



CBC RECERTIFICATION

It is time to renew your Prepared Childbirth Educators' certification as a Breastfeeding Counselor. Recertification through PCE maintains your status as a Certified Breastfeeding Counselor (CBC).

Recertification requirements include:

- 18 total hours of nursing continuing education (CE) specific to lactation. (r, e, or i cerps are not accepted – only L-CERPS are accepted for your CBC renewal)
- Contact hours must be clearly listed on each CE certificate by the certifying agency.
- **Lactation reference must be clearly stated in the conference title – if it is not, please submit the course objectives proving that the entire course is specific to lactation.**
- Accepted forms include:
 - CE certificates - must state that they are from a Nursing Approved Provider i.e. “This continuing nursing education activity was approved by the PSNA Approver Unit, an accredited approver by the American Nurses Credentialing Center’s Commission on Accreditation.”
 - Completed Official College transcripts that include the name of the College, your name and the lactation course title & the date in which the course was completed. (General nursing courses do not apply).
 - PCE Breastfeeding Educational Packet.
- Hospital transcripts will NOT be accepted. Please print individual certificates.
- CE bank transcripts will NOT be accepted. Please print individual certificates.
- CE certificates must be dated after the date you became certified, or if you have renewed before, after your last renewal date.
- **Copies of CE certificates, completed renewal form listing your CE lactation hours, and \$60.00 recertification fee must be submitted together in the same manner in order to be accepted.**
 - **Please only submit your materials once using one submission method:**
 - **Option 1: via email with credit card payment listed on the recertification form, with scanned copies of your CE certificates.**
 - **Option 2: via mail with either credit card information listed on your recertification form or with check payment & copies of your CE certificates (if you wish to pay by check, you must mail your completed recertification form, check & CE certificates – a check can not be accepted via email)**

The CE certificates, completed recertification form and \$60.00 renewal fee must be submitted together in order for your submission to be valid. Recertification paperwork is due by **December 31, 2024 – however you can submit for recertification beginning 6 months before that deadline.** Paperwork postmarked or emailed later than your due date will have a late fee applied. There are no extensions or a grace period for renewal deadlines as you have 6 months to renew.

***Please Note:** Due to the volume of renewals, the PCE office is unable to confirm receipt of mailed renewals. We suggest using delivery confirmation through US mail if you want a confirmation of delivery or sending your materials via email in which the PCE team will reply that it has been received. It may take up to 4 weeks to receive your renewal in the mail. Please plan accordingly.



PO Box 99
Fogelsville, PA 18051
www.childbirtheducation.org

PCE offers an optional Continuing Education packet for purchase, which can be used to complete your renewal. The packet contains 6 articles with correlating questions. Returning the completed answer sheet & recertification fee to PCE fulfills all of your recertification requirements. You also receive a certificate for 8 continuing education hours. **You can order the packet online at www.childbirtheducation.org under the Recertification Section, OR use this order form.**

CONTINUING EDUCATION PACKET

To purchase a **Breastfeeding** Continuing Educational Packet, please submit the \$75.00 fee and this completed order form by one of the below methods:

- 1) Email to: PCE@childbirtheducation.org (must be PDF format)
- 2) **OR**
- 3) Mail to: PCE Recertification, PO Box 99, Fogelsville, PA 18051

Please note: You cannot prepay the \$60 recertification fee. It must be submitted with the answer sheet & recertification form after completion of the packet.

The purchase of one Continuing Education Packet cannot be used by more than one individual for renewal.

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Name _____ PCE Number _____

Address _____ City _____ State _____ Zip _____

Phone Number _____ Personal Email _____

Employer Name _____

Method of Payment

Visa/MasterCard/Amex # _____

Security Code # _____ Expiration Date _____ Total Amount Enclosed _____

Name and Address of Credit Card Holder _____

Signature _____

OR

Check # _____ Check Amount: _____ (Payable to Prepared Childbirth Educators)

Signature _____ Date _____

The above signature confirms that I have read and agree to PCE's Cancellation & Refund Policy (see below).

Cancellation and Refund Policy: Continuing Education Packets are not eligible for return. Order cannot be cancelled once shipped. If Tracking information states the packet delivered, PCE considers the order completed. PCE will not replace any packets if the tracking states delivered.

Rec. _____ Sent _____

CBC RECERTIFICATION RENEWAL FORM

To recertify as a **Breastfeeding Counselor**, submit a \$60.00 renewal fee, copies of your CE certificates & this completed form (this form will not be accepted if the "Continuing Education Conference Hours" section is left blank). For your submission to be valid, all materials & payments must be submitted together. Please submit by one of the methods below:

1) Scan and email to: PCE@childbirtheeducation.org (must send in PDF format, photos or links to documents can not be accepted)

OR

2) Mail to: **PCE Recertification, PO Box 99, Fogelsville, PA 18051**

*Please submit only ONCE to avoid duplicate charges.

- List your 18 "nursing approved" continuing education hours totaling 18 hours
- Submit copies of CE certificates for the lactation courses that you listed on this form
- Enclose \$60.00 recertification fee.

12/24

Name _____ PCE Number _____

Check here if this is a new name (Old Name _____) Check here if this is a new address.

Address _____ City _____ State _____ Zip _____

Phone Number _____ Personal Email _____

Employer Name _____

Method of Payment

Visa/MasterCard/Amex # _____

Security Code # _____ Expiration Date _____ Total Amount Enclosed _____

Name and Address of Credit Card Holder _____

Signature _____

OR

Check # _____ Check Amount: _____ (Payable to Prepared Childbirth Educators)

CONTINUING EDUCATION CONFERENCE HOURS

Please complete the chart below. In addition to completing this chart, you will need to submit copies of your CE certificates for validation. Transcripts are **not** accepted. You should have a total of 18 hours specific to lactation. **Lactation reference must be clearly stated in the conference title.** (r, e, or i cerps are not accepted)

Conference Title	Specific to Lactation <i>(Circle Below)</i>	Number of CE Hours
	Yes / No	
	Yes / No	
	Yes / No	
	Yes / No	
	Yes / No	
	Yes / No	
	Yes / No	

(Please use the next page if you need additional space)

Total Number of Continuing Education Conference Hours Specific to LACTATION: _____

Rec. _____ Sent _____

Name _____

Total Number of Continuing Education Conference Hours Specific to LACTATION: _____



Prepared Childbirth Educators, Inc.
7918 Main Street OFC
PO Box 99
Fogelsville, PA 18051
www.childbirtheeducation.org

Now Hiring
Opening: CBC Prep Course Instructor - Virtual

PCE is seeking a Breastfeeding Counselor Prep Course instructor. This independent contractor must be an RN, CBC, IBCLC and have at least five years of experience working with lactating women. Job responsibilities for this position include, but are not limited to:

- 1) Preparing a lesson plan following PCE's CBC Program & teaching the information over a two-day period. An education background is preferred – especially working with adult learners, but not required.
- 2) Creating and maintaining an effective environment for learning, while engaging and supporting learners.
- 3) Must be an expert in using Microsoft PowerPoint and the Virtual Zoom Application or similar virtual application.
- 4) Must have a quiet, professional space with a computer and internet access to teach virtually through the Zoom Application - Your camera is required to be on.
- 5) Must be able to commit to their selected teaching dates, no exceptions.

All qualified, interested candidates please submit the following to HR@childbirtheeducation.org:

- Résumé/CV
- Copy of RN License
- Copy of IBCLC Certification
- Three Professional References

Interviews are held on a first come, first serve basis.

NOTES:

1 opening

Internal Number: 08172376