



## 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.***

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