



Dear Applicant,

Thank you for your interest in applying for DONA International continuing education hours. It's because of quality and enriching continuing education materials that our doulas can remain proficient in the profession and have a spirit of always learning, always growing.

Attached you will find the application for continuing education hours. As of 2018, for the first time, DONA International will be approving webinar-based programs for contact hours. Please note that we will be looking at each program in detail and approving a limited number that meet the criteria and align with our mission and vision as we launch this new process.

Submission of an application does not guarantee acceptance of the program for contact hours. To that end, should a webinar-based program not be approved, applicants will receive a refund minus a \$100 processing fee. If you have any questions about submitting an application or discussing what would make for a quality submission, please contact ContinuingEdApps@DONA.org.

We truly appreciate your contribution to the advancement and education to certified doulas around the globe. Together, our passion for families touches the world.

In the DONA doula spirit,

DONA International

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.

Continuing Education Approval Guidelines

What qualifies for DONA International Continuing Education hours?

Educational events (presentations and workshops), which provide continuing education on topics relevant to the scope and practice of doulas, but which are not typically covered in a basic Doula Workshop. Some acceptable examples of continuing education topics would be:

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

It is **NOT** necessary to apply for DONA International CE hours if a program already has CE hours in place from another major perinatal organization such as ICEA, Lamaze International, IBLCE, and all nursing organizations.

No applications will be approved if they will take place near a DONA International function, i.e. within 6 weeks and 150 miles of a DONA conference or DONA International sponsored doula workshop.

After approval DONA International will provide a Certificate of Attendance for participants.

DONA International will provide free listings of trainings on the DONA website. This benefit is for DONA approved Advanced Doula Training Continuing Education only. For events already awarded CE hours from another organization, the training can be listed for a \$25 fee per date. Proof of approval from another organization must accompany request.



Continuing Education Contact Hours Application Form

Applications must be received at least six (6) weeks prior to the event. Applications submitted less than six (6) weeks prior to the event are required to pay an expedite fee in addition to the application fee.

PLEASE NOTE: No applications will be approved if they will take place within six (6) weeks of a DONA International Annual Conference.

Name of Event -Workshop/Course OR Webinar	
Date of Event	
Event Location/Name of Webinar Host	
Name of Sponsoring Organization (if applicable)	
Name of Contact Person	
Mailing Address of Contact Person	
Email Address	
Website	
Daytime Phone	Mobile Phone
Describe the target audience for this event:	

All DONA International approved Continuing Education programs will be listed free of charge. If you would like your listing on the website, complete this information below:

Location: City/State OR Online

Workshop Type: Continuing Education

Trainer/Facilitator: Name

Dates: Date XX, 20XX OR Ongoing

Name of Event: Title of Course/Workshop

Contact Person: Name

Contact Phone # 000-000-0000

Email Contact XXX@XXX.COM

Website: www.XXX.com

BOD Original Approval: 03/15

Last Revised: 03/18

BOD Revision Approval:

Submit the application materials by email in the following order:

- Application Form and this completed Checklist
- Brochure/Advertising documents
Include the program title, date, time, location, fee, registration form, number of continuing education hours applied for, contact person, mailing address, phone number, email address, website and registration deadline.
- Overall program format (agenda with specified time lengths for each topic)
- Objectives for each topic
- Outline for each topic
- Teaching methods and materials for each topic
Describe the teaching methods to be used (discussion, lecture, demonstration, etc.) and what materials, including audiovisuals and handouts, will be used.
- Complete bibliography for each topic (references within the last five (5) years)
- Qualifications of all speakers/facilitators: resume demonstrating training, experience and expertise in the subject
- Program evaluation form (to assess skill of speaker, learning environment and whether the stated objectives were met)
- Means to determine attendance of entire event by participants
- Receipt/Proof of online payment - \$20.00 USD per contact hour OR \$300.00 USD online webinar
- Total number of pages submitted, including the Application and this Checklist: _____

Additional Criteria for Webinar Course Offerings:

- Twenty (20) minutes of quality recorded footage of the proposed online program or webinar(s), with the facilitator teaching specific content from the webinar. Webinars should be recorded with a high-quality camera and microphone in a professional setting to ensure top-quality education.
- The name of the webinar platform/vendor and details on live versus recorded options
- A quiz for each webinar(s) with questions pertaining to the content that will be given to participants prior to a certificate to ensure successful completion of the webinar, along with details on the quiz method
- Options available for social interaction and engagement (i.e. social media, private Facebook group, Google hangouts, live chats, etc.)
- Signed Webinar Facilitation Agreement
- A draft of a Certificate of Completion with space for the participant's name, date of completion, date of DONA approval expiry, and DONA approval code. The date of expiry and code will be provided after approval.
- Copies of any proposed email or social media advertising. Online invitations in any form should be tasteful, accurate and must not use DONA International's name as an endorsement of the substantive content. A reference to DONA International's contact hours being available is permitted.
- Approval for web-based continuing education will last for a two (2) year period.

PLEASE NOTE: DONA International ONLY approves online offerings that are webinar-based. If you have a question about whether or not your continuing education curriculum meets this criterion, please email ContinuingEdApps@DONA.org.

Application and Processing Fees:

\$20.00 USD per contact hour for in-person events and \$300.00 USD for webinar-based events, payable in the [DONA Boutique](#).

To calculate DONA International Continuing Education Contact Hours

1. Add up the total number of minutes of instruction – DO NOT include breaks or the total number of minutes of the webinar(s) – DO NOT include any homework or assignment time that is required outside workshop/webinar time.
2. Divide the total minutes of instruction by sixty (60). (60 minutes of instruction = one (1) DONA International Continuing Education Contact Hour)

Total number of DONA International Continuing Education hours requested: _____

For applications received less than six (6) weeks prior to the event, pay the continuing education application PLUS the expedite fee of \$75 USD per application or \$125 USD per webinar application. You can expect it will take two (2) weeks to process this application.

Go to DONA Boutique

- Click on DONA Membership and Certification
- Follow the listed instructions for making a purchase

I, _____, am requesting DONA International contact hour approval for the
(Name of Applicant)

following continuing education course:

(Title of Webinar/Course)

I understand that my approval is contingent upon the following agreement:

- I agree to provide objectives, evaluation, and refer in print or link to DONA International Code of Ethics Standards of Practice
- agree to provide the participants with a certificate **ONLY AFTER** confirming they have completed the quiz(zes) **OR** verifying their engagement.
- I agree to use the certificate created by DONA International or create a certificate that includes the participant's full name, name of the course, name of the facilitator, date of completion, date of approval expiry, and assigned DONA International approval code. I will send DONA International a draft copy of this certificate for my file to ContinuingEdApps@DONA.org.
- I agree to provide DONA International with the names, mailing addresses, email addresses, evaluations, and quizzes of the participants, or a report stating that there were no participants, once every quarter during my approval period.
- All of the information I have provided is accurate and I have not omitted any information material to DONA International's evaluation of my application

I understand that failure to abide by this agreement and provide all necessary documentation could lead to revocation of my contact hour approval and jeopardizes future approvals.

Signature: _____

Date: _____



Continuing Education Contact Hours Webinar Facilitation Agreement

I, _____, am requesting DONA International contact hour approval for the
(Name of Applicant)
following webinar-based course: _____.
(Title of Webinar-based Course)

I understand that my approval is contingent upon the following agreement:

- I agree to provide participants with a webinar of high quality, meeting professional standards in audio and visual recording.
- I agree to provide participants with a quiz(es) after each webinar to ensure their engagement and completion of the webinar.
- I agree to provide the participants with a certificate ONLY AFTER confirming they have completed the quiz(es), verifying their engagement.
- I agree to use the certificate created by DONA International or create a certificate that includes the participant's full name, name of the webinar, name of the facilitator, date of completion, date of approval expiry, and assigned DONA International approval code. I will send DONA International a draft copy of this certificate for my file to ContinuingEdApps@DONA.org.
- I agree to provide contact hours for webinar time ONLY and not for additional assignments or homework.
- I agree to provide DONA International with the names, mailing addresses, email addresses, evaluations, and quizzes of the participants, or a report stating that there were no participants, once every quarter during my approval period.
- All of the information I have provided is accurate and I have not omitted any information material to DONA International's evaluation of my application

I understand that failure to abide by this agreement and provide all necessary documentation could lead to revocation of my contact hour approval and jeopardizes future approvals.

Signature: _____

Date: _____

I, _____, am applying for DONA International

(Name of Applicant)

contact hour approval for the following workshop/webinar-based course:

(Title of workshop/Webinar-based Course)

I understand that my approval is contingent upon the following agreement:

- I agree that the initial marketing materials related to this webinar-based course that are sent/shared with consumers must be pre-approved by DONA International. All information in future ads must be consistent information.
- For webinar-based course only: I agree that ads to online courses link directly to the webinar-based course described above only, and a link from the sales page to the DONA International website is present.
- I agree to use "DONA International" and not use "DONA" (or a variation) in written marketing materials.
- I agree not to use the DONA International logo on any product or materials. I understand I do not have DONA International logo usage rights/privileges (unless you are a DONA International approved trainer).
- I agree not to spam anyone with information for the workshop/webinar-based course.
- I agree to not misuse the DONA International doula listing/directory on the DONA International website.
- I agree not to imply or tell consumers that DONA International endorses any product or guarantees any results.
- I affirm that I am not using this webinar-based course in relation to any other business opportunity or referral-based compensation scheme or industry, but not limited to multi-level marketing programs or unauthorized products (not approved by DONA International)
- All of the information I have provided is accurate and I have not omitted any information material to DONA International's evaluation of my application

I understand that failure to abide by this agreement and provide all necessary documentation could lead to revocation of my contact hour approval and jeopardizes future approvals.

Signature: _____

Date: _____