

REQUIREMENTS FOR DONA INTERNATIONAL BIRTH DOULA RECERTIFICATION

Instructions for Recertification – Inactive Status

Inactive status defined

Doulas unable to attend three (3) births during the three (3) year recertification period, but who wish to maintain their DONA certification, may chose **Inactive Status**. Fifteen (15) continuing education contact hours are still required. Though certification will be kept current, the doula will not be referred for doula services by DONA International on the web site or otherwise.

1. Maintain continuous membership in DONA International.

- DONA certified doulas must maintain continuous membership with DONA International. To verify that your membership is current, check the date printed on your *International Doula* mailing label.
- When applying for recertification, a recertifying doula whose membership has lapsed no more than one (1) year may purchase the lapsed membership time and must also pay any applicable late fees and certification reinstatement fees according to the [Lapsed Membership Policy](#).
 - Pay your DONA International membership fee on-line in the [DONA Boutique](#) or mail a check or money order in US funds to the DONA International Home Office.
 - Failure to maintain current membership may delay the recertification process or lead to certification revocation.

2. Obtain a minimum of fifteen (15) contact hours of continuing education approved by a recognized organization in a birth and/or parenting related field. Contact hours must be earned during the current three (3) year certification period.

- Required documentation for continuing education:
 - Copy of the Certificate of Attendance indicating the number of hours earned, the name of the approving organization, the topic, the date and your name.
 - Completed DONA Application/Affidavit for Doula Recertification verifying your attendance at the continuing education program(s)
- Acceptable sources of continuing education:
 - Hours offered at a DONA International annual conference. Attendance at the full conference, even though the number of contact hours offered may total less than fifteen (15), satisfies the minimum number of contact hours required for recertification.
 - Contact hours earned through continuing education programs, workshops and seminars approved by DONA International.

- Hours offered by recognized organizations that provide contact hours for maternal/child health professionals. Examples include, but are not limited to, state/provincial nursing organizations, Lamaze International, International Childbirth Education Association (ICEA) and International Board of Lactation Consultant Examiners (IBLCE). Details are available on the [web site](#).
 - **Alternatives to Continuing Education**
 - Acceptable alternative options and submission requirements are listed below.
3. You may purchase one (1) **six (6) month recertification extension** on-line through the [DONA Boutique](#), which will extend the deadline for submission by exactly six (6) months. This extension will not affect your certification period or your next certification expiration date, which will remain on the original schedule. See the Recertification Lapse Policy for further details.
 4. **Verify the accuracy of all information and documentation provided by completing, signing and returning the Application/Affidavit for Birth Doula Recertification – Inactive Status.**
 - DONA International recommends that recertification applications are mailed two (2) or three (3) months in advance of the deadline, but they must be postmarked no later than your certification expiration date. Please allow eight (8) weeks for processing.
 5. **Submit the Inactive Status Recertification Fee** in US funds or a copy of your DONA Boutique order confirmation receipt with your Application/Affidavit for Birth Doula Recertification – Inactive Status.
 6. **To change from Inactive Status to Active Status:**
 - Required documentation for births:
 - Submit the **DONA Evaluation of Labor Support Services** forms for three (3) clients (= mothers). Submit the originals and keep copies for your own records.
 - Verify your attendance at three (3) births by submitting **Birth Doula Verification** forms with client or care provider signatures *or* **Birth Record Sheets** including the signed **Client Confidentiality Release Form**. Submit the originals and keep copies for your own records.
 - Indicate that you are changing from inactive to active status on the Application/Affidavit for Birth Doula Recertification.
 - **Verify the accuracy of all information and documentation provided** by completing, signing and returning the **DONA Application/Affidavit for Birth Doula Recertification – Active Status**.
 - Submit an additional recertification fee of \$25 in US funds or a copy of your DONA Boutique order confirmation receipt.
 7. *The DONA Certification Committee audits a percentage of recertification candidate applications. Please keep copies of all recertification documents for your records. The recertifying doula being audited is given thirty (30) days to provide the requested documentation in support of her/his recertification application. Unaudited recertifying doulas are required to retain records of all documentation.*