



ICEA Approved Trainer Application

Name: _____

Street: _____

City: _____ State/Province: _____ Postal Code: _____

Phone: _____ Email: _____

Business name: _____ Web site: _____

I am applying to be a trainer for:

	Program	Year of original certification
	Childbirth Educator Program	
	Birth Doula Program	
	Postpartum Doula Program	

I have completed the following educational requirements for IAT status:

_____ Date
 _____ 20 hours in breastfeeding that meet BFHI requirements
 _____ 4 hours of maternal mental health
 _____ Attendance at an ICEA conference in the last three years

I attended _____ (trainer) workshop _____ (date)
 in _____ (place).

I have paid the \$100 (non-refundable) application fee. Check _____ Credit Card _____

1. Before submitting a curriculum for review, please check the list of educational requirements for IATs. No curriculum will be reviewed until the following are completed and verified:

- a. Breastfeeding:
 - i. Twenty (20) Breast Feeding contact hours required
 - ii. IBCLCs and CLCs may submit current certification
 - iii. La Leche leaders may submit contact hours
 - b. Maternal Mental Health – four hours of continuing education
 - c. Attendance at an ICEA conference within the last four years
2. Submit the following:
 - a. Enrollment application form
 - b. Resumé or CV (including references)
 - c. Payment of \$100 non-refundable application fee
 3. Interview with the President, President-elect, and possibly one other member of the IAT Committee.
 4. Submit your curriculum for the program(s) you plan to teach.
 - a. All curricula must be submitted using the Curriculum Template form. The information must be typed in. Handwritten materials will be returned without review.
 - b. Objectives for each program should be stated using the SMART format.
 - c. All materials used for your workshops should be submitted to ICEA (power points, handouts, etc.). Please note the requirements on the evaluation tool:
 - i. Number all power point slides
 - ii. ICEA logo on power point slides
 - iii. ICEA logo on handouts (as appropriate)
 - iv. Dates and links for videos
 - v. Appropriate references for cited material (APA format)
 - d. All workshops must include at least 16 hours of instruction time.
 - e. Your curriculum will be evaluated using the evaluation tool designed for each program. Your curriculum must include at least 80% of the listed objectives. Your score on the evaluation should not be viewed as a grade. It is simply an objective measure of the content in your program.

Occasionally a curriculum will require resubmission. You are allowed to resubmit twice within a six month time period. After that the process will begin again.
 5. Once the curriculum has been reviewed and approved you will be sent a contract to be signed. Return the signed contract with the appropriate fee.

Please know that we are here to answer questions at any time. We want to support you as a trainer, just as we want to ensure excellence in all ICEA programs. Thank you for your part in promoting the mission and philosophy of ICEA!

Below you will find the template to use for submitting your curriculum. A sample is also provided.

Name of IAT: _____

Date: _____

ICEA Workshop Curriculum Worksheet

Objectives	Content	Time	Methods

More rows can be added by continuing to tab through the table.

Please tally the total number of hours/minutes on each page.

The total number of hours for each workshop must include 16 hours. This does NOT include break times. For instance, an 8 hour day would be 8:00am – 5:30pm with a 15 minute break in the morning, a 15 minute break in the afternoon, and one hour for lunch.

Please make sure that your objectives are written using the SMART format.

THIS CONTENT IS PROVIDED AS AN EXAMPLE ONLY. DO NOT COPY.

Objectives	Content	Time	Presenter	Methods
1. List at least three principles of family-centered maternity care (FCMC).	<ul style="list-style-type: none"> • Welcome • Professional organizations that have statements about FCMC or patient-centered care • Summarize the common points of those professional statements 	35	**	PPT with discussion Q/A
2. Identify three domains of learning	<ul style="list-style-type: none"> • Left brain/right brain thinking • Visual, auditory, kinesthetic learners • Strategies for each teaching within each domain 	20	**	PPT with discussion Q/A
3. Demonstrate at least one way to use each of the selected props to support childbirth class presentations	<ul style="list-style-type: none"> • Individual and group activities • Use of model of pelvis/placenta with infant doll demonstrating labor progress • Use of infant doll and breastfeeding positions 	40	**	Demonstration/ return demonstration plastic pelvis, infant doll, placenta/amnion/chorion
4. Demonstrate at least two ways to teach decision-making skills	<ul style="list-style-type: none"> • Case studies • Evaluate options • Discuss choices 	30	**	Decision-making card game
5. Create a learning objective using SMART guidelines.	<ul style="list-style-type: none"> • S – specific • M – measurable • A – achievable • R – relevant • T – time-bound 	20	**	PPT and discussion small group activity writing objectives
TOTAL MINUTES THIS PAGE		145		