



ALPP

THE ACADEMY OF
**Lactation Policy
and Practice**

Candidate Handbook & Application

Certified Lactation Counselor (CLC[®]) Certification

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The Academy of Lactation Policy and Practice strives to promote interdisciplinary knowledge about breastfeeding and human lactation through certification and other activities that protect the public by assessing competency driven lactation management, skill and knowledge. These activities seek to promote, protect, and support breastfeeding for individuals and society at large.



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1. Overview

About The Academy of Lactation Policy and Practice

The Academy of Lactation Policy and Practice (“ALPP”) is a division of the Healthy Children Project, Inc., a non-profit organization, and provides a national certification program in Breastfeeding and Human Lactation for nurses, physicians, dietitians, WIC personnel, peer counselors, independent lactation counselors and others. Founded in 1999, ALPP is dedicated to improving the foundation of breastfeeding comprehension and understanding throughout the United States by providing certification of added qualification in breastfeeding.

In 2005, ALPP began administering the CLC® (Certified Lactation Counselor®) Examination and Certification Program separately from the Healthy Children Project, Inc. and continues as a division of the Healthy Children Project.

ALPP independently develops and administers the CLC Examination to assess knowledge and skills that underlie competent practice in lactation counseling. ALPP’s Disciplinary Review Panel is responsible for setting policy, and for developing the CLC Program Requirements. The development, administration and scoring of the CLC Examination promotes competency in lactation management, skills, and knowledge and thereby fulfills the mission of ALPP.

The Purpose of the Certified Lactation Counselor® Certification

The purpose of the CLC Examination is to identify individuals who are competent in lactation management skills and knowledge. By extension, the CLC Examination seeks to promote, protect and support breastfeeding for individuals and society at large.

Candidates who successfully complete the CLC Examination and who agree to comply with the CLC Program Requirements are eligible for CLC Certification and are licensed to use the certification marks “Certified Lactation Counselor” and “CLC” for a period of three years.

Obtaining the CLC Certification is a way of demonstrating knowledge and skills in lactation management. Individuals who hold the CLC Certification come from a variety of different educational and employment backgrounds, including mothers, peer counselors, educators, nurses, childbirth educators, doulas, nutritionists, dietitians, midwives, physicians, social workers, public health workers, public administrators, and many others. Individuals work as lactation counselors in settings including obstetric and pediatric practice settings, hospitals, public health programs, and independent practice.



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Statement of Non-Discrimination

ALPP does not discriminate against any individual on the basis of race, color, creed, religion, gender, sexual orientation, national origin, age, disability or any other characteristic protected by law.

Statement of Impartiality

ALPP is committed to impartiality, and understands the importance of impartiality in carrying out all of its certification activities.



2. Application Process

Overview

The steps of the application process for the ALPP Certified Lactation Counselor certification are as follows:

1. If interested in pursuing the Comprehensive Course pathway, apply directly through our training partner's webpages for the CLC examination.
2. If interested in pursuing the Aggregate or Alternate pathway, submit your application along with the required documents and fee, at least 30 days prior to your desired testing date.
3. Within 10 business days of receipt of your application, or four to six weeks before the start of the training, you will receive confirmation.
4. Take the exam at your confirmed location and date/time.
5. Within six to eight weeks of the exam date, ALPP will send you a score report via email indicating whether you have passed the examination and achieved certification.

Each of these steps is explained in greater detail in the remainder of this handbook.

Application and Fees

A completed application will require the following:

1. Application (will vary depending on the pathway)
2. Completed Forms (will vary depending on the pathway)
3. Fees

Postmark Deadlines

All deadlines set by ALPP are postmark deadlines. If there is a discrepancy between a metered postmark and an official United States Postal Service postmark, the latter will be considered official.



Application Process, continued

Pathways to Sit for the Certified Lactation Counselor Examination

There are three pathways to qualify to sit for the ALPP Certified Lactation Counselor Exam:

- The Comprehensive Course Pathway
- The Aggregate Pathway
- The Alternate Pathway

Comprehensive Course Pathway

This pathway is designed for a person looking to take a single, comprehensive, course that covers all the skills and competencies necessary for breastfeeding counseling. Individuals who complete this pathway must successfully complete a lactation course that is taught by one of our approved training partners. These training courses meet the following requirements:

- A minimum three college credit course
- 52 hours of training based on the WHO/UNICEF (World Health Organization/United Nations Children's Fund) Breastfeeding Counseling Training Course
- Demonstrate the competencies and skills required to provide safe, evidence-based counseling for pregnant, lactating, and breastfeeding women, within the context of the course

Course completion documents must include verification of competencies. For this pathway, candidates do not need to submit an application or any other forms to sit for the CLC exam; the application will be submitted directly from the training partner. You can find a list of training partners that fulfill the requirements for the comprehensive course pathway on ALPP's website or you can request the list by contacting ALPP directly.



Application Process, continued

Aggregate Pathway

You may take the ALPP CLC Certification Exam through the Aggregate pathway if you provide documentation of the following:

- Proof that you are a currently licensed health professional (RN, APRN, physician, etc.) OR hold a bachelor's degree or higher
- Proof of completion of a minimum of 45 hours of education *within the past year* that relates directly to the WHO/UNICEF (World Health Organization/United Nations Children's Fund) Breastfeeding Counseling Training Course; may be collected from different courses (must submit the completed Academic Content Checklist to verify)
- Proof of mastery of the skills and competencies necessary for breastfeeding counseling through directly supervised lactation care (must submit the completed Counseling Skills Attestation).

If you meet the above criteria, you may submit the following to the Academy of Lactation Policy and Practice for review:

1. Application for CLC exam (alternate pathways)
2. Certificate(s) or transcripts for educational course(s)
3. Academic content checklist
4. Counseling skills attestation
5. Applicant resume
6. Resume(s) of Counseling Skills Attestation supervisor(s)
7. License type and number or transcript (proof you are a licensed health professional or hold a Bachelor's degree or higher)

Certificates submitted must indicate the name of program(s), date(s) completed, relevant hours, and sponsoring agency. Education sponsored by manufacturers or distributors of infant formula, baby food, bottles, nipples, pacifiers, including pump companies that violate the scope of the WHO International Code of Marketing of Breastmilk Substitutes, or continuing education that does not meet ALPP eligibility criteria will not be accepted.

All required documentation must be submitted with the application in order for it to be considered.



Application Process, continued

Alternate Pathway

To qualify to sit for the ALPP CLC examination through the Alternate pathway, candidates must be a graduate of a Commission on Accreditation of Allied Health Education Programs (CAAHEP) approved, post-secondary, lactation consultant program.

You may take the ALPP CLC Certification Exam through the Alternate pathway if you provide documentation of the following:

1. Application for CLC exam (alternate pathways)
2. Transcript indicating completion of a CAAHEP approved, post-secondary, lactation consultant program
3. Counseling skills attestation
4. Applicant resume
5. Resume(s) of counseling skills attestation supervisor(s)

All required documentation must be submitted with the application in order for it to be considered.



Application Process, continued

A candidate must not be currently under disciplinary action by ALPP and must not have suffered any adverse disciplinary action by ALPP within two years of applying for ALPP Certification. Candidates for the CLC Examination must sign a declaration attesting to the fact that all information provided on the application form is accurate, complete and true.

Documentation of meeting the eligibility requirements must accompany a candidate's application for ALPP's Certified Lactation Counselor certification. The documentation forms are available at the end of this handbook.

Scheduling an Examination Appointment

Within 10 business days of the receipt of your application, or at the point four weeks before the examination, ALPP will send you an authorization to test letter confirming your eligibility status (or pending status if you are registered for an authorized course in conjunction with the examination location) and providing a location for examination. Keep this authorization to test letter. You will need to present it at the testing center. The authorization to test is only valid for the location and date in the letter.

Fees

The current application fee is \$20. The current examination fee is \$100.

Exam Sites

CLC certification exams are administered at locations throughout the United States.

3. Special Circumstances, Fees and Appeals

Incomplete Applications

Incomplete applications will be returned to the applicant with instructions on how to complete the process. Should a candidate choose not to proceed with completing their application, all documentation submitted and fees (minus a \$20 processing fee) will be returned to the applicant.

Cancellation / Fee Refund

The eligibility application review fee is non-refundable. The examination fee is refundable (minus \$50 processing fee) if the candidate notifies ALPP of his or her test site cancellation and refund request in writing 10 business days prior to the examination date. A candidate who does not request a refund by this deadline and does not sit for the exam forfeits all fees.

Extreme Circumstances/No Fee Penalty

If a candidate has missed the examination due to emergency or hardship such as serious illness of either the candidate or an immediate family member; death in the immediate family; disabling traffic accident; court appearance or jury duty; unsafe weather conditions, or military duty, they will be permitted to reschedule the examinations at no additional charge as long as ALPP is notified the morning of the scheduled testing date.

Appealing an Application or Examination Decision

If an application for the CLC Examination is not accepted by ALPP, the candidate may appeal this action to the Disciplinary Review Panel. All appeals shall be in writing, shall identify the reasons that the application should be accepted, and shall include any supporting documentation that the candidate wishes to have considered. The request must be received at least 30 days before the date of the requested CLC Examination. Candidates shall have the burden of demonstrating that the appeal should be granted. All such appeals will be reviewed by the Disciplinary Review Panel. The Disciplinary Review Panel will notify the candidate of its decision in writing. The decision of the Disciplinary Review Panel shall be final.



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If a candidate wishes to appeal a decision about the CLC Examination process, the candidate may submit written verification and supporting documentation of the situation to ALPP within 20 days of the original examination date.

If such a request is not made within 20 days, the candidate will forfeit the full examination fee. To apply for a future date, the candidate must complete a new application, pay all applicable fees, and meet all eligibility requirements in effect at the time of reapplication.



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4. CLC Examination Procedures

Examination Formats

The ALPP CLC Examination has two sections: a didactic examination and a practical examination.

The didactic examination lasts two hours, and consists of multiple choice questions. Each candidate shall complete the CLC examination, without using resources, such as written or electronic materials and without consulting other individuals. There is no penalty for wrong answers.

The practical examination lasts 30 minutes. Candidates observe videos of mother/baby nursing sessions. The examiners have a specific and objective set of assessment criteria the participant must accurately document during the video observations.

Language

The examinations are offered in English only.

Americans with Disabilities Act

Special arrangements shall be provided to candidates with a disability (as defined by Title III of the Americans with Disabilities Act) who submit with their certification application, a written explanation of their needs along with appropriate medical documentation. Forms to request accommodations are included later in this handbook.



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5. Preparation for the CLC Examination

Didactic Examination Content Outline

The Certified Lactation Counselor Didactic examination conforms to a content outline based on a national practice analysis of lactation professionals. Below is the content outline for the Certified Lactation Counselor didactic examination.

The three parameters of lactation counseling are as follows:

Chronological periods:

Prenatal
Labor/birth/1-2 days
Prematurity
3-14 days
15-28 days
1-3 months
4-6 months
7-12 months
Beyond 12 months

Topic Areas

- A. Long-term breastfeeding
- B. Maternal and infant nutrition
- C. Nipple and breast problems
- D. Latch-on and positioning for breastfeeding
- E. Milk supply, formula supplementation
- F. Commercial products (pumps, feeders etc.) and techniques for their use
- G. Promotion of breastfeeding
- H. Weaning
- I. Special circumstances, maternal and infant

General Principles

- I. Human Anatomy, Physiology & Child Development
- II. Successful Breastfeeding Management Programs
- III. Counseling Techniques
- IV. Protection for Breastfeeding: Public Health Strategies
- V. Professional Ethics and Behavior



Preparation for the CLC Examination, continued

Practical Examination Content Outline

The Certified Lactation Counselor practical examination conforms to a content outline based on a national practice analysis of lactation professionals. Below is the content outline for the Certified Lactation Counselor didactic examination.

Topic Areas

Appropriate assessment of latch-on, positioning and suckling for breastfeeding

Authoritative Reference List

The Authoritative References List provides a concise yet detailed guide to informative lactation practice books. It serves as a valuable tool for all lactation professionals, especially those preparing for the certification.

This list is intended for us as a study aid only. The Academy of Lactation Policy and Practice does not intend the list to imply endorsement of these specific references, nor are the test questions necessarily taken from these sources.

**Text(s) recommended for 2019-2020*

*Karin Cadwell & Cindy Turner-Maffei (2017). Pocket guide for lactation management, 3rd edition (Third edition). Burlington, MA: Jones & Bartlett Learning.

*Ruth A. Lawrence and Robert M. Lawrence (2015). Breastfeeding: A Guide for the Medical Profession. 8th edition (Eighth edition). Philadelphia, Pennsylvania: Elsevier.

Karin Cadwell and Cindy Turner-Maffei (2006). Breastfeeding A – Z: Terminology and Telephone Triage. Published by Jones and Bartlett.

N. Mohrbacher and J. Stock (2003) The Breastfeeding Answer Book. Published by La Leche League, International, Illinois.

Jan Riordan (2005) Breastfeeding and Human Lactation. Published by Jones and Bartlett Publisher.

Marie Biancuzzo (2003) Breastfeeding the Newborn: Clinical Strategies for Nurses. Published by Mosby. DVD – Latch 1, 2, 3 (2009) Health Education Associates.



Studying for the Didactic Examination

There are many things you can do to prepare yourself for the test. Read and review the materials associated with the course. Participate fully in homework. Ask questions to the faculty.

Example 1: Skin-to-skin care is beneficial for the premature infant because:

Options or Distracters:

- a. It delays hospital interventions that are unnecessary
- b. It stimulates maturation and development in the infant
- c. It decreases the infant's need for foods, especially iron
- d. It decreases the amount of infant gagging and coughing

Correct Answer: b

According to the matrix, this question tests at the Chronological Level 3 (Prematurity), within the General Principle I (Human Anatomy, Physiology and Development) and is in the Topic Area I (Special Circumstances).

Example 2: Which of the following describes a reason that Skin-to-skin care should be included in hospital policies for the care of premature infants?

Options or Distracters:

- a) It delays hospital interventions that are unnecessary
- b) It stimulates maturation and development in the infant
- c) It decreases the infant's need for foods, especially iron
- d) It decreases the amount of infant gagging and coughing

Correct Answer: b

In this case the item could fit into the matrix as F, V, 3. Management techniques, Professional Behavior and Prematurity.



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Preparation for the CLC Examination, continued

Studying for the Practical Examination

The ALPP Certified Lactation Counselor Certification is granted to those who can put into practice the ideals of lactation management.

There are many things you can do to prepare yourself for the test such as, verifying that you understand the terminology associated with the Lactation Assessment Tool and watching the *Latch 1, 2, 3* DVD to review concepts.



6. On the Day of the Examination

Test Admission Procedures

Candidates must report to the test center no later than 30 minutes prior to the posted start time of the exam. Candidates must present a government-issued photo ID (such as a valid driver's license) with candidate's name on it. The name on the photo ID must match the examinee's name on the sign-in sheet produced by ALPP proctors.

Candidates without authorization to test, photo ID, or who arrive more than five minutes after the posted start time will NOT be permitted to enter the test center, and their examination fees will be forfeited.

Practical Examination

Candidates must report to the practical testing room no later than thirty minutes prior to the posted start time of the exam. Testing instructions will begin at five minutes after the posted start time of the exam. The total practical exam time is 30 minutes. Additional time has been allowed for instructions. You can expect to leave the test at approximately 45 minutes after the posted start time for the exam. There are no scheduled breaks.

Didactic Examination

Seating of candidates, distribution of test materials, and testing instructions will begin at five minutes after the posted start time of the exam. The total didactic testing time is two hours. Additional time has been allowed for instructions. You can expect to leave testing at approximately 2.5 hours after the posted start time for the exam. There are no scheduled breaks during the didactic exam.



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7. CLC Examination Procedures

Please familiarize yourself with the following rules for the exam:

1. All cell phone must be turned off entirely before beginning the examination. All reference material, books, papers, or personal items must be placed out of view of the candidate and must remain inaccessible to the candidate throughout the examination.
2. The Practical portion of the CLC Examination consists of viewing videotaped breastfeeding sessions and answering a True/False LAT Examination. You will be given specific directions at the beginning of the CLC Examination, including which sheets to complete and sign prior to the practical exam beginning. There are two videos. A successful candidate must pass at least one of the video assessments.
3. The Didactic portion of the CLC Examination consists of multiple choice questions. You will be given specific directions at the beginning of the CLC Examination. To successfully complete the Didactic portion of the CLC Examination, a candidate must receive a passing score of 75%.
4. Mark your answers solely on the CLC Examination Bubble Sheet or on the True/False LAT Examination. You may write on the test question sheets and on the LAT Assessment Tool, but these notes will not be considered upon scoring the exam.
5. Use the ALPP pencil provided to mark your answers. If you desire to change an answer already marked, please erase carefully.
6. The content of the CLC Examination content is confidential, therefore, copying questions and/or discussing the questions with others during or following the CLC Examination is strictly prohibited. Any attempt to do so will disqualify a candidate for CLC Certification and result in automatic failure of the CLC Examination.



CLC Examination Procedures, continued

7. Proctors may not clarify the content of test questions during the examination.
8. Any disruptive behavior detected during the examination is cause for immediate action (disqualification, etc.) by the proctors.
9. Smoking is not permitted in the examination room.
10. No weapons or instruments that may reasonably be used as weapons may be brought into the examination room.
11. If English is not your first language, a translation dictionary is allowed, but must be approved by the ALPP proctors before the testing begins.
12. Candidates needing to leave the room for any reason should notify a proctor by raising his or her hand.
13. If you complete the Didactic examination before the end of the testing period, quietly gather your belongings and bring your exam materials to a proctor. Candidates who finish early and wish to leave the examination room may do so. Please show courtesy to those still testing, keep communication and moving about to a minimum.
14. CLC Examinations received without a signed Examinee Statement may be disqualified.
15. Removal of any test material from the site will disqualify you from CLC Certification, and future CLC Certification, and result in automatic failure of the CLC Examination.
16. After the CLC Examination, the proctors will return all materials to the national office.
17. The Academy will score the CLC Examinations and notify you by email of your pass/fail results within six to eight weeks of their receipt at the national office. In order to obtain CLC certification, the candidate must pass both the practical and didactic portions of the examination. **Do not call the Academy for test results. Results are not available over the phone.**



Dismissal

Any candidate who is observed engaging in any misconduct will be subject to dismissal from the examination, may be barred from future examinations for a period ranging from one year to permanent dismissal, and may be required to forfeit his/her current examination fee and /or period of eligibility. Testing center proctors are authorized to take immediate, appropriate measures against candidates who are caught violating testing rules. The candidate is entitled to appeal the dismissal determination.

Sick Policy

In keeping with advice from health authorities including the Centers for Disease Control & Prevention (CDC), it is the policy of ALPP, that exam candidates who have symptoms of illness, including those who are actively ill, as well as those who feel that they are “coming down with something” should stay at home (or in their temporary place of residence such as a friend or family member’s home, hotel, etc.), and should not attend the ALPP examination, remaining at home until they are no longer contagious.

If any candidate is unable to arrive at a designated exam site because of an illness, the candidate must notify ALPP **at least 24 hours prior** to the Friday exam. Candidates who do so will be allowed to take the next regularly scheduled examination without being charged a re-examination fee. Candidates who notify ALPP less than 24 hours prior to their scheduled examination day will not be eligible for a refund or fee transfer to a different exam location.

Inclement Weather

If any candidate is unable to arrive at a designated exam site because of inclement weather, terrorist acts, a natural disaster, or other unforeseen emergencies beyond control of the candidate as determined by ALPP, the candidate will be allowed to take the next regularly scheduled examination without being charged a re-examination fee.

If for any reason the exam is unable to be administered, then the examination will be rescheduled within a reasonable period of time. Candidates may take the examination at the next administration without being charged a re-examination fee. Candidates will be responsible for their own associated expenses for future testing.

Examination Irregularities

Any problems, suspected instances of cheating, alleged inappropriate examination administration, environmental testing conditions severe enough to cause disruption of the process, or other irregularities related to test administration should be addressed to the onsite proctor. All such matters will be reported, investigated, and subject to further action based upon policies and procedures adopted by ALPP.



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Handling of Tests

ALPP will take all available precautions to ensure the appropriate and secure handling of completed tests. In the rare and extreme case in which the tests become lost or unreadable, candidates will be required to undergo retesting, without being charged a re-examination fee. Candidates will be responsible for their own travel-associated expenses for future testing.



8. After the Examination

Notification of Results

Candidates are notified via email of the examination results within six to eight weeks of the test administration. Results will not be given over the phone.

Results – Passing

Candidates who successfully complete the examination and whose credentials and application entitle them to certification will be notified by email and granted a Certified Lactation Counselor certification.

The certification remains the property of the Academy of Lactation Policy and Practice, which may withdraw, cancel, revoke or otherwise annul the certification for cause.

Results – Failing

Candidates who did not successfully pass the examination will be notified by email. A failing report shall list the candidate's score. Suggested topic areas for further study may be identified based on the content areas of incorrect responses.

Information on reapplying for the CLC Examination shall be included.

Retesting: Candidate Fails

If a candidate receives a failing score, they may retake the CLC Examination up to three times in one year of their original test date. Candidates who fail to pass the CLC Examination after three attempts must complete a course of continuing education or training administered by a training partner before another CLC Examination may be scheduled.

Retesting: Candidate Passes

In the event that a candidate passes any ALPP certification examination, the candidate may choose to sit for the examination again. By doing so the candidate is acknowledging that, upon exam registration, their previous passing score and certification status is void.

Candidates who have not recertified prior to their three-year expiration period and whose certification has lapsed must retake and pass the examination in order to be certified again.



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After the Examination, continued

Requests to Rescore Examination Policy

Candidates with reason to believe a discrepancy exists in the scoring or reporting of their test results may request a re-scoring of the exam. A candidate's exam will be inspected and re-scored upon receipt of the re-scoring request form. Requests for re-scoring answer sheets must be received no later than 30 days following release of CLC Examination results. Requests received beyond this time period will not be processed.

9. Certificants

Use of Title, Certification Mark, and Logo

A Certified Lactation Counselor has the right to utilize the title (Certified Lactation Counselor), certification mark (CLC), and/or logo in accordance with the guidelines provided in this document. “Certified Lactation Counselor”, “CLC” and CLC logo are owned by the Academy of Lactation Policy and Practice and are licensed to individuals who successfully complete the CLC examination, and who agree to comply with CLC program requirements.

An individual who has been granted the certification may utilize the title, mark and/or logo on stationary, websites, business cards, and other promotional materials as:

First name Last name, Certified Lactation Counselor

First name, Last name, CLC

Should the certification expire, be suspended or withdrawn for any reason, the individual must immediately cease the use of the title, mark, and/or logo on stationary, websites, business cards, and any and all promotional materials.

ALPP reserves the right to publish the names of current CLCs on its website.

The title, mark, and/or logo may only be used in a manner that represents the Certified Lactation Counselor. ALPP expects that representatives will follow established standards of professional practice and ethics in business, advertising, public relations, and marketing when using the title, marks and/or logo. Failure to do so will result in disciplinary action.

Please contact ALPP to obtain a PDF version of the logo.

Candidates, who successfully complete the CLC Examination, and who agree to comply with CLC Program Requirements (CLC Certificants) shall be notified by ALPP of their CLC Certification. Upon notification, CLC Certificants are licensed to use the title, mark and logo. CLC Certificants receive a certificate that is valid for a period of three years, rounded to either June 30 or December 31, depending on the date of examination.



Certificants, continued

Execution of an application for the CLC Examination constitutes an agreement by a candidate to comply with CLC Program Requirements. The CLC Program Requirements consist of the procedures, Code of Ethics, and requirements set forth in this ALPP Candidate Handbook for Certified Lactation Counselors (CLC) Certification and any standard procedure, or requirement, if any, that may be published from time to time by ALPP. Compliance with CLC Program Requirements is a condition of CLC Certification.

The CLC Certification is granted to an individual. Therefore, he or she, not his or her employer or business, may use the certification marks as long as the individual is licensed to do so. In marketing materials and other documentation, employers of CLC Certificants are allowed to identify CLC Certificants on staff. However, in no event shall employers suggest that they, rather than the employees, possess CLC Certification.

The certification marks “Certified Lactation Counselor” and “CLC” are owned by ALPP and are licensed to individuals who successfully complete CLC Examination, and who agree to comply with CLC Program Requirements.

ALPP is pleased to announce that on April 5, 2011, the United States Patent and Trademark Office issued a registration certificate for the certification mark Certified Lactation Counselor®. The Certified Lactation Counselor® marks and logo may only be used in a manner that represents the Certified Lactation Counselor. ALPP expects that representatives will follow established standards of professional practice and ethics in business, advertising, public relations and marketing when using the certification marks and logo. Failure to do so will result in disciplinary action.

Request for Duplicate Certificate

Any certificant may request additional copies of his or her certification document. Requests must be made in writing to ALPP and may be made at any time. The fee of \$15 must be included with the request. The request for a duplicate certificate appears later in this handbook and is publicly available on the website.



10. Continued Education/Recertification

In recognition of the fact that scientific and social knowledge about breastfeeding and human lactation is continually evolving, CLC 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. CLC Certificants who do not provide adequate proof of 18 or hours of appropriate continuing education will not receive a renewed CLC Certification.

CLC Certificants are licensed to use the CLC Certification Marks for a period of three years, rounded to either June 30 or December 31, depending on the date of CLC Examination. Every three years CLC Certificants must recertify by submitting proof of 18 contact hours of evidence-based continuing education and paying a recertification fee. CLC Certificants will be required to: (1) review and attest that they have adhered to the CLC Program Requirements; and (2) agree to comply with the CLC Program Requirements for the duration of their recertification when they submit their recertification. Non-payment of recertification fees or non-submission of proof of continuing education will result in revocation of CLC Certification by ALPP. CLC Certificants who miss the recertification date may recertify by retaking a course and the CLC Examination.

One-hundred percent of CLC Certificants will have their continuing education hours audited. CLC Certifications must verify that they have completed the required continuing educational hours by submission of certificates of completion in order to maintain their certification.



11. CLC Examination Administration and Scoring

The passing score for the CLC Examination was set by a panel of judges, which included subject matter experts with a variety of credentials and degrees. The group of experts reviewed each item of the Didactic Examination using an established method for determining competence called the Angoff technique. The score was set at 75% for the CLC Examination.

After each CLC Examination is administered, the bubble sheets will be scored. After the CLC Examination is scored, each candidate will be sent a report indicating whether he or she obtained a passing or failing score.

The correct answers on the practical examination were determined by a panel of experts. Only the parameters which the experts agreed unanimously are scored. The candidate must score 100% on one of the video assessments to pass the practical examination.

Candidates who receive a passing score on both the didactic and practical elements of the CLC Examination and who agree to comply with the CLC Program Requirements are eligible for CLC Certification.

A failing report shall list the candidate's score. Suggested topic areas for further study may be identified based on the content areas of incorrect responses. Information on reapplying for the CLC Examination shall be included.

If a candidate receives a failing score, he or she may retake the CLC Examination up to three times in one year. Candidates who fail to pass the CLC Examination after four attempts must complete a course of continuing education or training specified by the CLC Committee before another CLC Examination may be scheduled.

Candidates with reason to believe a discrepancy exists in the scoring or reporting of their test results may request a re-scoring of the bubble sheet. A candidate's bubble sheet will be inspected and re-scored upon receipt of the re-scoring request form. Requests for re-scoring answer sheets must be received no later than 30 days following release of CLC Examination results. Requests received beyond this time period will not be processed.



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12. Expectations of CLC Certificants & Scope of Practice

CLC Scope of Practice Statement

The Certified Lactation Counselor® (CLC®) certification identifies a professional in lactation counseling who has demonstrated the necessary skills, knowledge, and abilities to provide breastfeeding counseling and management support to families who are thinking about breastfeeding or who have questions or problems during the course of breastfeeding/lactation.

CLCs are individuals who have successfully completed a minimum of 52 hours of training based upon the footprint of the World Health Organization/UNICEF Breastfeeding Counseling Training Course and a Job Task Analysis; have passed a criterion-referenced examination administered by the Academy of Lactation Policy and Practice (ALPP); and have demonstrated the clinical competencies and skills required to provide safe, evidence-based counseling for pregnant, lactating, and breastfeeding families, including the:

- Ability to recognize one's own and others' attitudes, values, and expectations about infant feeding and healthy lifestyles.
- Ability to apply the concept of an individualized approach to counseling and management of breastfeeding, from preconception through weaning.
- Ability to use appropriate, effective, and client-centered communication skills.
- Ability to identify opportunities to offer information/education within the counseling encounter to breastfeeding families, the whole family constellation, the community, health care providers, and other health care workers.
- Ability to assess physical, nutritional, and psychosocial aspects and the mental status of the breastfeeding dyad.
- Ability to utilize reliable tools to assess affective/ineffective breastfeeding and milk transfer.
- Ability to incorporate evidence based approaches to clinical practice and make appropriate referrals operating on the continuum of the health care team.
- Knowledge of programs, policies and legislation on state, national, and international levels that promote, protect and support breastfeeding.

ALPP develops and administers the CLC examination to assess the knowledge and skills that underlie competent practice in lactation counseling. The development, administration, and scoring of the CLC exam, after participants have met the skills competency requirements, promotes competency in lactation management, skills, and knowledge and thereby fulfills the mission of ALPP.

The purpose of the CLC certification is to protect the public by identifying individuals who are competent in lactation management skills and knowledge.

Many individuals who hold the CLC credential have other licenses and education, including nurses, peer counselors, doulas, dietitians, nutritionists, home visitors, physicians, midwives,



occupational and speech therapy, mental health counselors, etc. Because of the diverse background and training of CLCs, this listing does not encompass activities that many CLCs may conduct under the umbrella of other licensure, training, or knowledge.

Knowledge and Competency of the CLC

CLCs have demonstrated the knowledge and skill to:

- Integrate knowledge and evidence from a minimum of 52 hours of training based upon the footprint of the World Health Organization/UNICEF Breastfeeding Counseling Training Course and the CLC Job Task Analysis when providing care for breastfeeding families.
- Construct and maintain conditions that predispose mothers and babies to an uncomplicated breastfeeding experience through counseling, education, clinical management, and support.
- Monitor and evaluate behavioral, cultural, and social conditions predisposing mothers and babies to an uncomplicated breastfeeding experience.
- Assess for, monitor, and evaluate physical conditions that predispose mothers and babies to a complex breastfeeding experience.
- Monitor and evaluate behavioral, cultural, and social conditions that predispose mothers and babies to complex breastfeeding experiences.
- Provide needed evidence-based information regarding breastfeeding and medications, tobacco use, alcohol, and illicit drugs.
- Provide needed evidence-based information regarding complementary and alternative therapies.
- Identify and advocate for aspects of breastfeeding management programs that facilitate optimal health outcomes.
- Assess breastfeeding using a multi-faceted approach.
- Use counseling skills and techniques that are supportive to breastfeeding mothers and babies, practicing in a clinically competent manner.
- Facilitate the development of, and advocate for, public health strategies and/or policies that serve to protect, promote and support breastfeeding.
- Coordinate care consistent with standards of professional ethics and behavior.

Thus, CLCs are committed to:

- Promote breastfeeding as the optimal method of infant feeding and care.
- Counsel and educate pregnant individuals and families regarding breastfeeding.
- Provide care supportive of the whole family constellation when providing counseling.



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- Conduct comprehensive assessment of mother and child related to breastfeeding and human lactation.
- Develop an evidence based care plan specific to the needs identified through assessment and counseling and implement it to help mothers meet their personal breastfeeding goals.
- Work collaboratively within the health care team.
- Assess the needs of breastfeeding individuals and babies who are at risk of, or currently experiencing, lactation difficulties, providing follow up care, and triaging referral to other care providers as needed.
- Maintain knowledge and skills through regular continuing education.
- Maintain documentation that is factual, accurate, current (timely), organized, and compliant with standards as outlined in the ALPP Code of Ethics and the Documentation Guidelines for Certified Lactation Counselors.
- Report safety issues to the appropriate authority, following the laws relating to confidentiality.
- Report violations of the Scope of Practice, as outlined in the ALPP Code of Ethics.
- Disclose any financial or other conflicts of interest in relevant organizations providing good or services, as outlined in the ALPP Code of Ethics.
- Notify ALPP if convicted of criminal misconduct, as outlined in the ALPP Code of Ethics.
- Report to ALPP if sanctioned by another professions.
- Adhere to the ALPP Code of Ethics and the professional standard within this code, as well as all laws pertinent to the community which the CLC practices.
- Adhere to all Documentation Guidelines for CLC Practice.



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13. Certification Code of Ethics

Preamble to the Code of Ethics

Ethical principles should guide both the decisions a CLC makes and the actions a CLC takes. Therefore, the standards relating to conduct are integrated within the Code of Ethics.

ALPP Code of Ethics for Certified Lactation Counselors

The CLC must practice in compliance with the following principles:

Autonomy

- A. Assist the parent in maintaining one's own autonomy, acknowledging that the parent is free to make informed decisions for oneself and the baby that are free of coercion.
- B. Obtain parental consent to help the parent/baby dyad with breastfeeding.
- C. Obtain parental consent to photograph, audiotape, or videotape the parent(s) and/or the infant(s) for educational or professional purposes.

Veracity

- D. Provide to all persons truthful and accurate information with respect to the professional performance of duties.
- E. Provide accurate and truthful documentation of lactation care.
- F. Accurate documentation is an important indication that the CLC is practicing within their Scope of Practice and following the ALPP Code of Ethics.

Beneficence

- G. Promote and encourage the highest level of ethics within the profession.
- H. Strive for excellence in all aspects of the field.
- I. Consistently perform at or above the standards acceptable to the field in order to foster the best outcomes for families and demonstrate respect for professionals in the field.
- J. Increase professional growth and knowledge by attending appropriate educational and training programs.
- K. Contribute knowledge to professional meetings and journals to raise the consciousness of the field.
- L. Maintain the highest standards of safety and any other responsibilities.



Certification Code of Ethics, continued

Nonmaleficence

- M. Recognize and discharge personal responsibility to uphold all laws and regulations relating to lactation counseling policies and activities.
- N. Use only legal and ethical means in all activities.
- O. Protect the public against fraud and unfair practices and attempt to eliminate all practices that bring discredit to the profession.
- P. Abide by the *International Code of Marketing of Breast-Milk Substitutes* and subsequent resolutions which pertain to health workers.
- Q. When providing services or products, consider adequate or appropriate liability insurance.
- R. Understand, recognize, respect, and acknowledge intellectual property rights, including but not limited to copyrights (which apply to written material, photographs, slides, illustrations, etc.), trademarks, service marks, and patents.
- S. Report violations of Scope of Practice to ALPP.
- T. Notify ALPP if convicted of criminal misconduct.

Confidentiality

- U. Maintain strict client confidentiality. Report safety issues to the appropriate authority, following the laws relating to confidentiality.
- V. Maintain professional and confidential records and documentation following legal and ethical practices. Falsifying documents is professional misconduct.
- W. Stay up to date with state and local laws regarding confidentiality and reporting in special circumstances (e.g. domestic violence).

Justice

- X. Avoid discrimination against other individuals on the basis of race, creed, religion, gender, sexual orientation, age, national origin, disability, or any other characteristic protected by law.
- Y. Refuse any gift, favor, or hospitality from patients or clients currently in her/his care that might be interpreted as seeking to exert influence to obtain preferential consideration.
- Z. Notify the ALPP Director of Operations if, through circumstances foreseen or unforeseen, the Certificant is unable to perform the essential functions of the CLC role with or without reasonable accommodation.



Certification Code of Ethics, continued

Role Fidelity

- M. Maintain the highest standards of personal conduct practicing within the legal constraints of the individual's Scope of Practice to protect client safety and to bring credit to the lactation field.
- N. Refer clients to appropriate medical and other resources for issues beyond the Certificant's Scope of Practice.
- O. Cooperate with professional colleagues to provide the highest quality service.
- P. Extend these same professional commitments to all those persons supervised or employed.
- Q. Disclose any financial or other conflicts of interest in relevant organizations providing goods or services. Ensure that professional judgment is not influenced by any commercial considerations.
- R. Notify the ALPP Director of Operations if, through circumstances foreseen or unforeseen, the Certificant is unable to perform the essential functions of the CLC role with or without reasonable accommodation.

All CLCs are required to subscribe to ALPP's Code of Ethics.

Disciplinary action, up to and including permanent revocation of the credential may be taken if CLC Certificants are found to be in violation of any of the aspects of the Code of Ethics.

Edge, R.S. & Groves, J. R. (1999) Ethics of health care: A guide for clinical practice (2nd ed.). San Juan Metro, Manila: C&E Publishing, Inc.. pp.39-51.



14. Confidentiality

Confidentiality Statement

Except as otherwise provided herein, CLC Examination scores will not be disclosed to anyone other than the candidate unless ALPP receives a written request to do so from the candidate or is directed to do so by subpoena or court order. Examination results will not be given over the phone.

Expressed Consent to Share Information

ALPP shall obtain consent in writing before sharing a candidate's exam results. This can be obtained by asking the candidate to sign the 'Release of Exam Results Confidentiality Agreement', which is available upon request and can be downloaded from the website. Candidates must also indicate in writing which CLC Examination date may be disclosed and identify the specific person or organization to whom the scores should be revealed. When an agency has its own Release form, this may be an acceptable substitute for the ALPP form. If a candidate chooses not to give consent for information to be shared, this decision will be respected, except where issues of safety or legality apply. However, this may limit the kinds of support that are open to them.

ALPP reserves the right to publish the names of current CLCs in a public registry on its website.

Data Protection

ALPP staff shall undertake commercially reasonable efforts to observe and maintain the confidentiality of candidate information.

Examination Confidentiality

Each candidate and CLC Certificant shall maintain the confidentiality of all CLC Examination questions and shall not request information about CLC Examination questions from previous candidates or CLC Certificants.



15. Practice and Disciplinary Procedures

Practice and disciplinary procedures of ALPP are intended to assist and inform CLC Certificants and candidates for CLC Certification of the CLC Program Requirements relative to conduct and disciplinary procedures. ALPP does not express an opinion on the competence or warrant job performance of CLC Certificants. A candidate or CLC Certificant shall refrain from the following prescribed activities, the violation of which may result in the denial of certification application or revocation of CLC Certification or other disciplinary action:

- A. Engaging in irregularity in connection with the CLC Certification Examination;
- B. Unauthorized possession, use, access, or distribution of CLC Certification Examinations, score reports, answer sheets, candidates or CLC Certificant files, documents or other materials;
- C. Material misrepresentation or fraud in any statement to ALPP or to the public, including but not limited to statements made to assist a candidate or CLC Certificant, or another, in applying for, obtaining, or retaining CLC Certification;
- D. Gross or repeated negligence in professional work;
- E. The conviction of, plea of guilty or plea of nolo contendere to a felony or misdemeanor which is related to the practice of lactation counseling; and
- F. Failure to adhere to the eligibility requirements for CLC Certification or the CLC Program Requirements.

Disciplinary Process

The Disciplinary Review Panel shall consider any alleged violation of any CLC Program Requirements.

A Disciplinary Review Panel member may not serve in any situation in which his or her impartiality or the presence of an actual or apparent conflict of interest might reasonably be questioned. A quorum consists of three members, and action shall be determined by a majority vote. The Disciplinary Review Panel shall determine the rules for its meetings and actions.



Practice and Disciplinary Procedures, continued

Submission of Complaints

The Concerns and Complaints Submission Form is available in the Candidate Handbook and on the ALPP Website at <https://www.alpp.org/pdf/CLC-Complaint-Submission-Form.pdf>. Submissions must include the name, phone number and address of the person making the complaint, as well as the name of the CLC or person in question. Anonymous submissions are not allowed. The submission must include a detailed description of the complaint or alleged violation. It must be signed.

Review Process

Whenever ALPP receives an allegation of a violation of the CLC Program Requirements, the Director of Operations and Certification Director review the complaint and take appropriate action. If resolution by these staff members is not possible, the complaint will be transmitted to the Disciplinary Review Panel, which shall review the complaint.

If the Disciplinary Review Panel determines that insufficient cause exists to conclude that there has been a violation of the CLC Program Requirements, no adverse action shall be taken. If the Disciplinary Review Panel determines by a majority vote that sufficient cause exists to conclude that a violation may have taken place, it shall notify the candidate or CLC Certificant of the alleged violation.

A candidate or CLC Certificant shall have the right to an oral hearing if he or she disputes the truthfulness of an allegation and shall bear his or her own expenses in connection with any such hearing. Individuals must notify the Disciplinary Review Panel within 15 days of receipt of the notification of an allegation being reviewed by the Disciplinary Review Panel if they wish to dispute request an oral hearing or comment regarding appropriate sanctions. If the candidate or CLC Certificant fails to respond, the allegation(s) will be taken as true by the Disciplinary Review Panel.

A candidate or CLC Certificant will be deemed to consent to the imposition of sanctions by the Disciplinary Review Panel if he or she does not dispute the truthfulness of the allegation(s).



Practice and Disciplinary Procedures, continued

Hearing

If requested, the Disciplinary Review Panel shall schedule a hearing. The Disciplinary Review Panel and the candidate or CLC Certificant (both of whom may be represented by counsel) may make opening statements, present documents and testimony, examine and cross-examine witnesses under oath, make closing statements and present written briefs as scheduled by the Disciplinary Review Panel. The Disciplinary Review Panel shall determine and apply evidentiary rules. Relevant evidence may be submitted. Disputed questions shall be determined by majority vote of the Disciplinary Review Panel.

Sanctions

In the event that the Disciplinary Review Panel concludes that a candidate or CLC Certificant has violated one or more CLC Program Requirements, it may impose one or more of the following sanctions:

- A. Denial or suspension of eligibility to participate in the CLC Examination;
- B. Suspension or revocation of CLC Certification;
- C. Censure;
- D. Reprimand;
- E. Training or other corrective action;
- F. Reports; and
- G. Conditions relating to the above.

Appealing Final Decisions of the Disciplinary Review Panel

The candidate or CLC Certificant may appeal a final decision of the Disciplinary Review Panel to the Appeals Board. An appeal must be filed with thirty (30) days of the candidate's or CLC Certificant's receipt of the decision. Failure to file an appeal within the deadline shall constitute a waiver of the appeal. The Disciplinary Review Panel may file a written response to the appeals statement of the candidate or CLC Certificant. The Appeals Board shall render a decision on the record without oral hearing, although written briefing may be submitted. The decision of the Appeals Board shall be final.

Practice and Disciplinary Procedures, continued

Decisions

The decision of the Disciplinary Review Panel and/or Appeals Board shall be rendered in writing. The decision shall contain factual findings, conclusions and any sanctions applied. The decision shall be transmitted to the candidate or CLC Certificant via email.

Release of Information

By agreeing to participate in the CLC Certification program, candidates and CLC Certificants authorize ALPP, the Disciplinary Review Panel and their agents to communicate all information regarding disciplinary procedures relating to the application, certification and review thereof to state and federal authorities, employers, other candidates and CLC Certificants, educational programs and others by means of newsletter or otherwise.

Waiver

Candidates and CLC Certificants release, discharge and exonerate ALPP, its officers, directors, employees, committee members, agents, the Disciplinary Review Panel, all other ALPP personnel and any person furnishing documents, records and other information relating to any alleged violation of the NLC program requirements.

Submission of Information to ALPP

Persons concerned with possible violations of CLC Program Requirements shall identify the persons alleged to be involved and the facts concerning the alleged conduct in as much detail and specificity as possible with available documentation in a written statement addressed to ALPP. The statement must include the name, address and telephone number of the person making the statement and others who may have knowledge or facts concerning the alleged violation.



16. Indemnification and Limitation on Liability

Third Parties

Candidates and CLC Certificants understand and agree that: (1) in administering the CLC Certification Program, neither ALPP nor Healthy Children Project, Inc. assumes or undertakes to discharge any responsibility to any third party; and (2) neither ALPP nor Healthy Children Project, Inc. warrants or guarantees that the CLC Certification Program will be recognized or accepted by any third party.

Indemnification

By submitting an application for CLC Certification or Recertification, a candidate or CLC Certificant agrees to hold harmless and defend and indemnify ALPP, Healthy Children Project, Inc., and their affiliates, officers, directors, and employees against any costs, expenses, or liability directly or indirectly arising out of or relating to any claim from any third party based on the use the Certification Marks or participation in the CLC Certification Program by a candidate or CLC Certificant.

Limitation on Liability

Neither ALPP nor Healthy Children Project, Inc. will, under any circumstances, be liable in contract or tort or on any other basis to any candidate, CLC Certificant or any third party for any claims or for any indirect, special or consequential damages arising out of or related to the CLC Certification Program.



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Appendix 1: Applications & Forms



**Application for CLC Certification Exam
Alternate/Aggregate Pathways**

Name

Home Address

City State Zip

Credit Card Billing Address

Credit Card Billing City/State/Zip

Daytime Phone

Email Address

Highest level of education completed & degree

Date of planned CLC Exam

Location of planned CLC Exam

Please Note: If you are using the Comprehensive Course Pathway you do not need to submit this application. The required documentation will be submitted for you by the training partner.

Send completed application to:
Academy of Lactation Policy and Practice
Department of Certification – CLC
PO Box 2170
South Dennis, MA 02660
OR fax to: (508)-833-6070



Aggregate Pathway	Alternate Pathway
Certificate(s) or transcripts for educational course(s)	Transcript indicating completion of a CAAHEP approved, post-secondary, lactation consultant program
Academic content checklist	Counseling skills attestation
Counseling skills attestation	Applicant resume
Applicant resume	Resume(s) of Counseling Skills Attestation supervisor(s)
Resume(s) of Counseling Skills Attestation supervisor(s)	Candidate application statement
License type and number or transcript (proof you are a licensed health professional or hold a Bachelor's degree or higher)	
Candidate application statement	

Send completed application to:
 Academy of Lactation Policy and Practice
 Department of Certification – CLC
 PO Box 2170, South Dennis, MA 02660
 OR fax to: (508)-833-6070



Payment Information

Application fee	\$20
Total Amount Enclosed	

Method of Payment

(Full payment required)

___ Check (Please make checks payable to ALPP)

___ Money Order

Charge my:

___ MasterCard ___ Visa ___ Discover

___ American Express

 Credit Card number

_____/_____

Exp. Date (month/year) V Code*

Signature (as shown on card) _____

*3 numbers on back for V/MC/D, 4 numbers on front for Amex

Attach copies of all certificates, transcripts, forms, resumes, and other required documents. Keep a copy of your complete application for your records. Please allow up to six weeks for processing of application.

Send completed application to:
 Academy of Lactation Policy and Practice
 Department of Certification – CLC
 PO Box 2170, South Dennis, MA 02660
 OR fax to: (508)-833-6070



Candidate Application Statement

All candidates must sign the following Candidate Application Statement and agree to all policies, procedures, and terms and conditions of certification in order to be eligible for the certification. The statement follows.

I hereby apply for certification as an Academy of Lactation Policy and Practice Certified Lactation Counselor. I understand that my certification depends on my ability to meet all requirements and qualifications. I certify that the information contained in this application is true, complete, and correct to the best of my knowledge and is made in good faith. I understand that ALPP may need to gather additional information to clarify or supplement this application and I agree to supply it. I further understand that if any information is later determined to be false, ALPP reserves the right to revoke any certification that has been granted on the basis thereof.

Each candidate and CLC Certificant shall maintain the confidentiality of all CLC Examination questions and shall not request information about CLC Examination questions from previous candidates or CLC Certificants.

I hereby release, discharge, and exonerate ALPP, its directors, officers, members, examiners, representatives, and agents, from any actions, suits, obligations, damages, claims or demands arising out of, or in connection with, any aspect of the application process including results or any other decision that may result in a decision to not issue me a certificate.

By signing this agreement, all CLC candidates are agreeing to the following:

- A) To comply with the relevant provisions of the CLC certification scheme;
- B) To make claims regarding certification only with respect to the scope for which the certification has been granted (CLC Certification only);
- C) Not to use the certification in such a manner as to bring ALPP into disrepute, and not to make any statement regarding the certification which ALPP considers misleading or unauthorized;
- D) To discontinue the use of all claims to CLC certification that contain any reference to ALPP or the CLC certification upon suspension or withdrawal of certification, and to return any certificates issued by ALPP;
- E) Not to use the certificate in a misleading manner.

Name _____ Signature: _____

Date: _____

To ensure the integrity of the Certified Lactation Counselor examinations, all candidates must sign the CLC Examination Rules and Instructions statement at the time of their exam as well as the ALPP Code of Ethics for Certified Lactation Counselors.

Send completed application to:
 Academy of Lactation Policy and Practice
 Department of Certification – CLC
 PO Box 2170, South Dennis, MA 02660
 OR fax to: (508)-833-6070



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Additional forms including the Academic Content Checklist and the Counseling Skills Attestation can be downloaded from our website:

www.alpp.org

These forms may also be requested from ALPP directly by emailing info@alpp.org.

Send completed application to:
Academy of Lactation Policy and Practice
Department of Certification – CLC
PO Box 2170, South Dennis, MA 02660
OR fax to: (508)-833-6070



**ALPP Application for Renewal of Certification
 Certified Lactation Counselor (CLC) Certification**

Name _____

Home Address _____

City _____ State _____ Zip _____

Credit Card Billing Address _____

Credit Card Billing City/State/Zip _____

Daytime Phone _____

Email Address _____

Date of CLC Certification _____

Location of CLC Examination _____

Payment Information

CLC Recertification Fee Schedule	Price	Check One
Early Recertification - completed application packet is received at least 2 months prior to expiration	\$102	
Regular Recertification - completed application packet is received between 2 months prior to expiration date and actual expiration date	\$126	
Late Recertification - completed application packet is received within 3 months following the expiration date	\$176	
Total Amount Enclosed		

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Send to:

Academy of Lactation Policy and Practice
 Department of Recertification – CLC
 PO Box 2170
 South Dennis, MA 02660
 OR fax to: (508)-833-6070



Method of Payment:
 (Full payment required)

- Check or Money Order (Please make checks payable to ALPP)
- 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.

Send to:
 Academy of Lactation Policy and Practice
 Department of Recertification – CLC
 PO Box 2170
 South Dennis, MA 02660
 OR fax to: (508)-833-6070



ALPP Change of Contact Information Form

Certified Lactation Counselor (CLC) Certification

Name

ALPP ID Number

Date of CLC Certification

Location of CLC Examination

Previous Home Address

Home Address

City

State

Zip

New Home Address

Home Address

City

State

Zip

Previous Email Address

Email

New Email Address

Email

Previous Legal Name

New Legal Name (attach proof of name change)

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Send to:

Academy of Lactation Policy and Practice

Department of Recertification – CLC

PO Box 2170

South Dennis, MA 02660

OR fax to: (508)-833-6070



ALPP Special Testing Accommodation Request Form

Certified Lactation Counselor (CLC) Certification

Name _____

Home Address _____

City _____ State _____ Zip _____

Daytime Phone _____

Email Address _____

Date of CLC Certification _____

Location of CLC Examination _____

Candidates with disabilities covered by the Americans with Disabilities Act (or Canadian/Australian equivalent) must complete this form and have an appropriate licensed professional complete the Documentation of Disability-Related Needs Form in order for their accommodations request to be processed.

Special Testing Accommodations

I would like to request the following testing accommodation(s):

- Circle answers in test booklet
- Extended testing time (time and a half)
- Large print test. Point size: _____
- Reader
- Separate testing area
- Special seating, please describe: _____
- Wheelchair accessible testing site
- Other special accommodations (please specify): _____

Send to:

Academy of Lactation Policy and Practice
 Department of Recertification – CLC
 PO Box 2170
 South Dennis, MA 02660
 OR fax to: (508)-833-6070



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Applicant Signature: _____

*** This form must be submitted 4 weeks prior to the start of the CLC Training ***

***** (Office use only) *****

Approved

Denied

Reason:

Date

Authorized ALPP Representative

Send to:

Academy of Lactation Policy and Practice

Department of Recertification – CLC

PO Box 2170

South Dennis, MA 02660

OR fax to: (508)-833-6070



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ALPP Documentation of Disability-Related Needs by Qualified Provider

Certified Lactation Counselor (CLC) Certification

Name _____

Home Address _____

City _____ State _____ Zip _____

Daytime Phone _____

Email Address _____

Date of CLC Certification _____

Location of CLC Examination _____

This form must be completed by a licensed health care provider or an educational / testing professional. The nature of the disability, identification of the test(s) used to confirm the diagnosis, a description of past accommodations made for the disability, and the specific testing accommodations requested must be included.

Professional Documentation

I have known _____ since _____ as a(n) _____.

(Name of Applicant)

(Date)

(Professional Title)

(Board Certification)

The applicant discussed with me the nature of the test being administered. It is my opinion that because of this applicant's disability described below, he/she should be accommodated by providing the special arrangements listed on the Special Testing Accommodation Request Form.

Comments on Disability: _____

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Send to:

Academy of Lactation Policy and Practice

Department of Recertification – CLC

PO Box 2170

South Dennis, MA 02660

OR fax to: (508)-833-6070



Signature: _____

Title: _____

Organization: _____

License # (if applicable): _____

Phone Number: _____ Date: _____

Candidate Instructions: Return this form with a copy of the *Special Testing Accommodation Request Form*

Written accommodation requests may also be scanned and submitted via email to: info@alpp.org with the words: *Accommodation Request* in the subject line of the email.

*** This form must be submitted 4 weeks prior to the start of the CLC Training ***

Send to:

Academy of Lactation Policy and Practice

Department of Recertification – CLC

PO Box 2170

South Dennis, MA 02660

OR fax to: (508)-833-6070



ALPP Request for Examination Re-Scoring Certified Lactation Counselor (CLC)

Name _____

Home Address _____

City _____ State _____ Zip _____

Daytime Phone _____

Email Address _____

Date of CLC Examination _____

Location of CLC Examination _____

Please re-score my exam results from the CLC Examination Location listed above. I understand that this request must be submitted within 30 days of the release of my original examination results. I can be contacted at the address listed above.

Submitted by:

Signature

Please print your name:

Send to:

Academy of Lactation Policy and Practice

Department of Recertification – CLC

PO Box 2170

South Dennis, MA 02660

OR fax to: (508)-833-6070



**ALPP Concerns & Complaint Submission Form
 Certified Lactation Counselor (CLC)**

Name _____

Home Address _____

City _____ State _____ Zip _____

Daytime Phone _____

Email Address _____

Date of CLC Examination _____

Location of CLC Examination _____

Please describe your concern or complaint. Include all relevant details. You may attach additional pages if necessary.

Submitted by: _____
Signature

Please print your name: _____

FOR ALPP USE ONLY

ALPP staff member responding: _____	
Resolution: _____ _____	
DATE	Authorized ALPP Representative

Send to:
 Academy of Lactation Policy and Practice
 Complaints & Appeals – CLC
 PO Box 2170
 South Dennis, MA 02660
 OR fax to: (508)-833-6070



**Request for Printed Certificate & Pocket Card
 \$15.00
 Certified Lactation Counselor (CLC)**

Name _____

Home Address _____

City _____ State _____ Zip _____

Daytime Phone _____

Email Address _____

Date of CLC Examination _____

Location of CLC Examination _____

Method of Payment:
 (Full payment required)

- Check or Money Order (Please make checks payable to ALPP)
- Charge my: _____ MasterCard _____ Discover
 _____ American Express _____ VISA

List your credit number below:

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Expiration Date (Month /Year)

--	--	--	--

V Code*

--	--	--	--

*3 numbers on back of card for MC/Visa/Discover; 4 numbers on front of card for AmEx

Billing address associated with the credit card, if different from above:

Signature (as shown on credit card)

Send to:
 Academy of Lactation Policy and Practice
 PO Box 2170
 South Dennis, MA 02660
 OR fax to: (508)-833-6070



ALPP Application for Re-Taking Certification Exam Comprehensive Course Pathway

Name _____

Home Address _____

City _____ State _____ Zip _____

Credit Card Billing Address _____

Credit Card Billing City/State/Zip _____

Daytime Phone _____

Email Address _____

Date of CLC Examination _____

Location of CLC Examination _____

I would like to retake the course/exam at the following location (please see the website for more information about locations and dates, you have one year from the date of your original exam date to retake and pass the exam):

Location: _____ **Date:** _____

I would like to retake the following exam (check all that apply):

- LAT exam (video section)
- Didactic exam (multiple choice)

I would like to attend the following course review (check one):

- The Friday exam only (no course review)
- Wednesday and Thursday LAT review and the Friday exam
- The entire course (Monday through Friday) and the Friday exam

Send to:

Academy of Lactation Policy and Practice

PO Box 2170

South Dennis, MA 02660

OR fax to: (508)-833-6070



ALPP
THE ACADEMY OF
**Lactation Policy
and Practice**

Cost: \$100 - full payment required.

- Check or Money Order (Please make checks payable to ALPP)
- Charge my: Visa/ MasterCard/Discover/American Express

List your credit number below:

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Expiration Date (Month /Year)

--	--	--	--

V Code*

--	--	--	--

*3 numbers on back for MC/Visa/Disc; 4 numbers on front for AmEx

Signature (as shown on credit card)

Send to:

Academy of Lactation Policy and Practice

PO Box 2170

South Dennis, MA 02660

OR fax to: (508)-833-6070



- Please mail my results to the above agency address.
- Please fax my results to the number listed above. It should be sent to the attention of: _____.
- Please email my results to the attention of: _____.

I specifically authorize the release of my CLC Exam Results to the person/agency mentioned above.

 Examinee Signature

_____ _____
 Date Phone

For ALPP Use Only

The above mentioned examinee:

- Passed all the CLC competencies including the CLC exam on _____ and is certified until _____
- Failed the CLC exam
- Failed the LAT competency
- No CLC Exam Results on file
- Certificate expired on _____

_____ _____
 Date Authorized ALPP Representative

Send to:
 Academy of Lactation Policy and Practice
 Release of Exam Results
 PO Box 2170
 South Dennis, MA 02660
 OR fax to: (508)-833-6070