

Or you may fax your complete packet to:

(508) 833-6070

Email: info@alpp.org

ALPP Customer Service

Phone
508 833-1500
Fax
508 833-6070
ALPP
Recertification Handbook

Application for Renewal of Certification

(Page 1)

Certified Lactation Counselor (CLC)

Send to: Academy of Lactation Policy and Practice, Inc.
Recertification – CLC
PO Box 1288
Forestdale, MA 02644

Phone
508 833-1500
Fax
508 833-6070

email: info@alpp.org
website: www.alpp.org

Name__________________________________________
Street Address___________________________________
City____________________ St______ Zip_____________
Credit Card Billing Address________________________
City____________________ St______ Zip_____________
Daytime Phone___________________________________
Email __________________________________________
Date of CLC Certification_________________________
Location of CLC Certification_______________________

Payment Information

<table>
<thead>
<tr>
<th>CLC Recertification Fee Schedule</th>
<th>Price</th>
<th>Check One</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Recertification - completed application packet is received at least 2 months prior to expiration</td>
<td>$102</td>
<td></td>
</tr>
<tr>
<td>Regular Recertification – completed application packet is received between 2 months prior to expiration date and actual expiration date</td>
<td>$126</td>
<td></td>
</tr>
<tr>
<td>Late Recertification – completed application packet is received within 3 months following the expiration</td>
<td>$176</td>
<td></td>
</tr>
</tbody>
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Total Amount Enclosed

Method of Payment
(Full payment required)

___ Check
___ Money Order
___ MasterCard  ___ Visa  ___ American Express  ___ Discover

__________________________________________
Credit Card number

_____________________ 
Exp. Date (month/year)

V Code (3 numbers on back for v/MC/D, 4 numbers on front for Amex)

Please make sure your name appears on all certificates.
If your name was not printed on the certificate for you, please write it in. Any certificate received without a name will be considered invalid. It is your responsibility to prove you attended the training.
Certified Lactation Counselor (CLC)

Affidavit of Continuing Education
(signature required)

I attest that I have completed the required hours of continuing education as I have stated in this application. I understand and agree that any false information provided by me may result in revocation of my CLC credential.

Signature: ____________________________

Date: ______________________

Print neatly. Fill out all required information.
Attach copies of all certificates.
Keep a copy of your application for your records.
Sign the Affidavit of Continuing Education.
It is your responsibility to ensure your completed application is submitted and received by ALPP in a timely manner.

Please allow up to six weeks for processing of recertification.