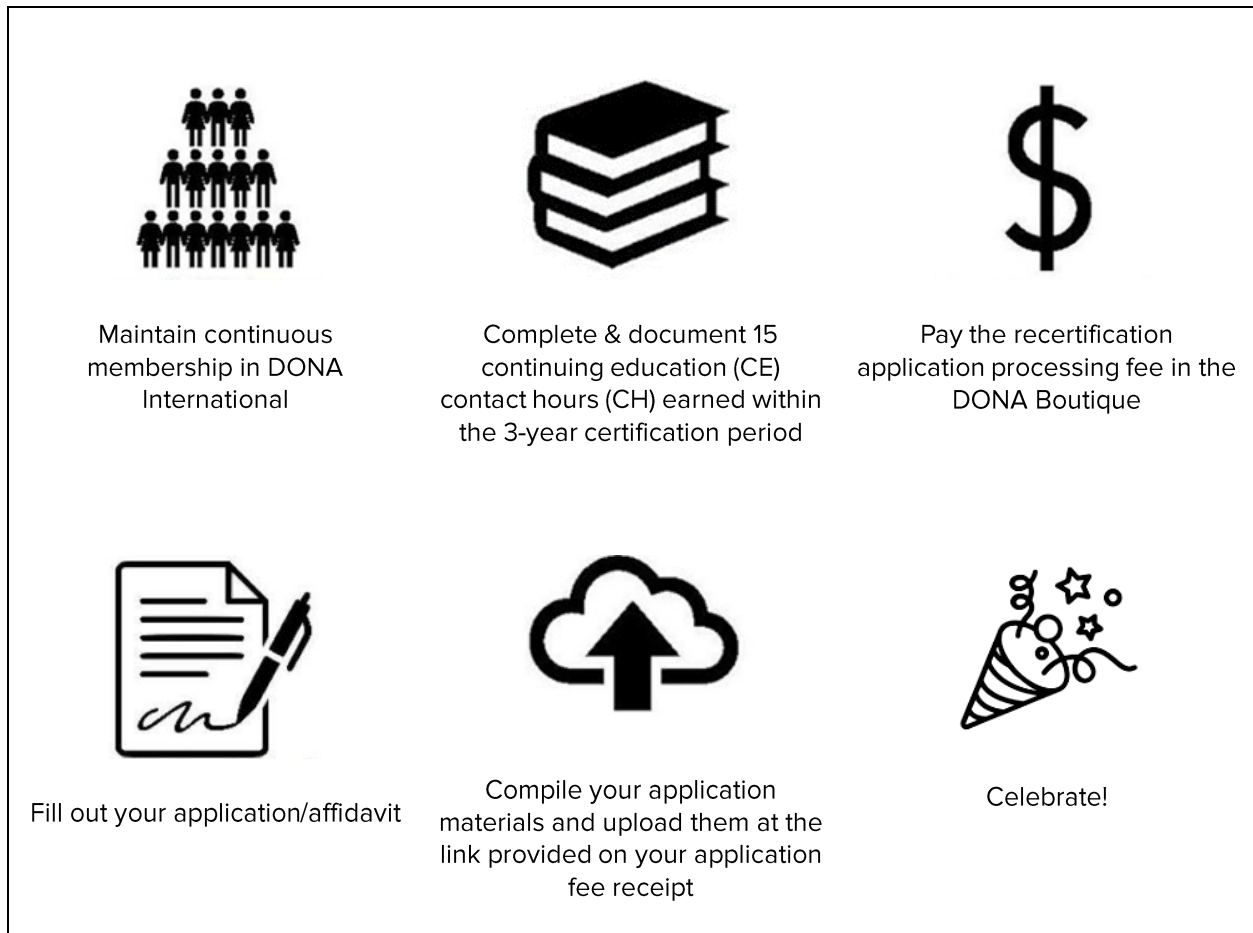




Postpartum Doula Recertification *Guidelines*

AT-A-GLANCE: STEPS TO POSTPARTUM DOULA RECERTIFICATION



RECERTIFICATION REQUIREMENT DETAILS

DONA INTERNATIONAL MEMBERSHIP

Please note that continuous membership with DONA International is a requirement for DONA certified doulas. Failure to maintain continuous membership will delay the recertification process, lead to payment of processing fees, and may lead to certification revocation.

To verify that your membership is current, log in to DONA.org and check your information in the Member Portal. If your membership has lapsed, you must renew your membership *before* submitting your application for review. See the Lapsed Membership Policy in the Resource Library at DONA.org/the-dona-advantage/resource-library/ for applicable late payments and processing fees. Membership fees can be paid online in the DONA Boutique at DONA.org/dona-products/ or you can mail a check or money order in US Funds to the DONA International Home Office. Contact the Home Office at DONA@DONA.org if you have questions or need assistance in renewing your membership.

CONTINUING EDUCATION (CE) CONTACT HOURS (CH)

Ongoing learning and training help to keep doulas current with the latest developments, skills, and practices in our field. Therefore, continuing education is a requirement for DONA certified doulas. During each three (3)-year certification cycle, DONA certified postpartum doulas must complete a minimum of fifteen (15) continuing education (CE) contact hours (CHs), at least half of which must come from DONA-approved or other formally-approved contact hour sources, as detailed below. If you are certified for both birth and postpartum, you can use the same CHs for both, provided their dates fit the respective certification cycles.

Additionally, **at least one (1) DONA-approved CH must be on the subject of Diversity, Equity, and Inclusion (DEI)**. Approved DEI webinars can be found at elevate.DONA.org. Some DONA Annual Summit and Seminar sessions also qualify and are marked to indicate they are approved for the DEI requirement.

DONA-Approved CHs

DONA International is committed to making recertification as available and affordable as possible. DONA International therefore provides its membership many opportunities for continuing education, including:

- **Annual Summit** – 1-18+ CHs possible. Individual Summit speaker sessions vary from 1 or more CHs each
- **Member Seminars (formerly Meetups)** – 2-4 or more CHs per event. You can attend or view the recordings of as many as you like. Note: There is no cap on the number of CHs from Member Seminars you can use in a certification cycle
- **Member Meetings** – 1 CH per meeting. Note: You may use a maximum of 3 CHs from Member Meetings per certification cycle
- **DONA Elevate** – 1 or more CHs. Most of the webinars at elevate.DONA.org carry CH(s), some of which are free to members

DONA international also receives applications and approves CHs for courses, workshops, and events from third party organizations, institutions, and instructors, some of which can be found on DONA Connect (connect.DONA.org) in the Continuing Education and Recertification Community Library, on the continuing education page at DONA.org/continuing-education/approved-continuing-ed, or sometimes only advertised by the instructor/facilitator. ****Note: Do not apply for CHs for a course you attended. Applications are accepted only from the entity offering the course.**

Other Sources of Formally Approved CHs

DONA International also accepts college and university courses related to human anatomy and physiology, perinatal and infant health, parenting, or other topics applicable to doula work for recertification. Each credit hour of a college or university course equates to fifteen (15) CHs.

DONA Elevate makes saving all your CE Certificates in one place easy. Any CHs earned on Elevate are automatically saved in your profile at elevate.DONA.org. You can upload and store copies of other CE certificates there as well. Just login at elevate.DONA.org and click on “My Dashboard” to get started. This will make it easy to locate and attach them all to your application.

Note: Your private, password-protected Elevate account is not accessible to the review team. You will need to send a copy of each certificate you list on your application form when you apply for recertification.

Other organizations and accrediting councils also vet courses, workshops, and events and approve continuing education contact hours for themselves or other organizations/educators. These continuing education opportunities will generally specify that they offer contact hours, if they do. What they call the contact hour might depend on the organization or industry. For example, you might see “contact hours” generally, or “Continuing Education Recognition Points” (CERPS), “Continuing Professional Development Points” (CPDPs), or “Continuing Medical Education” (CMEs), or something else. In most cases, the industry standard is one (1) contact hour for every hour of instruction.

DONA International accepts contact hours approved by regional, state, national, and international nursing, medical, mental health, social work, childbirth education, lactation, and complimentary or alternative health associations or boards. See the Addendum on page 9 for a sample list of organizations that qualify. As long as the credit given is one (1) CH per one (1) hour of education received, these will count toward recertification with DONA International if the following additional criteria are satisfied:

- i. The contact hours must be sufficiently applicable to doula work. For example, diagnostics or treatment and care plans intended for medical professionals may not be accepted.
 - o *Note:* It is the responsibility of the doula to evaluate the program to ensure that it meets the DONA International Mission, Statement of Values, and Birth Doula and/or Postpartum Doula Code of Ethics (CoE) and Standards of Practice (SoP). If you find yourself saying “that was interesting, but I cannot use any or most of it within the DONA International Standards of Practice,” you must include a written argument for how this course applies to your work and how you can use the knowledge gained within the restrictions of the DONA SoP.
 - o The DONA International recertification packet review team cannot and will not research and vet courses for you. If you are unsure if the course you attended or wish to attend would qualify, default to the Alternative Continuing Education option, “Write Reviews” (C.3) detailed below.
- ii. Your certificate of attendance must include your name, the topic or name of the event, the name of the organization that has approved the CHs, the number of CHs earned, the approval code/number, and the date(s) of the event.

<p>Some acceptable topics include:</p> <ul style="list-style-type: none">* Acupressure for Labor* Childbirth Educator Training* Epigenetic Effects on Human Milk* Decolonizing Midwifery <p>Some topics that would require additional explanation include:</p> <ul style="list-style-type: none">* Interpreting Fetal Heart Tones* Perinatal Psychopharmacology* Treatment of Endometriosis
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Receiving Credit for Continuing Education Contact Hours

To receive credit for any of the types of formal CE defined above, report the name of the event and organizer of the course or event and the number of CHs you received on your recertification application on page 8. Include your proof of attendance and completion certificate or grade sheet, if applicable.

ALTERNATIVE CONTINUING EDUCATION CONTACT HOURS

You may also satisfy some of your CE requirements in other ways and receive credit for alternative CE. Each alternative CE opportunity and activity is approved for an equivalent number of CHs AND limited to a maximum allowable number of alternative CHs for its kind within one (1) certification period. You can

submit a combination of formal CHs and alternative CHs as long as at least 50 percent of your CHs come from DONA-approved or other formally-approved CHs, with the exception of Option [A](#), see below.

Please read the instructions thoroughly to learn what documentation is required for each continuing education experience, as they differ according to type.

A: Attend a DONA-approved Birth Doula Workshop

You can attend a birth doula workshop with a DONA-approved trainer. While DONA-approved workshops do not carry DONA-approved CHs, you can use this workshop to satisfy all fifteen (15) CHs required for recertification. *You may use this option for alternative CHs one time only.* You must complete the workshop in its entirety and receive a certificate of completion.

Documentation required:

- Your certificate of completion for this workshop
- Your affidavit that this is the first and only time you are using a postpartum doula workshop for recertification

B: Write an Article, Give a Presentation, or Create a Curriculum

Documentation required:

- Your title and a detailed outline with learning objectives
- The course/presentation/article length
- Resource lists and bibliography for the topic
- A 200–300-word assessment of how researching and presenting the information enhances your postpartum doula practice as continuing education
- Additional qualifying details and documentation requirements are specified below

B.1: Write an article that is published as a *featured research article* in the *International Doula* or other industry-recognized perinatal publication or book

- Three (3) alternative CHs per article, for a maximum of six (6) alternative CHs
- Additional documentation: Copy of the published article with your byline and the date of publication

B.2: Give a research-based talk at a perinatal industry event

- Three (3) alternative CHs per presentation topic. The talk must be at least 45-minutes in length, for a maximum of six (6) alternative CHs
- Additional documentation: The name, date, and topic of the event, plus a letter of acceptance from the event organizer

B.3: Give a presentation of a prepared topic and facilitate discussion at a support group or meeting relating to the perinatal period or for doulas and/or other perinatal professionals

- One (1) alternative CH per topic. The meeting must be at least sixty (60) minutes in length; and include a minimum of twenty (20) minutes for your presentation, for a maximum of six (6) alternative CHs
- Additional documentation: Name of the group, date, time, length, and location of the meeting

B.4: Create a curriculum approved for DONA CHs. Research, develop, and submit a curriculum to the DONA Continuing Education Committee for contact hour approval. Find the application at <https://www.DONA.org/continuing-education/approved-continuing-ed>

- Three (3) alternative CHs for every contact hour approved, for a maximum of six (6) alternative CHs
- Additional documentation: Your Notification of Approval from the DONA International Continuing Education Committee

C: Write Reviews

Documentation required:

- A 500-600-word typewritten analytical review that includes discussion of how the information received aligns or does not align with the DONA International Mission and Standards of Practice, and how it will impact your own postpartum doula practice.
- All applicable identifying information for your source such as author/producer/educator/sponsor name, title, dates of publication/event, etc.

C.1: Write a summary analysis of a researched-based perinatal or parenting publication(s), i.e. one (1) book or a packet of five (5) research articles on a single topic

- One (1) alternative CH for each book or article packet, for a maximum of three (3) alternative CHs

C.2: Watch an educational film produced by a perinatal industry organization or a documentary related to the childbearing year, parenting, or doula work specifically

- A documentary is defined as a non-fiction film intended to provide instruction or education, or to maintain the historical record.
- One (1) alternative CH per every one (1) hour of film, with a maximum of two (2) films per hour, for a maximum of three (3) alternative CHs.

C.3: Attend or watch an organized educational event for perinatal professionals that does not offer formal contact hours

- One (1) alternative CH per every one (1) hour of presentation time, for a maximum of three (3) alternative CHs

D: Welcome a Baby

You can earn alternative CHs by writing about your *personal* experience of adding an infant(s), six (6) months old or younger, to your family by birth, adoption, or fostering during your three (3)-year certification cycle.

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- One (1) alternative CH per topic, for a maximum of three (3) alternative CHs
 - Essay topics:
 - Pregnancy and childbirth, or the adoption or fostering process
 - Lactation and the feeding of human milk
 - The first three months postpartum
 - Documentation required:
 - The infant or infants' birth date or date of placement
 - A 300-500-word typewritten essay that gives an overview of your experience and discusses the challenges faced, lessons learned, and how these will enhance your own postpartum doula practice.

PAY THE RECERTIFICATION APPLICATION PROCESSING FEE

Log in to the [DONA Boutique](#) to pay your recertification application processing fee. You will receive an email confirmation from DONA@DONA.org (check your spam folders), which includes your receipt, instructions, and a link for the online submission process. Save this email and link.

COMPLETE THE APPLICATION FOR RECERTIFICATION

Complete your [application](#)/affidavit.

SUBMIT YOUR RECERTIFICATION PACKET APPLICATION MATERIALS

Compile your application and all your supporting documents into a single PDF packet, in the order indicated in the instructions. Title your file with your name and date. Submit your packet through the online submission process. The receipt for the Recertification Application Processing Fee will contain the link and instructions to do this. Check your email spam folder if the receipt does not appear to arrive.

DONA International recommends that recertification applications be submitted two (2) or three (3) months in advance of the deadline, which is your **certification expiration date**, but they must be submitted no later than your certification expiration date. Please allow six (6) to eight (8) weeks for processing.

FILING FOR AN EXTENSION

You may purchase one (1) six (6)- month recertification extension online through the DONA Boutique, which will extend the deadline for submission by exactly six (6) months from your **certification expiration date**. This extension will not affect your certification period or your next certification expiration date, which will remain on the original schedule. See the [Recertification Policy](#) for further details.

APPLICATION/AFFIDAVIT FOR POSTPARTUM DOULA RECERTIFICATION

Please print legibly and complete the form in its entirety

First Name and Middle Name or Initial:		Last Name:	
Name preferred for certificate, if different:			
Mailing Address:			
City:		State/Province:	
Zip/Postal Code:		Country:	
Phone Number:		<input type="checkbox"/> Cell <input type="checkbox"/> Landline	Time Zone:
Email Address:			
Membership #:		Cert. ID#	
Orig. Cert (month/year):		Current Cert. Exp. Date:	

I purchased a six (6) month extension for this recertification period. Order confirmation # _____

I know that I can update my referral listing on the DONA Directory via the Member Portal at DONA.org

The following documentation is included in my application packet:

- Recertification Application Processing Fee receipt. Order confirmation # _____
- Continuing Education (CE) Contact Hour (CH) Chart
- At least one (1) DONA-approved CH for Diversity, Equity, and Inclusion (DEI)
- Documentation for all CH
- Supporting documentation for all Alternative CE CH (Limit seven (7) CHs, unless using Option A for the first time)

Read and attest to the following statements:

- I have completed the required number of continuing education contact hours or alternative CHs
- I have completed the chart on page 9 of this Application with detailed information
- I have maintained continuous membership in DONA International during my current three (3) year certification period. Membership expiration date: _____
- I am keeping for my records a copy of all the documents submitted to DONA International with this Application and agree to retain said documents until I receive notice of successful recertification
- I have once again read and agree to abide by the current DONA International Standards of Practice and Code of Ethics for postpartum doulas

With my signature, I verify that the above information is true and complete.

_____ / _____
 (Applicant's Signature) (Date)

Please upload this Application for Doula Recertification using the link provided in your receipt for the Recertification Application Fee, or mail to DONA International, Attn: Certification to the current office address posted on DONA International's website at DONA.org.

For office use only: Date Received: _____ File #: _____ Membership Exp Date: _____

Application/Affidavit for Postpartum Doula Recertification Continuing Education Chart

Please print legibly and complete the form in its entirety. Permission is granted to copy this form, as necessary.

Date(s)	Title of course, workshop or event approved for CH by a recognized organization in a perinatal or parenting related field. Must include at least 1 DONA-approved CH on the subject of DEI.	Approval Code	Approving Organization (e.g. DONA International)	# of CHs Earned
Total number of CHs earned				

Date(s)	Type (ex. B.2)	Title or brief description of each continuing education of Alternative CE experience. Attach documentation on a separate sheet.	# of CHs earned
Total number of alternative CHs earned [Limit seven (7), unless using Option A]			
Total number of All CH Earned:			

With my signature, I verify that the above information is true.

_____ / _____
 (Applicant's Name) (Applicant's Signature) (Date)

ADDENDUM

SAMPLE LIST OF RECOGNIZED APPROVED PROVIDERS OF CONTINUING EDUCATION

Note that this sample list is mostly North American associations and organizations. The equivalent providers of continuing education outside North America are also accepted.

DONA International	Canadian Nurses Association (CNA)
Any state or provincial or national nurses' association or board of nursing or midwifery	Canadian Psychological Association (CPA)
Accredited colleges and universities	Canadian Public Health Association (CPHA)
Achieve on Demand (Ounce of Prevention)	Childbirth and Postpartum Professional Association (CAPP)
American Academy of Family Physicians (AAFP)	College of Family Physicians of Canada (CFPC)
American Association of Naturopathic Physicians (AANP)	Dieticians of Canada (DC)
American College of Nurse-Midwives (ACNM)	International Board of Lactation Consultant Examiners, Inc. (IBLCE)
American College of Obstetricians and Gynecologists (ACOG)	International Childbirth Education Association (ICEA)
American Dietetic Association (ADA)	International Federation of Gynecology and Obstetrics (FIGO)
American Medical Association (AMA)	Lamaze International
American Nurses Association (ANA)	Mexican Federation of Gynecology and Obstetrics
American Nurses Credentialing Center (ANCC)	Midwifery Education Accreditation Council (MEAC)
American Physical Therapy Association (APTA)	National Association for Holistic Aromatherapists (NAHA)
American Psychological Association (APA)	National Association of Social Workers (NASW)
American Public Health Association (APHA)	National Certification Board for Therapeutic Massage & Bodywork (NCBTMB)
Association of Women's Health, Obstetric, and Neonatal Nurses (AWHONN)	National Certification Corporation (NCC)
Canadian Association of Midwives (CAM)	Nursing and Midwifery Board of Ireland (NMBI)
Canadian Association of Naturopathic Doctors (CAND)	Society of Obstetricians and Gynecologists of Canada (SOGC)
Canadian Association of Social Workers (CASW)	Courses required for doula registration/certification in states/provinces and/or countries
Canadian Federation of Aromatherapists (CFA)	
Canadian Medical Association (CMA)	