



ICEA Approved Trainer Application Renewal

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

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. Subsequent IAT renewal requires four (4) Breast Feeding contact hours per contract cycle
 - ii. IBCLCs and CLCs may submit current certification
 - iii. La Leche leaders may submit contact hours
 - b. Maternal Mental Health – four (4) hours of continuing education

- c. Attendance at an ICEA conference within the last three years
- 2. 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.).
 - i. Please note the requirements on the evaluation tool:
 - a) Number all power point slides
 - b) ICEA logo on power point slides
 - c) ICEA logo on handouts (as appropriate)
 - d) Dates and links for videos
 - e) Appropriate references for cited material
 - 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.
- 3. 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!