



Dear Applicant,

Thank you for your interest in applying for DONA International continuing education contact 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 contact hours for live webinar courses/workshops. If you intend to offer in-person courses/workshops or recordings of your course content, please use the applications specific to those formats. If you have any questions about submitting an application or discussing what would make for a quality submission, please contact ContinuingEdApps@DONA.org.

Submission of an application does not guarantee acceptance of the course/workshop for contact hours. The \$20 for members/\$30 for non-members application fee is non-refundable. If approved, the contact hour fee of \$10 for members/\$25 for non-members per contact hour will be due upon receipt of approval. DONA International will only approve a maximum of 14 contact hours per course/workshop.

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?

The Education Committee will approve only educational events (presentations and workshops) on topics that are not typically covered in the DONA International birth or postpartum introductory workshops. These topics must provide continuing education on topics relevant to the scope and practice of doulas. 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

Course content must be appropriate for distance learning. Techniques that are best learned “hands on”, such as massage, acupressure, or rebozo work, will not be approved for live or recorded webinar contact hours.

Instructors and facilitators should make every effort to reflect the values of DONA International by using inclusive language, being culturally aware and sensitive, and representing the diversity of birthing and postpartum people and families in their course content.

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 the scheduled date will take place within 6 weeks and 150 miles an official DONA International function, for example a DONA International Summit, sponsored doula workshop, or Regional Member Meeting.

After approval, DONA International will provide a link to the course evaluation. Attendees will receive a Certificate of Attendance with a record of their contact hours after they have completed their evaluation.

DONA International will provide a free listing for the first instance of a DONA-approved training on the DONA website. Additional listings can be purchased for \$25 per date.



Continuing Education Contact Hours

Live Webinar Application Form

Applications will take at least six (6) weeks to move through the committee. Please plan accordingly and submit your application in a timely manner.

PLEASE NOTE: No applications will be approved if the scheduled date will take place within 6 weeks and 150 miles an official DONA International function, for example a DONA International Summit, sponsored doula workshop, or Regional Member Meeting.

Name of Course/Workshop	Is this application a renewal?
Date of the Event	Previous approval code, if applying for renewal
Event Location	# of contact hours requested (14 maximum)
Name of Instructor	
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 for the first scheduled date of the course. Additional listings can be purchased for \$25 per date.

Application Checklist

Submit the application materials by email in the following order:

- Application Form and this completed Checklist
- Copies brochures and advertising documents, including 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.
- 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.
- Twenty (20) minutes of quality recorded footage of the proposed online course or workshop, 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 hosting platform/vendor
- A quiz for each webinar (if multiple parts) with questions pertaining to the content that will be given to participants prior to a certificate to ensure successful completion of the course, along with details on the quiz method
- Options available for social interaction and engagement of students (i.e. social media, private Facebook group, Google hangouts, live chats, etc.)
- Complete bibliography for each topic
The majority of references must be within the last five (5) years. Use formal bibliography formatting (MLA, APA, Chicago, etc.). Website articles maybe be used, but general site urls will not be accepted, e.g. "kellymom.com".
- Resumé(s) of all instructors/speakers/facilitators demonstrating qualifications, training, experience and expertise in the subject
- Means to determine attendance of entire event by participants
- The \$20 for members/\$30 for non-members application fee is non-refundable. If approved, the contact hour fee of \$10 for members/\$25 for non-members per contact hour will be due upon receipt of approval.
- Signed Webinar Facilitation Agreement
- Total number of pages submitted, including the Application and this Checklist: _____

Approval for web-based continuing education will last for a two (2) year period.

PLEASE NOTE: DONA International approves live online offerings that are webinar-based and interactive with students/attendees. You must ensure that students/attendees have their cameras on and remain engaged to receive contact hours. 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 for members/\$30.00 USD for non-members application fee. Pay application fee by going to the DONA Boutique - click on DONA Membership and Certification - click on Certification Applications, Extensions, Renewals - click on General Merchandise. Follow the instructions for making a purchase.

Final Fees:

Upon approval, fees for contact hours will be due at the rate of \$10 per contact hour for members/\$25 per contact hour for non-members.

To calculate DONA International Continuing Education Contact Hours

1. Add up the total number of minutes of instruction
 - a DO NOT include breaks
 - b 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: _____

To pay for the open invoice you will want to follow the instructions in the Invoice section of the Member Portal and click See All Invoices. The next page will bring you here and you will want to click "Add to Shopping Cart". The next page will summarize your shopping cart and if you have all items you want to process please click Checkout. This will bring you to the payment page.



Continuing Education Contact Hours Processing Fees and DONA Website Listing

Agreement

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.
- I agree to provide participants with a webinar of high quality, meeting professional standards in audio and visual recording.
- I agree to present a course/workshop which is interactive with students/attendees and will ensure that students/attendees have their cameras on and remain engaged to receive contact hours.
- I agree to provide the participants with a link to the course evaluation ONLY AFTER confirming they have completed the quiz(zes) and verifying their engagement.
- I agree to provide contact hours for webinar time ONLY and not for additional assignments or homework.
- I agree to use the certificate created by DONA International, which students/attendees will receive only after completing the course evaluation.
- 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 agree to provide DONA International a singular code for a member of the Education Committee to observe the course in its entirety.

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: _____

Marketing Agreement

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 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: _____