

- Evidence of current individual membership in DONA;
- Evidence of current certification by DONA;
- Annual Report Forms for the past 3 years of approval. While these are submitted each year, you must keep copies of your annual report should you be asked to provide them;
- Evaluation of DONA-Approved Doula Workshop* forms filled out by EVERY Participant for all workshops since last approval. Again, while these should be submitted to the home office for filing within two weeks of the completed workshop, you must keep copies of the evaluations and be able to provide them upon request;
- Roster of DONA-Approved Doula Workshop* form for all workshops since last approval. Again, while the roster should be submitted to the home office for filing within two weeks of the completed workshop, you must keep copies of the rosters and be able to provide them upon request;
- Your current daily workshop agenda (minimum 16 hours for birth doula workshops and 27 hours for postpartum doula workshops) including times for each topic, breaks and meals;
- A statement of any substantive changes in the workshop (new topics, changes in objectives, added audio-visual materials, guest teachers, length of the workshop, etc.). **Substantive changes are expected as your workshop should be evolving as you continue your own education and your experience as a trainer continues;**
- Copies of any new handouts (other than those provided by DONA);
- A letter stating your interest/intention in continuing to train for DONA International, any specific challenges faced or new insights gained as a trainer, and any concerns or suggestions for DONA, the Education Committee, or the future of doulas;
- Signed *Trainer Code of Conduct* and *Trainer Policies and Logo Use*. See documents below.
- Completed Recertification application;
- Certificate of Attendance from at least one in-person DONA International annual conference, summit or trainers retreat within the last three years;
- Completed affidavit for continuing education including copies of certificates of completion, descriptions and objectives of courses completed. You are required to submit at least 25 hours of FORMAL continuing education offerings attended in the past three years. Out of the 25 hours submitted, 7 hours must be of adult education/learning and a minimum of 3 hours of cultural awareness/cultural competency training;
- Evidence of payment of \$200.00 to cover another three-year approval period;
- Evidence of payment of the prorated amount for your recertification fee.