

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

Customer Service
Phone
508 833-1500
Fax
508 833-6070

ALPP Recertification Handbook

Certified Lactation Counselor (CLC[®])

**ALPP
Recertification
Handbook**

**Certified Lactation
Counselor (CLC)**

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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 handbook and application forms to assist you in preparing your renewal application.

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 following receipt of 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.

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Approved Types of Continuing Education

In order to renew, you must submit a completed application for renewal of certification and documentation of 18 or more hours of continuing education specific to breastfeeding completed in the 3 years following receipt of 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.

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. All offerings bearing IBLCE "L" category CERP's count towards the 18 hour requirement (however IBLCE category "R" CERP's 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. Your certificate(s) must be attached to your application.

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Timing of Recertification Process

The CLC certification is valid for 3 years. At the beginning of your third year of certification, you will receive a handbook and application forms to assist you in preparing your renewal application. You can find your expiration date under the signature on your certificate.

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

The regular Recertification Fee applies if your completed recertification packet will be received within the two months prior to expiration. Your complete recertification packet should be received no later than two weeks prior to the end of the certification expiration date. Remember that it can take up to six weeks for your application to be processed.

If your completed recertification packet is not received by the postmarked date of your expiration date, your certification will expire. 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.

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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 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

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Requesting an Extension

You can apply for a three month extension. To request an extension, you can write a letter, or complete the extension form in this booklet. This extension does not extend your next recertification date. It just extends the date to file your recertification application. Send the form or letter to the ALPP office prior to your expiration date.

Send your extension request to

Academy of Lactation Policy and Practice
Extension Request - CLC
PO Box 1288
Forestdale, MA 02644

Or you may fax your extension request to

(508) 833-6070

**ALPP
Extension Request**

**Certified Lactation
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Send to:

Academy of Lactation
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Extension Request- CLC
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02644

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Phone
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Name

Home Address

City State Zip

Daytime Phone

Email

Date of Original CLC Certification

Location of Original CLC Certification

Extension Information

Please check appropriate box	
	Certificate expires on December 31, 2011 and want to extend to March 31, 2012
	Certificate expires on June 30, 2012 and want to extend to September 30, 2012
	Certificate expires on December 31, 2012 and want to extend to March 31, 2013
	Certificate expires on June 30, 2013 and want to extend to September 30, 2013

Signature of Applicant

For Office Use Only

Approved on _____

By _____

ALPP

Application for Renewal of Certification

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Certified Lactation Counselor (CLC)

Send to:

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Please make check
payable to
ALPP

Please fill out continuing
education information on
back.

Name		
Home Address		
City	State	Zip
Credit Card Billing Address		
Credit Card Billing City/State/Zip		
Daytime Phone		
Email		
Date of CLC Certification		
Location of CLC Certification		

Payment Information

	Description	Price	Subtotal
	CLC Recertification		
	Regular Recertification Fee (if completed recertification packet will be received within the two months prior to expiration)	\$126.00	
	Early Recertification Fee (if completed recertification packet will be received more than two months before expiration)	\$102.00	
	Total Amount Enclosed		

Method of payment:
(Full payment required.)

- Check or Money Order
- 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.

