



## CD RECERTIFICATION

It is time to renew your Prepared Childbirth Educators' certification as a Labor Doula. Recertification through PCE maintains your status as a Certified Labor Doula (CD), which is an approved certification on the American Nurses Credentialing Center (ANCC) Magnet recognition list.

### Recertification requirements include:

- 18 total hours of continuing education (CE) related to obstetrics.
- Contact hours must be listed on each CE certificate.
- Accepted forms include:
  - CE certificate - must be specific to childbirth/obstetrics and 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 obstetrics course title & the date in which the course was completed. (General nursing courses do not apply).
  - PCE 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 OB 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 registration form, check & CE certificates – a check will not be accepted via email)**

The CE certificates, completed continuing education list, recertification form and \$60.00 renewal fee must be submitted together in order for your renewal to be processed. Recertification paperwork is due by **December 31st, 2021 – however you can submit your recert anytime 6 months before that deadline**. You can submit your paperwork via US mail\*, or scan paperwork and email to [PCE@childbirtheducation.org](mailto:PCE@childbirtheducation.org). Submitting duplicate copies of your recertification forms may result in duplicate charges and will delay your renewal. **Paperwork postmarked or emailed later than your due date will have a late fee applied.**

**\*Please Note:** Due to the volume of renewals, the PCE office is unable to confirm receipt of paperwork via email or telephone. 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.



If you don't have the continuing education credits necessary for recertification, a PCE continuing education packet is available for \$75. This packet consists of 6 articles and a cumulative answer sheet. By returning the completed answer sheet and recertification fee to PCE, you will fulfill your educational requirements for recertification, as well as receive a certificate for 8 continuing education hours. The other 10 hours will be waived. **You can order the packet online at [www.childbirtheeducation.org](http://www.childbirtheeducation.org) under the Recertification Section, or use this order form.**

### CONTINUING EDUCATION PACKET

To purchase an Educational Packet for continuing education hours, please submit a \$75 processing fee and this completed order form by one of the below methods:

- 1) E-mail: scan & email to [PCE@childbirtheeducation.org](mailto:PCE@childbirtheeducation.org) **OR**
- 2) Mail: 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.

(Please print clearly)

(CD)12/21

Type of packet:  Childbirth Education  Breastfeeding

Name \_\_\_\_\_ PCE Number \_\_\_\_\_

Check here if this is a  new name (Old

Name \_\_\_\_\_ )

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

Check here if this is a  new address.

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)

**Please note: Continuing Education Packets are not eligible for return.** Order cannot be cancelled once order has been shipped. The PCE Continuing Education Packet can only be used for recertification by the individual purchasing the packet. A single packet purchase cannot be applied to more than one individual.

Rec. \_\_\_\_\_ Sent \_\_\_\_\_

## CD RECERTIFICATION RENEWAL FORM

To recertify as a Labor Doula, please submit the \$60.00 renewal fee, copies of your CE certificates, totaled list of CE hours (recertifications without CE hours listed below will not be accepted), and this completed form below. All materials must be submitted together in order to be processed. You may submit them by one of the below methods:

1) Scan and email to: [PCE@childbirtheeducation.org](mailto:PCE@childbirtheeducation.org) (Photos of paperwork will not be accepted)

**OR**

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

\*\*\*\*Submit only ONCE to avoid duplicate charges.

- List your 18 "nursing approved" continuing education hours totaling at least 18 hours.
- Submit copies of CE certificates for the courses that you listed on this form. (Must be specific to childbirth/obstetrics.)
- Enclose \$60.00 recertification fee.

12/21

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 will **not** be accepted. You should have a total of 18 hours related to childbirth.

**Pregnancy, Obstetric, and/or Lactation reference must be clearly stated in the conference title.**

Conference Title	Related to Childbirth/Obstetrics <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 back of this page if you need additional space)**

**Total Number of Continuing Education Conference Hours Related to Childbirth/Obstetrics:** \_\_\_\_\_

Rec. \_\_\_\_\_ Sent \_\_\_\_\_

Name \_\_\_\_\_

**Total Number of Continuing Education Conference Hours Related to Childbirth/Obstetrics: \_\_\_\_\_**