ALPP
THE ACADEMY OF
Lactation Policy
and Practice

Online Certified Lactation Counselor® (CLC®) Remotely Proctored CLC Examination

Candidate Handbook
&
Application

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The Academy of Lactation Policy and Practice strives to promote interdisciplinary knowledge about breastfeeding and human lactation through certification and other activities that protect the public by assessing competency driven lactation management, skill and knowledge. These activities seek to promote, protect, and support breastfeeding for individuals and society at large.

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1. Overview

About The Academy of Lactation Policy and Practice

The Academy of Lactation Policy and Practice ("ALPP") is a division of the Healthy Children Project, Inc., a non-profit organization, and provides a national certification program in Breastfeeding and Human Lactation for nurses, physicians, dietitians, WIC personnel, peer counselors, independent lactation counselors and others. Founded in 1999, ALPP is dedicated to improving the foundation of breastfeeding comprehension and understanding throughout the United States by providing certification of added qualification in breastfeeding.

In 2005, ALPP began administering the CLC® (Certified Lactation Counselor®) Examination and Certification Program separately from the Healthy Children Project, Inc. and continues as a division of the Healthy Children Project.

ALPP independently develops and administers the CLC Examination to assess knowledge and skills that underlie competent practice in lactation counseling. ALPP's Disciplinary Review Panel is responsible for setting policy, and for developing the CLC Program Requirements. The development, administration and scoring of the CLC Examination promotes competency in lactation management, skills, and knowledge and thereby fulfills the mission of ALPP.

The Purpose of the Certified Lactation Counselor® Certification

The Certified Lactation Counselor® (CLC®) certification identifies a clinical lactation care provider who has demonstrated the necessary skills, knowledge, and attitudes to provide clinical breastfeeding support and management to families who are thinking about breastfeeding or who have questions/problems during the course of breastfeeding/lactation.

The purpose of the CLC Examination is to identify individuals who are competent in lactation management skills and knowledge. By extension, the CLC Examination seeks to promote, protect and support breastfeeding for individuals and society at large.

Candidates who successfully complete the CLC Examination and who agree to comply with the CLC Program Requirements are eligible for CLC Certification and are licensed to use the certification marks "Certified Lactation Counselor" and "CLC" for a period of three years.

Obtaining the CLC Certification is a way of demonstrating knowledge and skills in lactation management. Individuals who hold the CLC Certification come from a variety of different

educational and employment backgrounds, including mothers, peer counselors, educators, nurses, childbirth educators, doulas, nutritionists, dietitians, midwives, physicians, social workers, public health workers, public administrators, and many others. Individuals work as lactation counselors in settings including obstetric and pediatric practice settings, hospitals, public health programs, and independent practice.

Statement of Non-Discrimination

ALPP does not discriminate against any individual on the basis of race, color, creed, religion, gender, sexual orientation, national origin, age, disability or any other characteristic protected by law.

Statement of Impartiality

ALPP is committed to impartiality, and understands the importance of impartiality in carrying out all of its certification activities.

2. Application Process

Overview

The steps of the application process for the ALPP Certified Lactation Counselor certification are as follows:

1. If interested in pursuing the Comprehensive Course pathway, apply directly through our training partner's webpages for the CLC examination.

2. If interested in pursuing the Aggregate or Alternate pathway, submit your application along with the required documents and fee, at least 30 days prior to your desired testing date.

3. Within 10 business days of receipt of your application, or four to six weeks before the start of the training, you will receive confirmation.

4. Take the exam at your confirmed location and date/time.

5. Within six to eight weeks of the exam date, ALPP will send you a score report via email indicating whether you have passed the examination and achieved certification.

Each of these steps is explained in greater detail in the remainder of this handbook.

Application and Fees

A completed application will require the following:

1. Application (will vary depending on the pathway)
2. Completed Forms (will vary depending on the pathway)
3. Fees

Postmark Deadlines

All deadlines set by ALPP are postmark deadlines. If there is a discrepancy between a metered postmark and an official United States Postal Service postmark, the latter will be considered official.

Pathways to Sit for the Certified Lactation Counselor Examination

There are three pathways to qualify to sit for the ALPP Certified Lactation Counselor Exam:

- The Comprehensive Course Pathway
- The Aggregate Pathway
- The Alternate Pathway

A test candidate may be enrolled in one pathway at a time to sit for the CLC examination. A test candidate cannot complete more than one pathway at the same time.

Comprehensive Course Pathway

This pathway is designed for a person looking to take a single, comprehensive, course that covers all the skills and competencies necessary for breastfeeding counseling. Individuals who complete this pathway must successfully complete a lactation course that is taught by one of our approved training partners. These training courses meet the following requirements:

- A minimum three college credit course
- 95 hours of training based on the WHO/UNICEF (World Health Organization/United Nations Children's Fund) Breastfeeding Counseling Training Course
- Demonstrate the competencies and skills required to provide safe, evidence-based counseling for pregnant, lactating, and breastfeeding women, within the context of the course

Course completion documents must include verification of competencies. For this pathway, candidates will receive an email asking them to verify their application's demographic details, as well as agree to ALPP's Candidate Application Statement. Only after completing this final application step will candidates receive an email from ALPP with instructions on how to complete their CLC examination.

Aggregate Pathway

You may take the ALPP CLC Certification Exam through the Aggregate pathway if you provide documentation of the following:

- Proof of completion of a minimum of 95 hours of education *within the past year* that relates directly to the WHO/UNICEF (World Health Organization/United Nations Children's Fund) Breastfeeding Counseling Training Course; may be collected from different courses (must submit the completed Academic Content Checklist to verify)
- Proof of mastery of the skills and competencies necessary for breastfeeding counseling through directly supervised lactation care (must submit the completed Counseling Skills Attestation).

If you meet the above criteria, you may submit the following to the Academy of Lactation Policy and Practice for review:

1. Application for CLC exam (alternate pathways)
2. Certificate(s) or transcripts for educational course(s)
3. Academic content checklist
4. Counseling skills attestation
5. Applicant resume
6. Resume(s) of Counseling Skills Attestation supervisor(s)

Certificates submitted must indicate the name of program(s), date(s) completed, relevant hours, and sponsoring agency. Education 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, or continuing education that does not meet ALPP eligibility criteria will not be accepted.

All required documentation must be submitted with the application in order for it to be considered.

Alternate Pathway

To qualify to sit for the ALPP CLC examination through the Alternate pathway, candidates must be a graduate of a Commission on Accreditation of Allied Health Education Programs (CAAHEP) approved, post-secondary, lactation consultant program.

You may take the ALPP CLC Certification Exam through the Alternate pathway if you provide documentation of the following:

1. Application for CLC exam (alternate pathways)
2. Transcript indicating completion of a CAAHEP approved, post-secondary, lactation consultant program
3. Counseling skills attestation
4. Applicant resume
5. Resume(s) of counseling skills attestation supervisor(s)

All required documentation must be submitted with the application in order for it to be considered.

A candidate must not be currently under disciplinary action by ALPP and must not have suffered any adverse disciplinary action by ALPP within two years of applying for ALPP Certification. Candidates for the CLC Examination must sign a declaration attesting to the fact that all information provided on the application form is accurate, complete and true.

Documentation of meeting the eligibility requirements must accompany a candidate's application for ALPP's Certified Lactation Counselor certification. The documentation forms are available at the end of this handbook.

Completing Your Online Examination

Within 5 business days of the completion of the Comprehensive Course Pathway, or within 10 business days of receipt of your Alternate/Aggregate Pathway Examination Registration Form, ALPP will send you a detailed email with information on how to complete your online examination. This email will contain confidential log-in credentials that you will use on the day of your examination. Keep this authorization to test letter. **You will have six (6) months from the date you completed your Lactation Counselors Training Course (Comprehensive Course Pathway) or received approval to sit for the CLC Examination (Aggregate/Alternate Pathways) to complete the online examination.**

Fees

The current application fee is $20. The current examination fee is $100.

Exam Sites

Remotely proctored CLC examinations are offered 24/7. Online examinations are administered at home, or in a private space of your choosing. Please note, online examinations will not be administered in public spaces where other individuals are present.

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3. Special Circumstances, Fees and Appeals

Incomplete Applications

Incomplete applications will be returned to the applicant with instructions on how to complete the process. Should a candidate choose not to proceed with completing their application, all documentation submitted and fees (minus a $20 processing fee) will be returned to the applicant.

All examination fees must be paid and received by ALPP in order for a candidate to be sent their examination information via email and in order for them to proceed to complete their examination online.

Cancellation / Fee Refund

The eligibility application review fee is non-refundable. The examination fee is refundable (minus $50 processing fee) if the candidate notifies ALPP of his or her test site cancellation and refund request in writing 10 business days prior to the examination date. A candidate who does not request a refund by this deadline and does not sit for the exam forfeits all fees.

Extreme Circumstances/No Fee Penalty

If a candidate has missed the examination due to emergency or hardship such as serious illness of either the candidate or an immediate family member; death in the immediate family; disabling traffic accident; court appearance or jury duty; unsafe weather conditions, or military duty, they will be permitted to retake the examinations at no additional charge as long as ALPP is notified the morning of their planned testing date.

Appealing an Application or Examination Decision

If an application for the CLC Examination is not accepted by ALPP, the candidate may appeal this action to the Disciplinary Review Panel. All appeals shall be in writing, shall identify the reasons that the application should accepted, and shall include any supporting documentation that the candidate wishes to have considered. The request must be received at least 30 days before the date of the requested CLC Examination. Candidates shall have the burden of demonstrating that the appeal should be granted. All such appeals will be reviewed by the Disciplinary Review Panel. The Disciplinary Review Panel will notify the candidate of its decision in writing. The decision of the Disciplinary Review Panel shall be final.

If a candidate wishes to appeal a decision about the CLC Examination process, the candidate may submit written verification and supporting documentation of the situation to ALPP within 20 days of the original examination date.

If such a request is not made within 20 days, the candidate will forfeit the full examination fee. To apply for a future date, the candidate must complete a new application, pay all applicable fees, and meet all eligibility requirements in effect at the time of reapplication.

4. Remotely Proctored CLC Examination Procedures

Examination Formats

The ALPP CLC Examination has two sections: a didactic examination and a practical examination.

The didactic examination lasts approximately two hours, and consists of multiple choice questions. Each candidate shall complete the CLC examination, without using resources, such as written or electronic materials and without consulting other individuals. There is no penalty for wrong answers.

The practical examination lasts approximately 30 minutes. Candidates observe videos of nursing parent/baby nursing sessions. The examiners have a specific and objective set of assessment criteria the participant must accurately document during the video observations.

Language

The examinations are offered in English only.

Americans with Disabilities Act

Special arrangements shall be provided to candidates with a disability (as defined by Title III of the Americans with Disabilities Act) who submit with their certification application, a written explanation of their needs along with appropriate medical documentation. Forms to request accommodations are included later in this handbook.

5. Preparation for the CLC Examination

Didactic Examination Content Outline

The Certified Lactation Counselor Didactic examination conforms to a content outline based on a national practice analysis of lactation professionals. Below is the content outline for the Certified Lactation Counselor didactic examination.

The three parameters of lactation counseling are as follows:

Chronological periods:
Prenatal
Labor/birth/1-2 days
Prematurity
3-14 days
15-28 days
1-3 months
4-6 months
7-12 months
Beyond 12 months

Topic Areas
A. Long-term breastfeeding
B. Maternal and infant nutrition
C. Nipple and breast problems
D. Latch-on and positioning for breastfeeding
E. Milk supply, formula supplementation
F. Commercial products (pumps, feeders etc.) and techniques for their use
G. Promotion of breastfeeding
H. Weaning
I. Special circumstances, maternal and infant

General Principles
I. Human Anatomy, Physiology & Child Development
II. Successful Breastfeeding Management Programs
III. Counseling Techniques
IV. Protection for Breastfeeding: Public Health Strategies
V. Professional Ethics and Behavior

Practical Examination Content Outline

The Certified Lactation Counselor practical examination conforms to a content outline based on a national practice analysis of lactation professionals. Below is the content outline for the Certified Lactation Counselor didactic examination.

Topic Areas

Appropriate assessment of latch-on, positioning and suckling for breastfeeding

Authoritative Reference List

The Authoritative References List provides a concise yet detailed guide to informative lactation practice books. It serves as a valuable tool for all lactation professionals, especially those preparing for the certification.

This list is intended for us as a study aid only. The Academy of Lactation Policy and Practice does not intend the list to imply endorsement of these specific references, nor are the test questions necessarily taken from these sources.

∗Text(s) recommended

*Karin Cadwell & Cindy Turner-Maffei (2022). Pocket guide for lactation management, 4th edition (Fourth Edition). Burlington, MA: Jones & Bartlett Learning.

*Ruth A. Lawrence and Robert M. Lawrence (2021). Breastfeeding: A Guide for the Medical Profession. 9th edition (Eighth edition). Philadelphia, Pennsylvania: Elsevier.

Karin Cadwell and Cindy Turner-Maffei (2006). Breastfeeding A – Z: Terminology and Telephone Triage. Published by Jones and Bartlett.

Karen Wambach & Becky Spencer. (2021). Breastfeeding and Human Lactation, 6th edition. Burlington, MA: Jones & Bartlett Learning.

DVD – Latch 1, 2, 3 (2009) Health Education Associates.

Studying for the Didactic Examination

There are many things you can do to prepare yourself for the test. Read and review the materials associated with the course. Participate fully in homework. Ask questions to the faculty.

Example 1: Skin-to-skin care is beneficial for the premature infant because:

Options or Distracters:

a. It delays hospital interventions that are unnecessary

b. It stimulates maturation and development in the infant
c. It decreases the infant's need for foods, especially iron
d. It decreases the amount of infant gagging and coughing

Correct Answer: b

According to the matrix, this question tests at the Chronological Level 3 (Prematurity), within the General Principle I (Human Anatomy, Physiology and Development) and is in the Topic Area I (Special Circumstances).

Example 2: Which of the following describes a reason that Skin-to-skin care should be included in hospital policies for the care of premature infants?

Options or Distracters:

a) It delays hospital interventions that are unnecessary
b) It stimulates maturation and development in the infant
c) It decreases the infant's need for foods, especially iron
d) It decreases the amount of infant gagging and coughing

Correct Answer: b

In this case the item could fit into the matrix as F, V, 3. Management techniques, Professional Behavior and Prematurity.

Studying for the Practical Examination

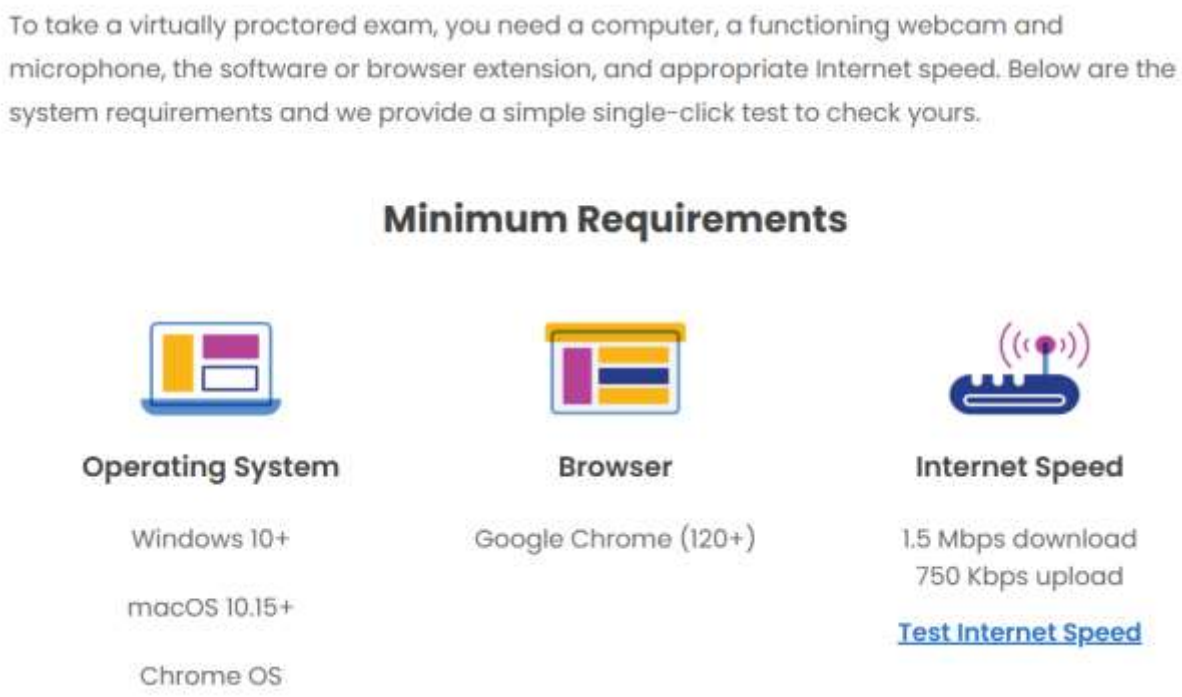
The ALPP Certified Lactation Counselor Certification is granted to those who can put into practice the ideals of lactation management.

There are many things you can do to prepare yourself for the test such as, verifying that you understand the terminology associated with the Lactation Assessment Tool and watching the *Latch 1, 2, 3* DVD to review concepts.

6. Administration of the Remotely Proctored CLC Examination

Once candidates are eligible to sit for their CLC examination online, they are sent an email including login credentials and technical requirements for the exam.

Technical and Spatial Requirements for Examination



You may test your computer against these minimum requirements here: https://app.honorlock.com/support/msr-check

Test takers must:

- Take the exam in a room that's comfortable, quiet, and free of distractions
- Be in a room that is well lit and clear of any clutter around you and on your desk
- Be alone in the exam room. No other people should be in the room with you

Process to launch and complete examination

When candidates are ready to complete the online CLC examination, they may follow the link to the testing site that has been sent to them via email. Once logged into the ALPP Examination portal using the unique username and password sent by ALPP to the candidate, the candidate will see the "Begin Exam" button.

At that time, candidates will be prompted to:

- **Install the Chrome browser extension**
- **Pre-test checklist:** Candidates will be walked through a quick 60-second pre-test checklist to make sure the candidate is ready;
- **Scan test room using the webcam:** This ensures that no one else is in the room with the test candidate and that they are not using any external resources like a cell phone, textbooks, or notes;
- **Verify identity:** Using a webcam, the test taker will take a picture of themselves and their photo ID to verify that they are the student enrolled in the online exam.
- **Set up side angle camera:** Using your phone and the Honorlock mobile application, you will be instructed to use your cell phone as a second camera angle during the exam so that your exam test space is clear and visible.

Technical assistance is available to all testing candidates by clicking the support icon in the LockDown browser.

You may read through the exam instructions prior to beginning the exam. You will complete the Examinee Statement before beginning any portion of the CLC exam. You will have the option to complete the Demographic Survey, sent to you by ALPP, one business day after completing their exam.

The ALPP CLC Examination has two sections: a didactic examination and a practical examination. The practical examination occurs first and will begin as soon as the steps above are completed. You will have access to how much time remains for the practical examination via a running timer on the top of the page. You will observe videos of mother/baby nursing sessions. The examiners have a specific and objective set of assessment criteria the participant must accurately document during the video observations.

The didactic examination lasts approximately two hours, and consists of multiple choice questions. You will have access to how much time remains for the didactic examination via a running timer on the top of the page.

Each candidate shall complete the CLC examination, without using resources, such as written or electronic materials and without consulting other individuals. The examinations are offered in English only. There are no permitted breaks during the CLC Examination.

8. Special Testing Accommodations

Reasonable accommodations for testing shall be provided at no cost to candidates with special medical needs covered under the Americans with Disabilities Act, who submit the *Special Accommodations Request Form for Online Exams*, along with the *Documentation of Disability-related Needs.* The Academy of Lactation Policy and Practice may submit information regarding the stated disability and requested accommodation to its own expert advisers and reserves the right to provide only those reasonable accommodations as required by law.

Special arrangements for the CLC online examination shall be provided to candidates with a disability (as defined by Title III of the Americans with Disabilities Act) who submit with their certification application, a written explanation of their needs along with appropriate medical documentation. Special testing accommodations must be submitted *and* approved prior to an examination being completed online. Forms to request accommodations for the online examination are available on our website: https://alpp.org/pdf/Special-Testing-Accommodation-Request-Form-for-Online-Exam-3-4-2021.pdf

9. Confidentiality

The Academy of Lactation Policy and Practice shall safeguard the privacy of individuals, where applicable, and shall hold in confidence and in a secure manner the information obtained in the course of certification program activities at all levels of the organization, including the activities of all personnel (paid, subcontracted or volunteer) acting on its behalf. Information about exam candidates is considered confidential information and shall not be disclosed to a third party by Academy of Lactation Policy and Practice personnel (paid, volunteer or subcontractor) without prior written consent of the individual. Where the law requires information to be disclosed to a third party, the individual shall be notified beforehand of the information provided.

Each candidate and CLC Certificant shall maintain the confidentiality of all CLC Examination questions and shall not request information about CLC Examination questions from previous candidates or CLC Certificants.

Except as otherwise provided herein, CLC Examination scores will not be disclosed to anyone other than the candidate unless ALPP receives a written request to do so from the candidate or is directed to do so by subpoena or court order. Examination results will not be given over the phone.

Expressed Consent to Share Information

ALPP shall obtain consent in writing before sharing a candidate's exam results. This can be obtained by asking the candidate to sign the 'Release of Exam Results Confidentiality Agreement', which is available upon request and can be downloaded from the website. Candidates must also indicate in writing which CLC Examination date may be disclosed and identify the specific person or organization to whom the scores should be revealed. When an agency has its own Release form, this may be an acceptable substitute for the ALPP form. If a candidate chooses not to give consent for information to be shared, this decision will be respected, except where issues of safety or legality apply. However, this may limit the kinds of support that are open to them. ALPP reserves the right to publish the names of current CLCs in a public registry on its website.

Data Protection

ALPP staff shall undertake commercially reasonable efforts to observe and maintain the confidentiality of candidate information.

10. Privacy

The remote proctoring system does not transfer exam content or candidate information unless directed to do so by an integrated approach. This would be accessed and stored inside the remote proctoring system. ALPP staff shall undertake commercially reasonable efforts to observe and maintain the confidentiality of candidate information.

11. Security

Any problems, suspected instances of cheating, alleged inappropriate examination administration, environmental testing conditions severe enough to cause disruption of the process, or other irregularities related to test administration should be reported to ALPP on the Examinee Critique. All such matters will be reported, investigated, and subject to further action based upon policies and procedures adopted by ALPP.

The remote proctoring software's algorithms and user lock-down features ensure that materials in the remote proctoring enviornment are secure. All test administration settings are saved as ALPP's default settings for the CLC examination. These settings include: video recording for the duration of the exam, recording of audio, recording the user screen, recording web traffic, and recording a 360-degree pan of the entire room in which the user is testing in for the full duration of the exam.

All lock-down options are activated in these default settings. These lock-down options include: disabling all new tabs from being opened, closing down all tabs already open, disabled printing, disabled clipboard, blocking of all downloads, clearing the cache after the examination, disabling the right-click feature of a mouse, and preventing re-entry after the examination concludes.

All other features that will be restricted and will result in a notification are determined by the remote proctoring system. Candidates may contact the remote proctoring organization if they want a full list of AI Events and Candidate Actions that may result in notification to ALPP.

Verification of identification is uniformly applied for each CLC exam adminstered using remote proctoring. In addition to verification by a live proctor, the photo of the candidate's identification will be transmitted to the ALPP headquarters following the administration of the examination. This identification will be reviewed by designated ALPP personnel and assessed for name confirmation and photo likeness.

The remote proctor must be able to clearly see the candidate and the ID. If this cannot take place through camera adjustments, the proctor would require the candidate rebook on a different computer or use a different camera for monitoring.

All psychometric analyses performed on the in-person CLC exams administered at physical exam sites will be replicated for the remotely proctored CLC exams during the period that these remote exams are offered. This monitoring includes a test security check to evaluate for exam item drift.

Additionally, all CLC exams completed using the remote proctoring software are reviewed by designated ALPP personnel. In addition to the proctors monitoring the exam, during the exam administration, all suspicious activites are flagged and logged by time stamp. The recording and lock-down options during the exam disable all printing, copying, and screen sharing settings will deter cheating while the exam is in progress. The recording of the examinee will be available to designated ALPP personnel when the exam concludes. ALPP will audit and review 100% of all tests completed using remote proctoring to assess for cheating or security breaches. If an examinee is suspected of cheating or attempting to breach the security of the CLC exam, they will be subject to ALPP's standard disciplinary procedures. All suspected cheating will be logged in a Variance Report, which is the same form used at exam sites, and stored with the candidates exam records and results.

12. Suspected Cheating

If a candidate is determined to be cheating during the CLC exam, ALPP will allow the live proctor to dismiss the candidate from the exam. These circumstances include: content threats (i.e.

a candidate trying to open another web browser or print an exam page), others entering the room and not leaving, and continual challenges with maintaining a connection to the proctor and exam over the internet.

After careful observation, if a proctor suspects that a candidate is trying to take unfair advantages or encounter anything suspicious other than the aforementioned circumstances, it shall be reported to ALPP immediately following the test administration via the remote proctoring recordings. Following the exam administration, designated ALPP personnel will review the live test taking recording if suspicious activity is noted and they will assess the suspicious behavior observed. Should the candidate be determined to be cheating, they will be contacted by the ALPP Director and informed that their exam results are null and voided. Any candidate who is observed engaging in any misconduct will be not have their test results processed, may be barred from future examinations for a period ranging from one year to permanent dismissal, and may be required to forfeit his/her current examination fee and /or period of eligibility.

13. Dismissal

Any candidate who is observed engaging in any misconduct will be not have their test results processed, may be barred from future examinations for a period ranging from one year to permanent dismissal, and may be required to forfeit his/her current examination fee and /or period of eligibility.

14. After the Examination

Notification of Results:

Candidates are notified via email of the examination results within six to eight weeks of the test administration. Results will not be given over the phone.

Results – Passing Candidates who successfully complete the examination and whose credentials and application entitle them to certification will be notified by email and granted a Certified Lactation Counselor certification. The certification remains the property of the Academy of Lactation Policy and Practice, which may withdraw, cancel, revoke or otherwise annul the certification for cause.

Results and Retesting – Failing Candidates who did not successfully pass the examination will be notified by email. A failing report shall list the candidate's score. Information on reapplying for the CLC Examination shall be included. The option to retake the portion of the CLC exam that you do not successfully pass expires within 1 year of the date you completed your Lactation

Counselors Training Course (Comprehensive Course Pathway) or received approval to sit for the CLC Examination (Aggregate/Alternate Pathways).

Retesting: Candidate Passes

In the event that a candidate passes any ALPP certification examination, the candidate may choose to sit for the examination again. By doing so the candidate is acknowledging that, upon exam registration, their previous passing score and certification status is void.

Candidates who have not recertified prior to their three-year expiration period and whose certification has lapsed must retake and pass the examination in order to be certified again.

Requests to Rescore Examination Policy

Candidates with reason to believe a discrepancy exists in the scoring or reporting of their test results may request a re-scoring of the exam. A candidate's exam will be inspected and re-scored upon receipt of the re-scoring request form. Requests for re-scoring answer sheets must be received no later than 30 days following release of CLC Examination results. Requests received beyond this time period will not be processed. All re-score requests will be completed by hand.

15. Certificants

Use of Title, Certification Mark, and Logo:

A Certified Lactation Counselor has the right to utilize the title (Certified Lactation Counselor), certification mark (CLC), and/or logo in accordance with the guidelines provided in this document. "Certified Lactation Counselor", "CLC" and CLC logo are owned by the Academy of Lactation Policy and Practice and are licensed to individuals who successfully complete the CLC examination, and who agree to comply with CLC program requirements.

An individual who has been granted the certification may utilize the title, mark and/or logo on stationary, websites, business cards, and other promotional materials as:

First name Last name, Certified Lactation Counselor

First name, Last name, CLC

Should the certification expire, be suspended or withdrawn for any reason, the individual must immediately cease the use of the title, mark, and/or logo on stationary, websites, business cards, and any and all promotional materials. ALPP reserves the right to publish the names of current CLCs on its website. The title, mark, and/or logo may only be used in a manner that represents the Certified Lactation Counselor. ALPP expects that representatives will follow established

standards of professional practice and ethics in business, advertising, public relations, and marketing when using the title, marks and/or logo. Failure to do so will result in disciplinary action. Please contact ALPP to obtain a PDF version of the logo.

Candidates, who successfully complete the CLC Examination, and who agree to comply with CLC Program Requirements (CLC Certificants) shall be notified by ALPP of their CLC Certification. Upon notification, CLC Certificants are licensed to use the title, mark and logo. CLC Certificants receive a certificate that is valid for a period of three years, rounded to either June 30 or December 31, depending on the date of examination.

Execution of an application for the CLC Examination constitutes an agreement by a candidate to comply with CLC Program Requirements. The CLC Program Requirements consist of the procedures, Code of Ethics, and requirements set forth in this ALPP Candidate Handbook for Certified Lactation Counselors (CLC) Certification and any standard procedure, or requirement, if any, that may be published from time to time by ALPP. Compliance with CLC Program Requirements is a condition of CLC Certification.

The CLC Certification is granted to an individual. Therefore, he or she, not his or her employer or business, may use the certification marks as long as the individual is licensed to do so. In marketing materials and other documentation, employers of CLC Certificants are allowed to identify CLC Certificants on staff. However, in no event shall employers suggest that they, rather than the employees, possess CLC Certification.

The certification marks “Certified Lactation Counselor” and “CLC” are owned by ALPP and are licensed to individuals who successfully complete CLC Examination, and who agree to comply with CLC Program Requirements. ALPP is pleased to announce that on April 5, 2011, the United States Patent and Trademark Office issued a registration certificate for the certification mark Certified Lactation Counselor®. The Certified Lactation Counselor® marks and logo may only be used in a manner that represents the Certified Lactation Counselor. ALPP expects that representatives will follow established standards of professional practice and ethics in business, advertising, public relations and marketing when using the certification marks and logo. Failure to do so will result in disciplinary action.

16. Continued Education/Recertification

In recognition of the fact that scientific and social knowledge about breastfeeding and human lactation is continually evolving, CLC 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. CLC Certificants who do not provide adequate proof of 18 or hours of appropriate continuing education will not receive a renewed CLC Certification.

ALPP will not accept any continuing education credits towards recertification if provided by a commercial interest. A commercial interest is defined by ALPP as a for-profit entity that develops, produces, markets, distributes or sells pharmaceuticals, products, services, or therapies used to diagnose, treat, monitor, or manage lactation and breastfeeding, infant and young child feeding and maternal and child nutrition.

This definition **includes** companies whose products fall within the scope of the *International Code of Marketing of Breastmilk Substitutes* (e.g. infant formula, bottles, and teats) and subsequent World Health Assembly resolutions. This definition includes breast pump companies, pharmaceutical companies and individuals marketing breastmilk feeding items, such as nipple creams and nipple devices, breastfeeding pillows, nursing stools, etc.

This definition **excludes** non-profit entities and entities through which lactation support professionals provide clinical services to patients. Also excluded from this definition are publishing companies, health insurance providers, independent educators whose sole purpose is to provide education and for-profit hospitals.

CLC Certificants are licensed to use the CLC Certification Marks for a period of three years, rounded to either June 30 or December 31, depending on the date of CLC Examination. Every three years CLC Certificants must recertify by submitting proof of 18 contact hours of evidence-based continuing education and paying a recertification fee. CLC Certificants will be required to: (1) review and attest that they have adhered to the CLC Program Requirements; and (2) agree to comply with the CLC Program Requirements for the duration of their recertification when they submit their recertification. Non-payment of recertification fees or non-submission of proof of continuing education will result in revocation of CLC Certification by ALPP. CLC Certificants who miss the recertification date may recertify by retaking a course and the CLC Examination. One-hundred percent of CLC Certificants will have their continuing education hours audited. CLC Certifications must verify that they have completed the required continuing educational hours by submission of certificates of completion in order to maintain their certification.

17. CLC Examination Administration and Scoring

The passing score for the CLC Examination was set by a panel of judges, which included subject matter experts with a variety of credentials and degrees. The group of experts reviewed each item of the Didactic Examination using an established method for determining competence called the Angoff technique. The score was set at 75% for the CLC Examination.

After each CLC Examination is administered, their online examination will be scored. After the CLC Examination is scored, each candidate will be sent a report indicating whether they obtained a passing or failing score.

The correct answers on the practical examination were determined by a panel of experts. Only the parameters which the experts agreed unanimously are scored. The candidate must score 100% on one of the video assessments to pass the practical examination.

Candidates who receive a passing score on both the didactic and practical elements of the CLC Examination and who agree to comply with the CLC Program Requirements are eligible for CLC Certification.

A failing report shall list the candidate's score. Information on reapplying for the CLC Examination shall be included.

If a candidate receives a failing score, they may retake the CLC Examination up to three times within 1 year of the date you completed your Lactation Counselor Training Course (Comprehensive Course Pathway) or received approval to sit for the CLC Examination (Aggregate/Alternate Pathways).

Candidates who fail to pass the CLC Examination after these attempts must "start over" on their pathway to sit for the examination.

Candidates with reason to believe a discrepancy exists in the scoring or reporting of their test results may request a re-scoring of the bubble sheet. A candidate's online examination will be inspected and re-scored upon receipt of the re-scoring request form. Requests for re-scoring answer sheets must be received no later than 30 days following release of CLC Examination results. Requests received beyond this time period will not be processed.

18. Expectations of CLC Certificants & Scope of Practice

Scope of Practice for Certified Lactation Counselor® (CLC®) Certificants

The Certified Lactation Counselor® is a professional lactation care provider who has demonstrated the necessary skills, knowledge and competence to provide clinical breastfeeding support and management to families who are thinking about breastfeeding or who have questions or problems during the course of breastfeeding/lactation.

The CLC® credential is certified by the Academy of Lactation Policy and Practice (ALPP). This certification programme is accredited under standard ISO/IEC 17024:2012 with the ANSI American National Accreditation Board (ANAB).

This Scope of Practice includes the activities and skills for which CLC certificants are educated and in which they have demonstrated competency and are authorized to perform. CLC certificants provide lactation counseling and support through the clinical application of their knowledge and skills to evaluate individuals, identify issues or predisposition to potential issues, educate clients they work with, develop care plans for those individuals, and provide comprehensive counseling on how to address the complex problems, concerns, worries and questions of their clients related to breastfeeding and human lactation.

Thus, CLC certificants have demonstrated the skill, knowledge and competence to support families, including, but not limited to, providing the following services:

1. Conducting comprehensive clinical assessments related to breastfeeding and human lactation, including taking a comprehensive maternal and infant feeding history.
2. Evaluating breastfeeding and milk transfer using evidence-based tools.
3. Developing an evidence-based care plan specific to the needs identified through assessment and counseling and implement it to help clients meet their personal breastfeeding goals, while incorporating cultural humility and social appropriateness.
4. Constructing and maintaining conditions that predispose an uncomplicated breastfeeding experience through counseling, education, clinical management and support, such as providing counseling milk supply challenges, breastfeeding-related pain and infant weight gaining.
5. Facilitating and educating on breastmilk collection strategies, such as the skills required for hand expression of breastmilk and knowledge and skills to utilize commercial pumps.

6. Assessing for, monitoring and evaluating physical, behavioral, cultural and social conditions that predispose both uncomplicated breastfeeding experiences and complex breastfeeding experiences.
    a. Facilitating successful lactation in event of maternal health conditions and treatments;
    b. Addressing maternal-related challenges as they relate to infant feeding;
    c. Facilitating breastfeeding in infants with special health needs, including the premature infant, cleft lip and/or palettes; paralysis; etc.
    d. Counseling and educating individuals appropriately regarding mood and anxiety disorders in the post-partum period, including utilizing tools for assessment.
7. Assessing ability for sustained lactation during separation from infants due to various reasons, including natural disasters, emergencies and war.
8. Using counseling skills and education techniques that enhance competent and supportive clinical practice.
9. Providing evidence-based information regarding breastfeeding and medications, tobacco use, alcohol and illicit drugs.
10. Providing evidence-based information regarding complementary and alternative therapies.
11. Working collaboratively as members of the healthcare team and to provide referrals to other providers as needed on the continuum of the healthcare team.
12. Identifying and recognizing violations of the WHO's Code of Marketing of Breastmilk Substitutes (i.e. powdered infant formula advertisements in healthcare settings; sponsored social media posts; incorrect preparation incorrect preparation instructions on powdered infant formula can labels; etc.)
13. Applying the concept of an individualized approach to counseling and management of breastfeeding and lactation from preconception through weaning.
14. Assessing physical, nutritional and psychosocial aspects and the mental status of the breastfeeding dyad.
15. Using appropriate, effective and client-centered communication skills.
16. Identifying opportunities to offer information/education within the counseling encounter to individuals, whole family constellations, community and the healthcare team, as well as the ability to counsel and educate during pregnancy and beyond regarding breastfeeding/lactation.
17. Recognizing own and others' attitudes, values and expectations about infant feeding and healthy lifestyles.
18. Identifying and advocating for aspects of breastfeeding management programs that facilitate optimal health outcomes.

19. Demonstrating knowledge of programs, policies and legislation on state, national and international levels that promote, protect and support breastfeeding.
20. Facilitating the development of, and advocate for, public health strategies and/or policies that serve to protect, promote and support breastfeeding.
21. Participating as a member of the healthcare team by coordinating care consistent with standards of professional ethics and behavior.

Thus, CLC certificants are committed to:

1. Promoting breastfeeding as the optimal method of infant feeding and care.
2. Counseling and educating pregnant individuals and families regarding breastfeeding.
3. Providing care supportive of the whole family constellation when providing breastfeeding/lactation support.
4. Maintaining knowledge and skills through regular continuing education.
5. Reporting safety issues to the appropriate authority, following the laws relating to confidentiality.
6. Assuring that documentation is factual, accurate, timely, organized and compliant with standards outlined in the ALPP Code of Ethics and Documentation Guidelines for CLCs, as well as those specified by specific agencies or legal entities.
7. Reporting violations of the Scope of Practice to ALPP, as outlined in the Code of Ethics for CLCs.
8. Disclosing any financial or other conflicts of interest in relevant organizations providing goods or services, as outlined in the Code of Ethics for CLCs.
9. Ensuring that professional judgement is not influenced by any commercial considerations, as outlined in the Code of Ethics for CLCs.
10. Notifying ALPP if convicted of criminal misconduct, or if sanctioned by another profession, as outlined in the Code of Ethics for CLCs.
11. Adhering to all aspects of the Code of Ethics for CLCs, as well as all laws pertinent to the community in which the CLC practices.

19. Certification Code of Ethics

Preamble to the Code of Ethics
Ethical principles should guide both the decisions a CLC makes and the actions a CLC takes. Therefore, the standards relating to conduct are integrated within the Code of Ethics.

ALPP Code of Ethics for Certified Lactation Counselors
The CLC must practice in compliance with the following principles:

Autonomy
A. Assist the parent in maintaining one's own autonomy, acknowledging that the parent is free to make informed decisions for oneself and the baby that are free of coercion.

B. Obtain parental consent to help the parent/baby dyad with breastfeeding.
C. Obtain parental consent to photograph, audiotape, or videotape the parent(s) and/or the infant(s) for educational or professional purposes.

Veracity
D. Provide to all persons truthful and accurate information with respect to the professional performance of duties.
E. Provide accurate and truthful documentation of lactation care.
F. Accurate documentation is an important indication that the CLC is practicing within their Scope of Practice and following the ALPP Code of Ethics.

Beneficience
G. Promote and encourage the highest level of ethics within the profession.
H. Strive for excellence in all aspects of the field.
I. Consistently perform at or above the standards acceptable to the field in order to foster the best outcomes for families and demonstrate respect for professionals in the field.
J. Increase professional growth and knowledge by attending appropriate educational and training programs.
K. Contribute knowledge to professional meetings and journals to raise the consciousness of the field.
L. Maintain the highest standards of safety and any other responsibilities.

Nonmaleficence
M. Recognize and discharge personal responsibility to uphold all laws and regulations relating to lactation counseling policies and activities.
N. Use only legal and ethical means in all activities.
O. Protect the public against fraud and unfair practices and attempt to eliminate all practices that bring discredit to the profession.
P. Abide by the *International Code of Marketing of Breast-Milk Substitutes* and subsequent resolutions which pertain to health workers.
Q. When providing services or products, consider adequate or appropriate liability insurance.
R. Understand, recognize, respect, and acknowledge intellectual property rights, including but not limited to copyrights (which apply to written material, photographs, slides, illustrations, etc.), trademarks, service marks, and patents.
S. Report violations of Scope of Practice to ALPP.
T. Notify ALPP if convicted of criminal misconduct.

Confidentiality
U. Maintain strict client confidentiality. Report safety issues to the appropriate authority, following the laws relating to confidentiality.

V. Maintain professional and confidential records and documentation following legal and ethical practices. Falsifying documents is professional misconduct.
W. Stay up to date with state and local laws regarding confidentiality and reporting in special circumstances (e.g. domestic violence).

Justice
X. Avoid discrimination against other individuals on the basis of race, creed, religion, gender, sexual orientation, age, national origin, disability, or any other characteristic protected by law.
Y. Refuse any gift, favor, or hospitality from patients or clients currently in her/his care that might be interpreted as seeking to exert influence to obtain preferential consideration.
Z. Notify the ALPP Director of Operations if, through circumstances foreseen or unforeseen, the Certificant is unable to perform the essential functions of the CLC role with or without reasonable accommodation.

Role Fidelity
M. Maintain the highest standards of personal conduct practicing within the legal constraints of the individual's Scope of Practice to protect client safety and to bring credit to the lactation field.
N. Refer clients to appropriate medical and other resources for issues beyond the Certificant's Scope of Practice.
O. Cooperate with professional colleagues to provide the highest quality service.
P. Extend these same professional commitments to all those persons supervised or employed.
Q. Disclose any financial or other conflicts of interest in relevant organizations providing goods or services. Ensure that professional judgment is not influenced by any commercial considerations.
R. Notify the ALPP Director of Operations if, through circumstances foreseen or unforeseen, the Certificant is unable to perform the essential functions of the CLC role with or without reasonable accommodation.

All CLCs are required to subscribe to ALPP's Code of Ethics.

Disciplinary action, up to and including permanent revocation of the credential may be taken if CLC Certificants are found to be in violation of any of the aspects of the Code of Ethics.

21. Practice and Disciplinary Procedures

Practice and disciplinary procedures of ALPP are intended to assist and inform CLC Certificants and candidates for CLC Certification of the CLC Program Requirements relative to conduct and disciplinary procedures. ALPP does not express an opinion on the competence or warrant job performance of CLC Certificants. A candidate or CLC Certificant shall refrain from the following prescribed activities, the violation of which may result in the denial of certification application or revocation of CLC Certification or other disciplinary action:

A. Engaging in irregularity in connection with the CLC Certification Examination;
B. Unauthorized possession, use, access, or distribution of CLC Certification Examinations, score reports, answer sheets, candidates or CLC Certificant files, documents or other materials;
C. Material misrepresentation or fraud in any statement to ALPP or to the public, including but not limited to statements made to assist a candidate or CLC Certificant, or another, in applying for, obtaining, or retaining CLC Certification;
D. Gross or repeated negligence in professional work;
E. The conviction of, plea of guilty or plea of nolo contendere to a felony or misdemeanor which is related to the practice of lactation counseling; and
F. Failure to adhere to the eligibility requirements for CLC Certification or the CLC Program Requirements, including the Code of Ethics and Candidate Application Statement.

Disciplinary Process

The Disciplinary Review Panel shall consider any alleged violation of any CLC Program Requirements. A Disciplinary Review Panel member may not serve in any situation in which his or her impartiality or the presence of an actual or apparent conflict of interest might reasonably be questioned. A quorum consists of three members, and action shall be determined by a majority vote. The Disciplinary Review Panel shall determine the rules for its meetings and actions.

Submission of Complaints

The Concerns and Complaints Submission Form is available in the Candidate Handbook and on the ALPP Website at https://www.alpp.org/pdf/CLC-Complaint-Submission-Form.pdf.

Submissions must include the name, phone number and address of the person making the complaint, as well as the name of the CLC or person in question. Anonymous submissions are not allowed, however identifying information will never be shared with the subject of the complaint. Contact information/identifying information submitted to ALPP is for use of the Disciplinary Review Panel and ALPP staff members only and will not be shared publicly. The submission must include a detailed description of the complaint or alleged violation. It must be signed.

Review Process

Whenever ALPP receives an allegation of a violation of the CLC Program Requirements, the Director of Operations and Certification Director review the complaint and take appropriate action. If resolution by these staff members is not possible, the complaint will be transmitted to the Disciplinary Review Panel, which shall review the complaint.

If the Disciplinary Review Panel determines that insufficient cause exists to conclude that there has been a violation of the CLC Program Requirements, no adverse action shall be taken. If the Disciplinary Review Panel determines by a majority vote that sufficient cause exists to conclude that a violation may have taken place, it shall notify the candidate or CLC Certificant of the alleged violation.

A candidate or CLC Certificant shall have the right to an oral hearing if he or she disputes the truthfulness of an allegation and shall bear his or her own expenses in connection with any such hearing. Individuals must notify the Disciplinary Review Panel within 15 days of receipt of the notification of an allegation being reviewed by the Disciplinary Review Panel if they wish to dispute request an oral hearing or comment regarding appropriate sanctions. If the candidate or CLC Certificant fails to respond, the allegation(s) will be taken as true by the Disciplinary Review Panel. A candidate or CLC Certificant will be deemed to consent to the imposition of sanctions by the Disciplinary Review Panel if he or she does not dispute the truthfulness of the allegation(s).

Hearing

If requested, the Disciplinary Review Panel shall schedule a hearing. The Disciplinary Review Panel and the candidate or CLC Certificant (both of whom may be represented by counsel) may make opening statements, present documents and testimony, examine and cross-examine witnesses under oath, make closing statements and present written briefs as scheduled by the Disciplinary Review Panel. The Disciplinary Review Panel shall determine and apply evidentiary rules. Relevant evidence may be submitted. Disputed questions shall be determined by majority vote of the Disciplinary Review Panel.

Sanctions

In the event that the Disciplinary Review Panel concludes that a candidate or CLC Certificant has violated one or more CLC Program Requirements, it may impose one or more of the following sanctions:

A. Denial or suspension of eligibility to participate in the CLC Examination;
B. Suspension or revocation of CLC Certification;
C. Censure;
D. Reprimand;
E. Required training or other corrective action;
F. Reports; and
G. Conditions relating to the above.

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Appealing Final Decisions of the Disciplinary Review Panel

The candidate or CLC Certificant may appeal a final decision of the Disciplinary Review Panel to the Appeals Board. An appeal must be filed with thirty (30) days of the candidate's or CLC Certificant receipt of the decision. Failure to file an appeal within the deadline shall constitute a waiver of the appeal. The Disciplinary Review Panel may file a written response to the appeals statement of the candidate or CLC Certificant. The Appeals Board shall render a decision on the record without oral hearing, although written briefing may be submitted. The decision of the Appeals Board shall be final.

Decisions

The decision of the Disciplinary Review Panel and/or Appeals Board shall be rendered in writing. The decision shall contain factual findings, conclusions and any sanctions applied. The decision shall be transmitted to the candidate or CLC Certificant via email.

Release of Information

By agreeing to participate in the CLC Certification program, candidates and CLC Certificants authorize ALPP, the Disciplinary Review Panel and their agents to communicate all information regarding disciplinary procedures relating to the application, certification and review thereof to state and federal authorities employers, or educational programs by means of written notification (i.e. email) or telephone notification (i.e. call).

Waiver

Candidates and CLC Certificants release, discharge and exonerate ALPP, its officers, directors, employees, committee members, agents, the Disciplinary Review Panel, all other ALPP personnel and any person furnishing documents, records and other information relating to any alleged violation of the CLC program requirements.

Submission of Information to ALPP

Persons concerned with possible violations of CLC Program Requirements shall identify the persons alleged to be involved and the facts concerning the alleged conduct in as much detail and specificity as possible with available documentation in a written statement addressed to ALPP. The statement must include the name, address and telephone number of the person making the statement. Anonymous submissions are not allowed, however identifying information will never be shared with the subject of the complaint. Contact information/identifying information submitted to ALPP is for use of the Disciplinary Review Panel and ALPP staff members only and will not be shared publicly.

Violations of the WHO Code of Marketing of Breastmilk Substitutes

If an individual is sanctioned via disciplinary action for violating their commitment to abide by the International Code of Marketing of Breast Milk Substitutes ("the Code"), that individual will first need to rectify that violation by removing all reference to the products, services, advertisements, and/or marketing tactics that violate the Code.

The individual will then be monitored in their professional activities at least once per year, for a minimum of three years, to ensure ongoing compliance to the WHO Code via random auditing by the ALPP Director and ALPP Director of Certification. This will include compliancy to all aspects listed on the WHO Code Assessment Tool, available on the ALPP website. ALPP reserves the right to randomly check-in on these individuals anytime thereafter the three year cycle to monitor alignment with the WHO Code.

If a previously sanctioned individual does not violate the WHO Code again within that three-year cycle, the auditing for compliance of their professional conduct will cease. However, if a previously sanctioned individual violates the WHO Code again, the Disciplinary Review Panel will revoke that individual's certification, without the option for reapplication for a period of no less than 5 years.

20. Indemnification and Limitation on Liability

Third Parties

Candidates and CLC Certificants understand and agree that: (1) in administering the CLC Certification Program, neither ALPP nor Healthy Children Project, Inc. assumes or undertakes to discharge any responsibility to any third party; and (2) neither ALPP nor Healthy Children Project, Inc. warrants or guarantees that the CLC Certification Program will be recognized or accepted by any third party.

Indemnification

By submitting an application for CLC Certification or Recertification, a candidate or CLC Certificant agrees to hold harmless and defend and indemnify ALPP, Healthy Children Project, Inc., and their affiliates, officers, directors, and employees against any costs, expenses, or liability directly or indirectly arising out of or relating to any claim from any third party based on the use the Certification Marks or participation in the CLC Certification Program by a candidate or CLC Certificant.

Limitation on Liability

Neither ALPP nor Healthy Children Project, Inc. will, under any circumstances, be liable in contract or tort or on any other basis to any candidate, CLC Certificant or any third party for any claims or for any indirect, special or consequential damages arising out of or related to the CLC Certification Program.

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Appendix 1: Applications & Forms

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Application for CLC Certification Exam

Comprehensive Course Pathway

*Please note: These documents are automatically sent to CLC examination candidates upon completion of training from our training partner(s).

From: info@alpp.org <info@alpp.org>
Sent: Thursday, October 21, 2021 12:08 PM
To:
Subject: ALPP Testing Intro Letter

Dear
Congratulations on completing your Lactation Counselor Training Course with the Center for Breastfeeding! You are one step closer to sitting for the online Certified Lactation Counselor (CLC) Examination.
Before the Academy of Lactation Policy and Practice (ALPP) can send you instructions on how to schedule your exam, you must verify your contact information and attest that you agree to all of ALPP's certification requirements.
Please use the following link to accept the terms for becoming a CLC: Click here
Please note: If you do not verify the above information and attest to ALPP's certification requirements, you will NOT receive an email from ALPP to sign up for your CLC examination.
Should you have any questions, please do not hesitate to reach out to us.
Sincerely,
Academy of Lactation Policy and Practice
PO Box 2170

South Dennis, MA 02660
Phone: (508) 833-1500
Fax: (508) 833-6070
www.alpp.org

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ALPP Academy of Lactation Policy and Practice

Verification of Information for the Certified Lactation Counselor (CLC) Examination

Please review the demographic information below and attest to agreeing to the Academy of Lactation Policy and Practice's certification requirements by checking the box at the bottom of this page.

Name: [redacted]
Address: [redacted]
Phone Number: [redacted]
Email: [redacted]
Completed Lactation Counselor Training Course via the Comprehensive Course Pathway: Yes

Candidate Application Statement

All candidates must sign the following Candidate Application Statement and agree to all policies, procedures, and terms and conditions of certification in order to be eligible for the certification. The statement follows.

I hereby apply for certification as an Academy of Lactation Policy and Practice Certified Lactation Counselor. I understand that my certification depends on my ability to meet all requirements and qualifications. I certify that the information contained in this application is true, complete, and correct to the best of my knowledge and is made in good faith. I understand that ALPP may need to gather additional information to clarify or supplement this application and I agree to supply it. I further understand that if any information is later determined to be false, ALPP reserves the right to revoke any certification that has been granted on the basis thereof.

Each candidate and CLC Certificant shall maintain the confidentiality of all CLC Examination questions and shall not request information about CLC Examination questions from previous candidates or CLC Certificants.

I hereby release, discharge, and exonerate ALPP, its directors, officers, members, examiners, representatives, and agents, from any actions, suits, obligations, damages, claims or demands arising out of, or in connection with, any aspect of the application process including results or any other decision that may result in a decision to not issue me a certificate.

By signing this agreement, all CLC candidates are agreeing to the following:

A) To comply with the relevant provisions of the CLC certification scheme;

B) To make claims regarding certification only with respect to the scope for which the certification has been granted (CLC Certification only);

C) Not to use the certification in such a manner as to bring ALPP into disrepute, and not to make any statement regarding the certification which ALPP considers misleading or unauthorized;

D) To discontinue the use of all claims to CLC certification that contain any reference to ALPP or the CLC certification upon suspension or withdrawal of certification, and to return any certificates issued by ALPP;

E) Not to use the certificate in a misleading manner.

Accepted: 10/22/2021 01:10

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Application for CLC Certification Exam

Alternate/Aggregate Pathways

Name

Home Address

City State Zip

Credit Card Billing Address

Credit Card Billing City/State/Zip

Daytime Phone

Email Address

Highest level of education completed & degree

Date of planned CLC Exam

Location of planned CLC Exam

Please Note: If you are using the Comprehensive Course Pathway you do not need to submit this application. The required documentation will be submitted for you by the training partner.

Send to:

Academy of Lactation Policy and Practice

PO Box 2170

South Dennis, MA 02660

OR fax to: (508)-833-6070

Aggregate Pathway	Alternate Pathway
Certificate(s) or transcripts for educational course(s)	Transcript indicating completion of a CAAHEP approved, post-secondary, lactation consultant program
Academic content checklist	Counseling skills attestation
Counseling skills attestation	Applicant resume
Applicant resume	Resume(s) of Counseling Skills Attestation supervisor(s)
Resume(s) of Counseling Skills Attestation supervisor(s)	Candidate application statement
Candidate application statement	

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Payment Information

Application fee	$20
Total Amount Enclosed	

Method of Payment

(Full payment required)

____ Check (Please make checks payable to ALPP)

____ Money Order

Charge my:

____ MasterCard ____ Visa ____ Discover

____ American Express

___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___

Credit Card number

_____/_____ ____ ____ ____ ____

Exp. Date (month/year) V Code*

Signature (as shown on card) _____

*3 numbers on back for V/MC/D, 4 numbers on front for Amex

Attach copies of all certificates, transcripts, forms, resumes, and other required documents. Keep a copy of your complete application for your records. Please allow up to six weeks for processing of application.

Candidate Application Statement

All candidates must sign the following Candidate Application Statement and agree to all policies, procedures, and terms and conditions of certification in order to be eligible for the certification. The statement follows.

I hereby apply for certification as an Academy of Lactation Policy and Practice Certified Lactation Counselor. I understand that my certification depends on my ability to meet all requirements and qualifications. I certify that the information contained in this application is true, complete, and correct to the best of my knowledge and is made in good faith. I understand that ALPP may need to gather additional information to clarify or supplement this application and I agree to supply it. I further understand that if any information is later determined to be false, ALPP reserves the right to revoke any certification that has been granted on the basis thereof.

Each candidate and CLC Certificant shall maintain the confidentiality of all CLC Examination questions and shall not request information about CLC Examination questions from previous candidates or CLC Certificants.

I hereby release, discharge, and exonerate ALPP, its directors, officers, members, examiners, representatives, and agents, from any actions, suits, obligations, damages, claims or demands arising out of, or in connection with, any aspect of the application process including results or any other decision that may result in a decision to not issue me a certificate.

By signing this agreement, all CLC candidates are agreeing to the following:

A) To comply with the relevant provisions of the CLC certification scheme, including acknowledgement of and compliance with the Scope of Practice and the Code of Ethics;
B) To make claims regarding certification only with respect to the scope for which the certification has been granted (CLC Certification only);
C) Not to use the certification in such a manner as to bring ALPP into disrepute, and not to make any statement regarding the certification which ALPP considers misleading or unauthorized;
D) To discontinue the use of all claims to CLC certification that contain any reference to ALPP or the CLC certification upon suspension or withdrawal of certification, and to return any certificates issued by ALPP;
E) Not to use the certificate in a misleading manner.

Name _____ Signature: _____

Date: _____

Additional forms including the Academic Content Checklist and the Counseling Skills Attestation can be downloaded from our website: www.alpp.org. These forms may also be requested from ALPP directly by emailing info@alpp.org.

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ALPP Application for Renewal of Certification

Certified Lactation Counselor (CLC) Certification

Name

Home Address

City State Zip

Credit Card Billing Address

Credit Card Billing City/State/Zip

Daytime Phone

Email Address

Date/Location of CLC Certification Examination

Payment Information

CLC Recertification Fee Schedule	**Price**	**Check One**
Early Recertification - completed application packet is received at least 2 months prior to expiration	$102	
Regular Recertification - completed application packet is received between 2 months prior to expiration date and actual expiration date	$126	
Late Recertification - completed application packet is received within 3 months following the expiration date	$176	
Total Amount Enclosed		

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Method of Payment:
(Full payment required)

- ❑ Check or Money Order (Please make checks payable to ALPP)
- ❑ Charge my: _____ MasterCard _____ Discover
  _____ American Express _____ VISA

List your credit number below:

Expiration Date (Month /Year)

V Code*

_____

Signature (as shown on credit card)

* 3 numbers on back of card for MC/Visa/Discover; 4 numbers on front of card 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, and it will be the responsibility of the applicant to prove that they attended the training.

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Name _____

Date of Program	Program Name	Relevant Hours	Sponsoring Agency	Certificate Attached
	Total Relevant Hours			

Attach all certificates. Please keep a copy for your records and print neatly.
ALPP is not responsible for misdirected mail.
Please allow four to six weeks for processing of recertification.

Send to

Academy of Lactation Policy and Practice

PO Box 2170 South Dennis, MA 02660

OR fax to: (508)-833-6070

ALPP Change of Contact Information Form

Certified Lactation Counselor (CLC)

Certification

Name

ALPP ID Number

Date of CLC Certification

Location of CLC Examination

Previous Home Address

Home Address

City State Zip

New Home Address

Home Address

City State Zip

Previous Email Address

Email

New Email Address

Email

Previous Legal Name

New Legal Name (attach proof of name change)

Send to

Academy of Lactation Policy and Practice

PO Box 2170 South Dennis, MA 02660 OR fax to: (508)-833-6070

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and Practice

ALPP Special Testing Accommodation Request Form for the Online Certified Lactation Counselor (CLC) Certification Exam

Name _____

Home Address _____

City _____ State _____ Zip _____

Daytime Phone _____

Email Address _____

Candidates with disabilities covered by the Americans with Disabilities Act (or Canadian/Australian equivalent) must complete this form and have an appropriate licensed professional complete the Documentation of Disability-Related Needs Form in order for their accommodations request to be processed.

Special Testing Accommodations

I would like to request the following testing accommodation(s):

❑ Extended testing time (time and a half)

❑ Screen Reader (software programs that allow blind or visually impaired users to read the text that is displayed on the computer screen with a speech synthesizer or braille display)

❑ Other special accommodations (please specify):

_____
_____
_____
_____

Applicant Signature: _____

*** This form must be submitted prior to scheduling a formal testing date online**

ALPP Documentation of Disability-Related Needs by Qualified Provider

Name

Home Address

City State Zip

Daytime Phone

Email Address

Date of CLC Certification

Location of CLC Examination

This form must be completed by a licensed health care provider or an educational / testing professional. The nature of the disability, identification of the test(s) used to confirm the diagnosis, a description of past accommodations made for the disability, and the specific testing accommodations requested must be included.

Professional Documentation

I have known _____ since _____ as a(n) _____.

_____

(Professional Title) (Board) Certification)

The applicant discussed with me the nature of the test being administered. It is my opinion that because of this applicant's disability described below, he/she should be accommodated by providing the special arrangements listed on the Special Testing Accommodation Request Form.

Comments on
Disability:_____

_____.

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Signature: _____

Title: _____

Organization: _____

License # (if applicable): _____

Phone Number: _____ Date: _____

Candidate Instructions: Return this form with a copy of the *Special Testing Accommodation Request Form*

Written accommodation requests may also be scanned and submitted via email to: info@alpp.org with the words: *Accommodation Request* in the subject line of the email.

**********For ALPP office use only**********

☐ Approved

☐ Denied

Reason:

_____

_____

_____ _____

Date Authorized ALPP Representative

Send to

Academy of Lactation Policy and Practice

PO Box 2170 South Dennis, MA 02660

OR fax to: (508)-833-6070

ALPP Request for Examination Re-Scoring

Certified Lactation Counselor (CLC)

Name

Home Address

City State Zip

Daytime Phone

Email Address

Date of CLC Examination

Please re-score my exam results from the CLC Examination listed above. I understand that this request must be submitted within 30 days of the release of my original examination results. I can be contacted at the address listed above.

Submitted by:

Signature

Please print your name:

Send to:

Academy of Lactation Policy and Practice

PO Box 2170 South Dennis, MA 02660

OR fax to: (508)-833-6070

ALPP Concerns & Complaint Submission Form

Certified Lactation Counselor (CLC)

Name

Home Address

City State Zip

Daytime Phone

Email Address

Date of CLC Examination

Please describe your concern or complaint. Include all relevant details. You may attach additional pages if necessary.

Submitted by: _____

Signature

Please print your name:

FOR ALPP USE ONLY

ALPP staff member responding: _____

Resolution:

_____

_____ _____

DATE Authorized ALPP Representative

Send to:

Academy of Lactation Policy and Practice

Complaints & Appeals – CLC

PO Box 2170

South Dennis, MA 02660

OR fax to: (508)-833-6070

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Lactation Policy
and Practice

Request for Printed Certificate & Pocket Card
$15.00
Certified Lactation Counselor (CLC)

Name

Home Address

City State Zip

Daytime Phone

Email Address

Date of CLC Examination

Method of Payment:
(Full payment required)

- ❑ Check or Money Order (Please make checks payable to ALPP)
- ❑ Charge my: _____ MasterCard _____ Discover
  _____ American Express _____ VISA

List your credit number below:

Expiration Date (Month /Year) V Code*

*3 numbers on back of card for MC/Visa/Discover; 4 numbers on front of card for AmEx

Billing address associated with the credit card, if different from above:

_____

Signature (as shown on credit card)

_____

Send to:

Academy of Lactation Policy and Practice

PO Box 2170

South Dennis, MA 02660

OR fax to: (508)-833-6070

ALPP Application for Retaking the Certified Lactation Counselor (CLC) Exam Online

For candidates who took the Comprehensive Course Pathway only

Name

Home Address

City State Zip

Credit Card Billing Address

Credit Card Billing City/State/Zip

Daytime Phone

Email Address

I would like to retake the course/exam **online.** Please note you have one year from the date you completed your Lactation Counselor Training Course to retake and pass the exam.

I would like to re-take the following exam (check all that apply):

( ) LAT exam (video section)
( ) Didactic exam (multiple choice)

I would like to attend the following course review (check one):

( ) The exam only (no course review)
( ) LAT-specific course review and exam
( ) The entire review course and exam

Send to:

Academy of Lactation Policy and Practice

PO Box 2170 South Dennis, MA 02660

OR fax to: (508)-833-6070

Method of payment:
(Cost: $100 Full payment required)

☐ Check or Money Order (please make checks payable to the Academy of Lactation Policy and Practice

☐ Charge my: ____ Mastercard ____Discover ____ American Express ____ VISA

List your credit number below:

Expiration Date (Month /Year) V Code*

_____

Signature (as shown on credit card)

*3 numbers on back of card for MC/Visa/Discover; 4 numbers on front of card for AmEx

PLEASE NOTE: All special testing accommodations must be requested at the same time that this form is submitted. The special testing accommodations for the online exam form can be found on our website.

Send to:

Academy of Lactation Policy and Practice

PO Box 2170 South Dennis, MA 02660

OR fax to: (508)-833-6070

ALPP Application for Retaking the Certified Lactation Counselor (CLC) Exam Online

For candidates who took the Aggregate/Alternate Pathway only

Name

Home Address

City State Zip

Credit Card Billing Address

Credit Card Billing City/State/Zip

Daytime Phone

Email Address

I would like to retake the course/exam **online.** Please note you have one year from the date of your application approval confirmation email being sent to retake and pass the exam.

I would like to re-take the following exam (check all that apply):

( ) LAT exam (video section)
( ) Didactic exam (multiple choice)

Send to:

Academy of Lactation Policy and Practice

PO Box 2170 South Dennis, MA 02660

OR fax to: (508)-833-6070

Method of payment:
(Cost: $100 Full payment required)

☐ Check or Money Order (please make checks payable to the Academy of Lactation Policy and Practice

☐ Charge my: ____ Mastercard ____Discover ____ American Express ____ VISA

List your credit number below:

Expiration Date (Month /Year) V Code*

_____

Signature (as shown on credit card)

*3 numbers on back of card for MC/Visa/Discover; 4 numbers on front of card for AmEx

PLEASE NOTE: All special testing accommodations must be requested at the same time that this form is submitted. The special testing accommodations for the online exam form can be found on our website.

Send to:

Academy of Lactation Policy and Practice

PO Box 2170 South Dennis, MA 02660

OR fax to: (508)-833-6070

ALPP Release of Exam Results

Certified Lactation Counselor (CLC)

Please make sure form is filled out completely and signed.

I, _____

Name of Examinee (Please Print Legibly)

_____

CLC Exam Location

_____

Exam Date

Authorize the release of my CLC Exam Results to

_____

Name

_____

Agency

_____

Address

_____ _____ _____

City State Zip Code

_____ _____

Phone Fax

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□ Please mail my results to the above agency address.

□ Please fax my results to the number listed above. It should be

sent to the attention of: _____.

□ Please email my results to the attention of:_____.

I specifically authorize the release of my CLC Exam Results to the person/agency mentioned above.

_____

Examinee Signature

_____ _____

Date Phone

For ALPP Use Only

The above mentioned examinee:

□ Passed all the CLC competencies including the CLC exam on _____ and is certified until _____
□ Failed the CLC exam
□ Failed the LAT competency
□ No CLC Exam Results on file
□ Certificate expired on _____

_____ _____

Date Authorized ALPP Representative

Send to:

Academy of Lactation Policy and Practice

PO Box 2170 South Dennis, MA 02660

OR fax to: (508)-833-6070