



RECERTIFICATION ICEA Doula Certification Program

ICEA doula certification is for four years and not for the lifetime of the doula. The four-year period of certification begins on the date the completed application is processed.

MEMBERSHIP REQUIREMENTS

It is required that ICDs maintain a current individual or supporting membership. Renewals arriving after expiration date will automatically be backdated at the time of processing. No membership benefits are retroactive. If ICEA membership has lapsed, there is a fee for reinstatement. **A membership lapse for ANY REASON will result in disruption of the certification process.**

ICDs who have been removed due to lapsed membership may be reactivated with a backdated membership, provided they pay back membership fees and a membership reactivation fee.

RECERTIFICATION REQUIREMENTS

During each four-year period of certification, the certified doula is expected to work towards completion of the recertification requirements. The requirements are summarized below.

1. Maintain continuous ICEA membership during the four-year period.
2. Obtain a minimum of 24 contact hours dealing with a field directly related to doula, childbirth education, or postpartum, or attend an entire ICEA convention within the four-year period of certification.
3. Pay the recertification fee.

RECERTIFICATION PROCEDURE

ICEA will send the newly recertified doula a formal certificate indicating status as an ICEA Certified Doula, an ICD. Recertification forms are available on the ICEA web pages.

The application and fee must be submitted by the recertification expiration date. The application is processed on the fourth anniversary of the original certification and subsequent recertifications.

Upon completion of the recertification requirements and payment of the recertification fee, the doula will be considered ICEA-certified for another four years.

ICDs who encounter serious difficulties during their certification period and cannot complete the recertification requirements on time may apply for a single ninety-day extension of the application deadline or inactive status if they meet the requirements of that category.

EXTENSION OF THE RECERTIFICATION APPLICATION DEADLINE:

An ICD may apply for a single ninety-day extension of the recertification application deadline in order to complete the requirements. The request for an extension must be received in the Central Office BEFORE the recertification application deadline but no more than three months before the recertification deadline. The request must be in writing and state why the extension is needed and how the ICD plans to complete the requirements during the extension. The ICEA Certification Coordinator will respond in writing that the extension has been granted. The extension is only for submitting the application. The next certification period is computed from the expiration date of the last certification.

INACTIVE STATUS

ICDs who encounter a family emergency, including serious illness, illness or death of a close family member, divorce, major relocation, birth of a baby, or who have temporarily left the field may request to be put on "Inactive Status" for a maximum of two years. The written request must be received by the Central Office BEFORE the expiration of the current certification period but no more than three months before the recertification deadline. Only one inactive status will be granted per certification period. A reactivation fee is paid instead of a recertification fee. ICDs must maintain a current ICEA individual membership during the inactive period.

LAPSED CERTIFICATION

An ICD with a lapsed certification may reinstate to full certified status at any time, providing continuous ICEA membership has been maintained. If continuous membership has not been maintained, back membership must be paid from the last membership expiration date. If a last membership expiration date cannot be provided, membership dues will be assessed back to the most recent recertification. If a doula wishes to have certification reinstated, s/he must contact ICEA for the current recertification materials. All recertification requirements must be completed and the reinstatement fee paid in order to reinstate. A reinstatement fee is paid instead of a recertification fee. The new recertification period begins when the ICD is reinstated.

ICEA reserves the right to change any part of the certification program or recertification process. Notice of such changes will be printed in the *International Journal of Childbirth Education*.



**RECERTIFICATION APPLICATION
ICEA Doula Certification Program**

ID #:

to be submitted prior to _____

The application will be processed on the fourth year anniversary of the original certification or recertification.

FOR OFFICE USE ONLY

NAME _____
last first middle

ADDRESS _____
street city province/state/country zip/postal code

telephone / _____

ICEA MEMBERSHIP NUMBER _____ expiration date

EMAIL ADDRESS _____

*The following documentation **must** accompany this application.* Be sure the dates for the contact hours and other necessary verification forms are within four years of the date stamped on this application. Original forms must be submitted. Please check each item that is enclosed:

_____ Recertification fee of \$100 US. Payment for the entire fee must accompany this application. Make check or money order payable to ICEA.

Charge my MASTERCARD or VISA

Account # _____ Security Code _____ Card Expires _____

Signature _____

_____ Verification of a minimum of 24 contact hours dealing with a field directly related to doula education or verification of attendance at an entire ICEA convention core. Photocopies acceptable.

PHILOSOPHY STATEMENT:

"I support family-centered maternity and newborn care and the right of parents to make informed choices based on knowledge of alternatives. As an ICEA Certified Doula I will work with other health care professionals and consumers to promote family-centered care, breastfeeding, and parent-infant bonding. I understand and accept my primary responsibility to be supporting the laboring woman and new family."

Signature _____

Date _____

Please submit completed application to
ICEA, 110 Horizon Drive, Ste. 210,
Raleigh, NC 27615 USA



CONTACT HOUR GUIDELINES

ICEA Doula Certification Program

CONTACT HOUR DEFINITION

A “contact hour” is a specific amount of time spent participating in an educational program. Contact hours are computed as fifty minutes of education equals one contact hour. Similar to US nursing continuing education units (CEUs), contact hours are offered by workshops or programs and are for traditional, face-to-face learning situations. Each program will verify the attendance of the participants. Participants must attend all sessions in order to receive the maximum number of contact hours offered. Contact hours will be given for whole hours only, not partial hours.

ALTERNATE CONTACT HOURS

Alternate contact hours may be approved for learning formats such as correspondence courses, videotapes and audiotapes. Tapes of ICEA or other conferences or conventions will NOT be considered. Tapes must be specifically designed as an educational program and approved by ICEA as an alternate contact hour program. Alternate contact hours must be applied for by the program sponsor, and approval must be given prior to use by the ICD.

ICEA CONTACT HOUR REQUIREMENTS FOR RECERTIFICATION

ICDs must acquire a minimum of twenty-four contact hours dealing with a field directly relating to childbirth education, postpartum, or doula, or attend an entire ICEA convention core or Professional Training Workshop for recertification. Of the twenty-four hours, one-half may be alternate hours.

VERIFICATION OF CONTACT HOURS

All ICEA events will provide a verification of attendance stating the number of ICEA contact hours. Other programs should provide a verification of attendance that includes the number of contact hours. Verification forms must be submitted by the ICD with the recertification application. Verification forms are not sent by event sponsor for each ICD's file.

TIME LIMIT FOR CONTACT HOURS

Contact hours for recertification must be earned during the four-year period of certification.

Return this form to ICEA Central Office

Name _____

Address _____

City _____ State/Province _____

Postal/Zip Code _____ Country _____

Telephone _____ / _____ ICEA Member # _____
area code

Certification ID# _____

Email Address _____

____ Yes, I am willing to be contacted via e-mail by doula candidates. My e-mail address is:

____ Do not include my name and address on the doula list published on the ICEA web pages.

____ Do not include my name on the list of ICDs distributed to those in need of doula services.

If you would like your picture included with your Internet listing, please include a picture. Pictures cannot be returned.

Signature _____ Date _____