

## Application for DONA Continuing Education Units (CEUs)

*Applications are requested 6 weeks prior to the event.  
Applications postmarked later than 4 weeks prior to the event will not be accepted.*

Name of Event
Date of Event
Event Location
Name of Sponsoring Organization
Name of Contact Person
Address
E-mail Address
Day Phone
FAX

Describe the target audience for this event.

To calculate DONA Continuing Education Units:

1. Add up the total number of minutes of instruction
2. Divide total minutes of instruction by 60. (60 minutes of instruction = 1 DONA Continuing Education Unit)

DONA Continuing Education Units requested: \_\_\_\_\_

## **Application CHECKLIST for DONA Continuing Education Units (CEUs)**

It is not necessary to apply for DONA continuing education if a program has already been awarded, continuing education units/contact hours by Lamaze International, ICEA, IBLCE, ACNM, ANCC, MEAC, medical (CME) or nursing organizations. DONA International recognizes the credentialing and quality evaluation processes of these organizations. However, the continuing education program must pertain to the childbearing year.

**Please submit 2 complete sets of the application materials in the following order:**

Application form and this completed form

Brochure (rough draft or final)

*Include the program title, date, time, location, fee, registration form, # of CEUs applied for, contact person, address and phone, deadline for registration.*

Overall program agenda

*List times for each session, including breaks and meals.*

Objectives for each topic/session

Outline for each topic/session

Teaching method and materials for each topic/session

*Describe teaching method to be used (discussion, lecture, demonstration, etc.) and what materials, including audiovisuals and handouts, will be used.*

Bibliography for each topic/session

Resumes of all speakers

Program evaluation form (to assess skill level of speaker, learning environment and whether stated objectives were met)

Processing fee (\$10.00 per contact hour)

*Return this completed checklist with materials & fee payable to DONA International to:*

DONA International  
Continuing Education  
1582 South Parker Road, Suite 201  
Denver, Colorado 80231

## Continuing Education Approval Guidelines

### What qualifies for DONA Continuing Education Units?

Educational programs which provide continuing education on topics relevant to the scope and practice of doulas, and/or on topics which pertain to the childbearing year and are **not** typically covered in a basic Doula Workshop. Some acceptable examples of continuing education topics would be:

Adoption and the Doula	Medical Interventions
Advanced Breastfeeding Support	Special Needs Clients
Multicultural Issues	Advanced Comfort Measures
Postpartum Disorders	Sharing Case Studies
Grief and Loss	Birth Plans
Difficult Labor Scenarios	Cesarean/VBAC

It is **NOT** necessary to apply for DONA CEUs if a program already has CEUs approved by another major perinatal organization such as ICEA, Lamaze International, IBLCE, and all nursing organizations. ***DONA will not approve or accept programs that actively encourage doulas to practice outside the DONA International Scope of Practice and Code of Ethics.***

No applications will be approved if they will take place within 6 weeks and 150 miles of a DONA Conference or DONA-sponsored doula workshop.

DONA will provide free listings of approved continuing education programs on the DONA website and in the continuing education calendar section of the *International Doula*. Events already awarded CEUs by another organization can be listed for a fee of \$25.00 per date. Proof of approval is required.

### The process for Continuing Education approval is as follows:

1. Fill out the [Application form](#) and gather material as requested in the Checklist.
2. Submit 2 copies of all materials to DONA Education Committee, Continuing Education, PO Box 626, Jasper, IN 47547. A committee member will notify you with their recommendations or approval within four weeks of receipt of a complete application.
3. With the [application](#) include payment of \$10 for every 60 minutes of instruction. 60 minutes of instruction = 1 DONA CEU. The total minutes of instruction divided by 60 equals the number of DONA CEUs. The processing fee covers approval for a 2-year period regardless of the number of offerings of the approved program within the 2-year approval period. A non-refundable fee of 20% will be retained on non-approved programs.
4. The deadline for application submission is 6 weeks before the program date. Applications postmarked later than 4 weeks prior to the event will not be accepted.

### At the workshop:

5. Distribute *Continuing Education and the Doula* to all participants attending the workshop.
6. Distribute Certificate of Attendance (provided by DONA) to all participants completing the workshop.

### After the workshop:

7. Within one month after each continuing education event, please submit a summary of the evaluations and a list of names and addresses of the participants to DONA. Failure to do so will jeopardize future approvals.
8. Notify the committee if outline or speaker changes are made to the program during the 2-year approval period. An additional fee may be assessed if the DONA Continuing Education Chair determines that reevaluation is required.

## **Continuing Education and the Doula's Scope of Practice**

*A doula provides continuous physical, emotional, and informational support to the mother before, during, and after childbirth.*

It is the position of the DONA International Education Committee to approve continuing education offerings that may teach techniques that may not fall within the DONA International doula's Scope of Practice. We believe that doulas should have the opportunity to broaden their horizons and learn about other aspects of the childbearing year. But the knowledge of these techniques does **not** change the doula's scope of practice.

Just as doulas know about the process of a cesarean birth, the doula does not perform the surgery but supports the emotional and physical needs of the woman before, during and after the cesarean birth. Since not all issues are as black and white as this example, the following list of questions can be used to help a doula assess whether the doula's action or advice is outside or within the doula's scope of practice.

Ask yourself the following questions about the action or advice:

1. Are there claims of specific medicinal or healing benefits from the "remedy" (as opposed to soothing a normal pregnancy or labor discomfort) or claims to correct or cure an abnormality?
2. Are there any possible harmful side-effects?
3. Does the action or advice on this subject require special training, certification, or extra education to ensure safety and proper application?
4. Does the remedy usually require a prescription or supervision of a trained clinician?
5. Is the subject for which you are giving advice usually covered by a doctor, midwife, or maternity nurse?
6. Might your advice conflict with that of your client's clinical care provider?
7. Might your action or advice worsen the relationship between your client and her caregiver?

If the answers to all the above questions are "No," then the action or advice is probably acceptable within the doula's scope of practice. If the answer to one or more question is "Yes," then you should not do it.