

## FORM A

### POSTPARTUM DOULA RECERTIFICATION PROCESS/ ACTIVE STATUS

#### **BASIC REQUIREMENTS FOR RECERTIFICATION FOR ACTIVE STATUS:**

1. Maintain continuous membership in DONA.
2. Work with a minimum of three postpartum clients and complete the DONA Doula Verification form.
3. Obtain a minimum of 18 contact hours of continuing education approved by a recognized organization in a birth, breastfeeding 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.
4. 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.\*
5. Submit \$60.00 (US funds) 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 cases, recertifying doulas are required to retain all documentation.

#### **INSTRUCTIONS FOR RECERTIFICATION FOR ACTIVE STATUS:**

##### **I. Maintain continuous membership in DONA.**

1. Certified postpartum doulas must maintain continuous membership with DONA. To verify that your membership is current, check the date that is printed on your mailing label of the International Doula newsletter.
2. When applying for recertification, a certified doula whose membership has lapsed is permitted to purchase her prior year(s) of membership. If a certified postpartum doula purchases her lapsed year(s) membership, 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.
3. Please send your membership fee to DONA, at address listed above. US funds only. Failure to maintain current membership may delay the recertification process.

##### **II. Work with a minimum of three postpartum clients as a PCD and complete required documentation. (minimum of 8 hours each)**

Required Documentation for postpartum clients:

1. Postpartum Doula Verification form with both mother/partner signatures confirming a minimum of 8 hours working together. (One single parent situation is allowed)
2. Evaluations from three clients using postpartum doula's services

3. You will verify your working with these postpartum clients by signing the DONA Application/Affidavit form. You will be asked to mail the Postpartum Doula Verification form if your application is selected to be audited.

4. Keep these forms for your records. You will be asked to mail the Postpartum Verification form to DONA if your application is selected to be audited.

**III. Obtain a minimum of 18 contact hours of continuing education approved by a recognized organization in the areas relating to the perinatal period (birth, breastfeeding, postpartum mood disorders etc)**

**IV. Required Documentation for continuing education:**

1. Certificate of Attendance indicating number of hours earned and name of approving organization.
2. You will verify your attendance at the Continuing Education program by signing the DONA "Application/Affidavit for Postpartum Doula Recertification", form D. Please keep your certificate of attendance for your records. You will be asked to mail a copy of your certificate of attendance to DONA if your application is randomly selected to be audited.
3. 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.)

- V. Acceptable "Alternatives to Continuing Education" are available. See form C. Recertifying Postpartum doulas who use these alternatives are responsible for duplicating their own verification forms.

**VI. Complete the form "Application/Affidavit for Doula Recertification, Active Status" and return it to DONA.**

**VII. Submit \$60.00 (US funds) Active Status Recertification Fee with your Application/Affidavit form to the DONA Recertification Committee at address listed above.**

**VIII. Policy for replacement of lost Postpartum Recertification Application Packets:**

1. 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 DONA'S Certification Committee.