



**ALPP**

THE ACADEMY OF  
**Lactation Policy  
and Practice**

# **Recertification Handbook**

## **Advanced Lactation Consultant (ALC)**

**Revised 4-10-2019**



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## What is an Advanced Lactation Consultant (ALC)

Advanced Lactation Consultant (ALCs) are individuals who have successfully completed the Healthy Children Project's *Maternal and Infant Assessment Program* and the *Advanced Issues in Lactation Practice Certification Program*, and are also certified by the Academy of Lactation Policy and Practice (ALPP).

ALCs have successfully completed 90 hours of training and have successfully passed a criterion-referenced examination, and demonstrated the competencies and skills required to provide safe, evidence-based counseling for pregnant, lactating and breastfeeding women.



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## Overview of Recertification Process

In recognition of the fact that scientific and social knowledge about breastfeeding and human lactation is continually evolving, certificants are required to obtain a minimum of 25 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. Certificants who do not provide adequate proof of 25+ hours of appropriate continuing education will not receive a renewed certificate.

The ALC certification is valid for 3 years. At the beginning of your third year of certification, you will receive a reminder letter and an ALC recertification request form at the address we currently have on file for you to assist you in preparing your renewal application.

In order to renew, you must submit a completed application and documentation of 25 or more hours of continuing education specific to breastfeeding completed in the 3 years following receipt of your certificate. If you have previously recertified, continuing education must be completed after the date that your previous certificate expired and before the date your current certificate expires.

To prepare for this process, it is recommended that you create a folder or envelope and store in it copies of all certificates of attendance, as well as descriptive information about the educational event (flyer, time schedule, list of presenters, and titles of topics). You will use this information to prepare your renewal application.



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## Approved Types of Continuing Education

In order to renew, you must submit a completed application for renewal of certification and documentation of 25 or more hours of continuing education specific to breastfeeding completed in the 3 years following receipt of your certificate. If you have previously recertified, continuing education must be completed after the date that your previous certificate expired and before the date your current certificate expires.

Approved continuing education offerings are ones that focus on evidence based breastfeeding research, updated management training, advocacy, practice, counseling, promotion, protection, and/ or support. “Breastfeeding,” “lactation,” or “human milk” must appear in the title of the offering, or a specific talk within a larger offering. You may use continuing education that is approved for RNs, RDs, etc as long as it meets these specifications. All offerings bearing IBLCE “L” category CERPs count towards the 25 hour requirement (however IBLCE category “R” CERPs may not be used for this purpose). You may use breastfeeding self-study modules that grant continuing education for this purpose as well.

You must list your continuing education credits on your application, including date of program, program name, and relevant hours and sponsoring agency. Your copies of certificate(s) must be attached to your application.



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## Timing of Recertification Process

The ALC certification is valid for 3 years. You can find your expiration date under the signature on your certificate.

There is an Early Recertification discount if your completed recertification packet is received more than two months before the expiration of your ALC certification.

The Regular Recertification Fee applies if your completed recertification packet is received at least two months prior to expiration, but no later than the actual expiration date.

The Late Recertification Fee applies if your completed recertification packet is received within three months following the expiration date on your certificate.

Recertification application packets received more than 3 months after your certification has expired will not be accepted, and your right to use the ALC credential will expire.

Remember that it can take up to six weeks for your application to be processed.

You may renew your certificate by retaking the course and the ALC exam. After successful completion of the exam, you will be re-granted the ALC certificate. During the time between expiration of your certificate and receipt of a new certificate, you must discontinue use of the ALC credential.



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## Filing Requirements

Complete the renewal application and list all the continuing education credits earned by listing the date of the program, program name, relevant hours and sponsoring agency. Attach copies of your certificate(s) of attendance to your application. Choose a form of payment – check, money order or credit card – and include your payment of the appropriate fee with your application.

Send your recertification packet to:

Academy of Lactation Policy and Practice

Department of Certification/Recertification - ALC

PO Box 1288

Forestdale, MA 02644

Or you may fax your complete packet to:

(508) 833-6070

### **Refunds:**

Refunds for recertification are given upon receipt of written notice (minus a \$50.00 processing fee).



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# **Recertification Application**





ALPP Application for Renewal of Certification: Advanced Lactation Consultant (ALC)

\_\_\_\_\_  
 Name

\_\_\_\_\_  
 Home Address

\_\_\_\_\_  
 City State Zip

\_\_\_\_\_  
 Credit Card Billing Address

\_\_\_\_\_  
 Credit Card Billing City/State/Zip

\_\_\_\_\_  
 Daytime Phone

\_\_\_\_\_  
 Email Address

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

**Send completed application to:**

Academy of Lactation Policy and Practice

Dept. Certification/Recertification ALC

PO Box 1288

Forestdale, MA 02644

OR fax to: (508)-833-6070



**Method of Payment**

(Full payment required)

\_\_\_ Check (Please make checks payable to ALPP)

\_\_\_ Money Order

Charge my:

\_\_\_ MasterCard \_\_\_ Visa \_\_\_ Discover

\_\_\_ American Express

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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

*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 completed application to:**

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Name \_\_\_\_\_

Date of Program	Program Name	Relevant Hours	Sponsoring Agency	Certificate Attached
	<b>Total Relevant Hours</b>			

Attach all certificates. Please keep a copy for your records and print neatly.  
 ALPP is not responsible for misdirected mail.  
 Please allow four to six weeks for processing of recertification.  
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**Send completed application to:**

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 Dept. Certification/Recertification ALC  
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## **Affidavit of Continuing Education**

**(Signature required)**

I attest that I have completed the required hours of continuing education as I have stated in this application. I understand and agree that any false information provided by me may result in revocation of my ALC credential.

Signature:

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Date:

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**Send completed application to:**

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Dept. Certification/Recertification ALC

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