
FORM B

Recertification Process

INACTIVE STATUS

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Doulas unable to attend three births during the three-year recertification period, but who wish to maintain their certification may choose Inactive Status. Though certification will be kept up to date, the doula will not be listed as a DONA-Certified Doula on DONA International's referral list. DONA International's referral list is used by the public seeking the services of a doula.

Basic Requirements for Recertification -- Inactive Status

1. Maintain continuous membership in DONA International.
2. Obtain a minimum of 15 contact hours of continuing education approved by a recognized organization in a birth and/or parenting related field. Alternatives to recognized continuing education may be acceptable. See enclosed sheet, "Alternatives to Continuing Education for Recertification" on form C.
3. By recertification date, complete and submit the DONA Application/Affidavit form, which verifies that you have met all recertification requirements and have retained all necessary documentation.*
4. Submit \$45.00 (US funds) Inactive Status recertification fee to the DONA Certification Committee.

**DONA Certification Committee will audit a certain percentage of recertification candidates. The audited, recertifying doula will have 30 days to provide the DONA Certification Committee with the requested documentation. In all other cases, recertifying doulas are required to retain all documentation.*

To change from Inactive Status to Active Status:

1. Submit completed Birth Doula Verification form or Birth Record Sheets (not included) from three births to the DONA Recertification Committee.
2. Submit additional \$25 (US funds) recertification fee to the DONA Certification Committee.
3. Submit Form D and check off "Change from Inactive to Active Status" box on the form.

Acceptable sources of continuing education:

Hours offered at a DONA International Conference or by recognized organizations which provide contact hours for maternal/child health professionals. (Examples include, but are not limited to, State/Provincial Nursing Organizations, ASPO/Lamaze, ICEA, IBLCE.) Attendance at a DONA Approved Postpartum Doula Workshop.

Instructions for Recertification for Active Status:

1. Maintain continuous membership in DONA International.

Certified doulas must maintain continuous membership with DONA International. To verify that your membership is current, check the date that is printed on your mailing label of the *International Doula* magazine. When applying for recertification, a certified doula whose membership has lapsed is permitted to purchase her prior year(s) of membership. If a certified doula purchases her membership for her

lapsed years, she will be sent missed issues of the *International Doula* (as many issues of the *ID* will be sent as back stock permits). In addition to the annual membership fee, a \$5 processing fee will be charged.

Please send your membership fee to DONA International at the above address, or purchase through the Doula Boutique at www.dona.org. Failure to maintain current membership may delay the recertification process. US funds only.

2. Obtain a minimum of 15 contact hours of continuing education approved by a recognized organization in a birth and/or parenting related field.

Required Documentation for continuing education:

Certificate of Attendance indicating number of hours earned and name of approving organization.

You will verify your attendance at the Continuing Education program by signing the DONA “Application/Affidavit for Doula Recertification” form. Please keep your certificate of attendance for your records. You will be asked to mail a copy of your certificate of attendance to DONA International if your application is randomly selected to be audited.

Acceptable sources of continuing education:

Hours offered at a DONA International Conference or by recognized organizations which provide contact hours for maternal/child health professionals. (Examples include, but are not limited to, State/Provincial Nursing Organizations, ASPO/Lamaze, ICEA, IBLCE.)

Acceptable “Alternatives to Continuing Education” are enclosed in this packet. Recertifying doulas who use these alternatives are responsible for duplicating their own verification forms. The complete packet for alternatives to continuing education is available for download on the DONA International web site, or by contacting the Home Office.

3. Complete the enclosed form “Application/Affidavit for Doula Recertification, Inactive Status” and return it to DONA International.

4. Submit \$45.00 (US funds) Inactive Status Recertification fee with your Application/Affidavit form to the DONA Certification Committee.

Policy for replacement of lost Recertification Application Packets:

A \$10 fee will be required in all cases for the replacement of a Recertification Application Packet. A check for \$10 US funds must be submitted to the DONA Certification Committee.