



**LACTATION CONSULTANT TRAINING
CERTIFICATE PROGRAM
STUDENT POLICY HANDBOOK**



Lactation Pathway 2 Student Handbook

*Nothing in this Information/Handbook is intended to contradict what is in the official MSU Denver Student Handbook, University Catalog and University Course Schedules. See those sources for the most up-to-date information.

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Welcome!

The Administration, Faculty, and Staff of the Department of Nutrition extend their warmest congratulations on your acceptance into the Lactation Consultant Training Certificate – Pathway 2 Program at MSU Denver!

We are excited to support you on this journey as you work toward becoming a skilled lactation professional. Your dedication to advancing maternal and infant health through evidence-based lactation care is both admirable and essential to the communities you will serve.

Welcome to the program—we look forward to working with you!

Program Accreditation Status

The program is accredited through the Lactation Education Accreditation and Approval Review Committee (LEAARC) in cooperation with the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

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Program Mission, Goals and Objectives

The mission of the MSU Denver Pathway 2 Lactation Consultant Training Program is to create accessible pathways into healthcare careers that serve the community. The program is designed for undergraduate students, graduate students in nutrition, and community members seeking to become International Board Certified Lactation Consultants (IBCLCs). In addition to providing didactic instruction, the program offers the required supervised clinical practice hours to qualify for the IBCLC exam.

The goal of the program is to prepare competent, entry-level lactation consultants across three essential learning domains:

- **Cognitive** (knowledge),
- **Psychomotor** (skills), and
- **Affective** (professional behavior and attitudes).

The **Lactation Consultant Training Program – Graduate Certificate** equips students with the education, clinical training, and experience necessary to pursue certification as an IBCLC and to serve diverse families with evidence-based, culturally responsive care.

General Program Description and Course Outline

Metropolitan State University of Denver (MSU Denver) offers a certificate program designed to prepare students for eligibility to sit for the International Board Certified Lactation Consultant (IBCLC) exam. This is a standalone certificate program housed within the Department of Nutrition.

MSU Denver offers two distinct certificate options to meet the needs of diverse learners:

- Undergraduate Certificate in Lactation Consultation
- Graduate Certificate in Lactation Consultation

Both programs provide the required didactic coursework and supervised clinical practice hours necessary to pursue IBCLC certification through Pathway 2.

Below is a general course outline for each certificate program:

Term	Undergraduate (Pathway 2 Certificate)	Graduate (Pathway 2 Certificate)
Fall	NUT 4950 – Lactation Management (3 credits) NUT 4990 – Clinical Lactation (1 credit) NUT 4991 – Clinical Lactation (5 credits)	NUT 5950 – Lactation Management (3 credits) NUT 5990 – Clinical Lactation (1 credit) NUT 5991 – Clinical Lactation (5 credits)
Spring	NUT 4970 – Clinical Skills for Breastfeeding (3 credits) NUT 4992 – Clinical Lactation (1 credit) NUT 4993 – Clinical Lactation (5 credits)	NUT 5970 – Clinical Skills for Breastfeeding (3 credits) NUT 5992 – Clinical Lactation (1 credit) NUT 5993 – Clinical Lactation (5 credits)

Additionally, there are four co-requisite courses that must be completed prior to the completion of the lactation certificate program. These courses include:

- Infant Growth and Development
- Introduction to Clinical Research
- Psychology OR Counseling Skills OR Communication Skills
- Sociology OR Cultural Sensitivity OR Cultural Anthropology

Application and Admission Information

Prospective students may apply to the program between January and April of the year they wish to begin. Admission decisions will be announced in April, and the program will begin in August.

Admission to this program is competitive. Applicants must submit a complete application, which will be reviewed by the program's advisory board. Each year, 12–15 interns are selected to participate. Preference is given to current degree-seeking students at MSU Denver and to applicants who speak a second language, as there is a growing need for bilingual International Board Certified Lactation Consultants (IBCLCs).

Admission requirements to MSU Denver can be found at <https://www.msudenver.edu/nutrition/programs/certificate-lactation/>.

To apply to the Lactation Consultant Training Certificate Program, applicants must meet the following criteria:

- **Minimum GPA:** 3.0
- **Education Requirements**
 - Undergraduate Certificate: Open to undergraduate students
 - Graduate Certificate: Requires a bachelor's degree from a regionally accredited
 - institution
- **MSU Denver Application:** Applicants must complete the appropriate undergraduate or graduate program application, available at <https://www.msudenver.edu/apply/>
- **Official Transcripts:** Students must submit official transcripts from each college or university they have attended. Official transcripts must be sent directly by the institution or in a sealed envelope. Electronic transcripts may be sent to: gradtranscripts@msudenver.edu
- **Prerequisite Courses:** Applicants must have completed the following prerequisite courses (minimum of one academic term in length, from an accredited institution) prior to beginning the program:
 - Biology
 - Human Anatomy
 - Human Physiology
 - Nutrition
 - These prerequisite courses are not counted toward the certificate but are required for admission.
- **Co-requisite Courses:** Applicants must complete the following co-requisite courses (minimum of one academic term in length, from an accredited institution) before completing the program. These may be taken concurrently at MSU Denver while enrolled in the certificate program:
 - Infant and Child Growth and Development

- Introduction to Clinical Research
- Psychology OR Counseling Skills OR Communication Skills
- Sociology OR Cultural Sensitivity OR Cultural Anthropology
- **Additional Prerequisite Learning:** Applicants must demonstrate competency in the following subjects prior to beginning their Clinical Lactation Practicum. These may be fulfilled via courses from an accredited institution or through continuing education. MSU Denver also offers a \$50 online course via HealthStream to meet these requirements:
 - Occupational Safety and Security for Health Professionals
 - Universal Safety Precautions and Infection Control
- **Other Prerequisite Learning:** The following topics will be covered during the mandatory two-day orientation held prior to the start of the program:
 - Basic Life Support
 - Professional Ethics for Health Professionals
 - Medical Documentation
 - Medical Terminology
- **Additional Requirements for Clinical Placement:** Before receiving a clinical internship placement, students must also complete the following:
 - Pass a drug screening and background check
 - Register with PreCheck
 - Create a profile and complete all assigned tasks in My Clinical Exchange

Transfer Students: All prerequisite and co-requisite coursework may be transferred into MSU Denver. Students may not transfer any of the required 18 lactation-specific credits.

Program Requirements:

To receive a certificate of completion from the Lactation Certificate Program, the students must complete all the following requirements:

- Successfully **complete all required courses** with a **minimum overall GPA of 3.0:**
 - NUT 4950/5950 – Lactation Management (3 credits)
 - NUT 4970/5970 – Clinical Skills for Breastfeeding Support (3 credits)
 - NUT 4990/5990 – Clinical Internship (1 credits)
 - NUT 4991/5991 – Clinical Internship (5 credits)
 - NUT 4992/5992 – Clinical Internship (1 credits)
 - NUT 4992/5992 – Clinical Internship (5 credits)
- **Prerequisite and Co-requisite Documentation:** Submit a complete prerequisite and co-requisite course documentation form, including transcripts verifying successful completion.
- **Clinical Lactation Internship:** Complete a total of 300 supervised clinical hours, verified and signed by an International Board Certified Lactation Consultant (IBCLC).
 - For each credit of NUT 4990/5990, NUT 4991/5991, NUT 4992/5992, NUT 4993/5993 students will complete 25 hours of clinical internship.

- Clinical placements will be arranged by MSU Denver with affiliated hospitals, outpatient practices, or community health centers.
- **Clinical Competency Log:** Submit a completed MSU Denver Clinical Competency Log, with each competency area signed by a supervising IBCLC.
 - Refer to the “Requirements to Become an IBCLC” section (see page XXX) for detailed competency expectations established by the IBLCE.
- **Program Event Attendance*:** Students are required to attend the following events:
 - Breastfeeding Simulation Lab: offered through the MSU Denver Nursing Program, and facilitated by Natalie Wonders
 - Mother’s Milk Bank Tour
 - Prenatal Breastfeeding Class at Parker Adventist Hospital (facilitated by Natalie Wonders)

**Attendance policies and expectations for these events will be outlined by Dr. Bolton at the beginning of the fall semester or as appropriate. Students are responsible for meeting all participation requirements as specified.*

Students must complete all program requirements within one calendar year from their initial term of enrollment. Students needing additional time must submit a written appeal to the Program Director for consideration.

Graduation Requirements:

Once all program requirements have been met, students must schedule an exit interview with the Program Director. If any competencies remain unmet, Dr. Bolton will assign targeted case studies to address the gaps. Completion of these case studies will be reviewed to determine final competency achievement.

Program Costs

Students enrolled in the Lactation Consultant Training Certificate Program are responsible for covering the cost of 18 academic credits at either the undergraduate or graduate tuition rate, depending on their enrollment status.

Tuition and fee rates for the IBCLC program align with the standard rates published by MSU Denver and can be found on the university’s official Tuition and Fees webpage.

Note: Tuition and fees are subject to change and may increase annually due to economic conditions and adjustments in state funding. Students are encouraged to regularly check the university website for the most current information.

Additional Costs (Student Responsibility):

Textbook	\$100 Alternatively, can be rented from the lactation program for free
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Professional Liability Insurance	\$37
Scrubs	Gently used from MSU \$10 New \$40
HealthStream modules	\$50
IBCLC exam	\$695
Campus Parking Permit (one day per week)	~\$130/semester

Costs Covered by the Program:

American Heart Association BLS Course	~\$60 - \$100
Background Check	\$109
My Clinical Exchange	\$40

Additional university-related fees (such as admission and application fees) are outlined in the MSU Denver University Catalog, available at: www.msudenver.edu.

For information on residency classification and how it may affect tuition rates, please refer to the same site.

Financial Aid

Students enrolled in the Lactation Consultant Training Certificate Program may be eligible for financial aid if they are classified as degree-seeking students at MSU Denver. For information about financial aid eligibility, application procedures, and available scholarships, please contact the Office of Financial Aid and Scholarships or visit www.msudenver.edu/financialaid.

Important Note: The Lactation Consultant Training Certificate Program is a non-degree academic offering. Students enrolled as non-degree-seeking are not eligible for financial aid through MSU Denver. If a non-degree-seeking student later chooses to pursue a degree program, they must reapply and pay any associated fees. Completion of certificate coursework does not guarantee admission into a degree program.

Scholarships

Scholarships may be available to support students enrolled in the **Lactation Consultant Training Certificate Program**. For a current list of scholarship opportunities, please contact the Nutrition Department at nutrition@msudenver.edu.

Organizations and programs that have previously provided scholarships include (but are not limited to):

- **Community Lactation Access Project** – Supporting individuals who identify as People of Color, Indigenous, Latinx, and/or LGBTQ+
- **Colorado Health Institute: Advancing Breastfeeding in Colorado** – Supporting

- initiatives to expand lactation access across the state
- **MSU Denver Lactation Program Scholarship** – Offered directly through the program
 - to eligible students

Note: Scholarship availability and eligibility criteria may vary from year to year. Early inquiry and application are encouraged.

Withdrawal and Refund of Tuition and Fees

For the most up-to-date deadlines and policies on withdrawing from courses and tuition and fee refunds: <https://www.msudenver.edu/schedules-calendars/>

In general:

- Students are eligible for a full tuition refund only during the first week of the semester.
- Refund eligibility decreases as the semester progresses, based on the university's established refund schedule.

Appeals for Exceptional Circumstances: In cases of serious illness, personal hardship, or other extenuating circumstances, students may submit a tuition appeal to the Registrar's Office for consideration. Appeals must include supporting documentation and meet university guidelines.

For more information, visit the Registrar's Office website: www.msudenver.edu/registrar

Academic Calendar

The MSU Denver academic calendar is available at <https://www.msudenver.edu/schedules-calendars/>

Professional Standards for the Interns

As part of the Lactation Consultant Training Certificate Program, students are required to complete an internship at local facilities under the supervision of licensed IBCLCs. Interns are expected to demonstrate professionalism in all aspects of their conduct—including demeanor, dress, attitude, and behavior—while showing respect for fellow interns, faculty, preceptors, administrators, and all individuals encountered during supervised practice.

Attendance Policy

Interns are expected to arrive on time, appropriately dressed, and fully prepared for all clinical and supervised practice experiences. Being “on time” means ready to begin at the scheduled start time, with all personal items stored and necessary preparation completed.

Clinical internship hours are essential and must be treated as professional commitments. Once a placement has been accepted, interns are expected to honor those dates and avoid scheduling travel or other conflicts. Absences are only acceptable in cases of illness or extreme circumstances.

If an intern anticipates being absent, they must notify both their site's primary contact and Dr. Bolton **as soon as possible**. Site contact information will be provided in the placement email. Prompt and professional communication regarding absences is required to maintain good standing in the program.

Professional Demeanor

Interns in the Lactation Consultant Training Certificate Program are expected to maintain the highest standards of professional behavior at all times. This includes full adherence to the [Code of Professional Conduct for IBCLCs](https://ibclc-commission.org/wp-content/uploads/2023/08/2023_May_1_Code-of-Professional-Conduct_FINAL.pdf) (https://ibclc-commission.org/wp-content/uploads/2023/08/2023_May_1_Code-of-Professional-Conduct_FINAL.pdf).

All forms of communication, including email, must reflect professionalism. Interns should use appropriate grammar, punctuation, and tone; informal or text-message-style language is not acceptable.

Interns are strictly prohibited from engaging in any form of communication—verbal, written, or online—that is disparaging or critical of MSU Denver, its faculty, the Lactation Consultant Training Certificate Program, fellow interns, supervised practice sites, or site personnel. This policy applies especially to social media and other public platforms.

As representatives of MSU Denver, the Department of Nutrition, the Dietetic Internship, and the lactation and nutrition professions, interns are expected to demonstrate professionalism, integrity, and respect in all interactions throughout their supervised practice and academic experience.

Professional Dress

Interns are expected to maintain a neat, clean, and well-groomed appearance at all times. Attire should be conservative, modest, and aligned with both the general guidelines below and any site-specific instructions provided in placement emails at the beginning of the semester.

Professional dress should reflect self-confidence, self-respect, and respect for the facility, its staff, patients/clients, and their families. Interns must present themselves in a manner that upholds the standards of the profession and fosters a sense of trust and credibility in clinical and professional settings.

Interns are responsible for purchasing any required scrubs or professional attire as specified by the program or individual placement sites.

Item	Acceptable	Unacceptable
All	Neat and clean dress and appearance Clothes that are in good repair Clothes of a length, fit and style that are appropriate for the business environment	Dirty or wrinkled clothes Torn or damaged clothes Clothes that are too large or small Clothes intended for sports or social occasions Dirty hair, facial hair or fingernails that are extreme or otherwise inappropriate for the business environment
Pants	Business Attire	Sweatpants Warm-up suits Shorts Spandex or other formfitting pants Leggings Stirrup pants Blue jeans Denim Clothing
Shirts/ Blouses	Casual collared shirts/blouses Golf or polo shirts/blouses Sweaters Turtlenecks Length and fit in accordance with acceptable business environment	T-shirts/sweat shirts Midriff-bare tops and tank tops Revealing, low cut or sheer shirts/blouses Tight or backless clothing Tops with straps Denim clothing
Dresses/ Skirts	Casual dresses or skirts Mid-length split skirts	Skirts or dresses with hems above mid thigh Spaghetti-strap or strapless dresses Sheer, low cut or revealing dresses or skirts
Footwear	Loafers Boots Flats or pumps Clogs Heel height which is appropriate	Bare feet Flip flops, thongs Slippers Athletic shoes worn with business professional attire (except to and from the building)
Hair	Neatly groomed, natural-looking colors	Hair allowed to come in contact with patients, visitors or employees Unnatural colors and extreme hairstyles
Jewelry	Simple professional appearance Pierced ears with no more than two earrings in each ear	Jewelry that creates a safety hazard Jewelry that interferes with work More than two earrings in each ear Visible body piercings other than ears
Fingernails	Fingernails that are clean and trimmed Unchipped nail polish	Extremely long fingernails Chipped nail polish

Visible Tattoos	Tattoos which are small and inoffensive	Tattoos which are large, offensive, insulting, lewd crude Tattoos which portray or represent nudity, vice or crime Tattoos which contain profanity Tattoos which reflect a negative image
Grooming Aids	Light use of perfumes, colognes, or grooming aids	Strong or heavily scented perfumes, colognes, or grooming aids

Electronic Devices

The use of personal electronic devices—including cell phones, tablets, and laptops—is permitted during class sessions, virtual internships, and supervised practice ONLY when directly related to:

- Note-taking
- Faculty-led activities
- Course assignments
- Tasks required for supervised clinical practice

All other personal use, including texting, emailing, browsing, or using social media, is not permitted during instructional or clinical hours.

Cell phones must be set to silent mode during all program-related activities. Voicemail greetings should be professional, as calls from faculty, preceptors, or potential employers may be received during the course of the program.

Social Media

Interns must exercise discretion and professionalism when using social media and public networking platforms (e.g., Facebook, X [formerly Twitter], Instagram, YouTube, TikTok, etc.).

Interns are strictly prohibited from posting any content that references MSU Denver faculty, staff, clinical instructors, patients/clients, supervised practice sites, or any other potentially sensitive or confidential information. This includes written content, photos, videos, and other media.

Interns are strongly encouraged to maintain appropriate privacy settings on all personal accounts to limit public access to their content. However, privacy settings do not guarantee confidentiality, and all online activity should reflect the standards of professionalism expected within the program and the profession.

Unprofessional or inappropriate use of social media may result in disciplinary action, up to and including dismissal from the program.

HIPAA and Patient Confidentiality

Patient/client confidentiality is of primary importance. Interns are required to respect patient/client privacy in compliance with the Health Insurance Portability and Accountability Act (HIPAA). Patient/client and employee information (both documented and undocumented) is confidential. Interns shall never discuss details about patients/clients in non-confidential place (elevator, hallway, break room, etc.). Interns must not discuss patients/clients or their cases with anyone except with the preceptor or other health professionals in that facility as needed to be informed about patient care. Interns will be required to complete HIPAA training before the start of internship regardless of the requirements of the individual internship sites. Interns shall not communicate any information which violates ethical and legal obligations regarding patient/client privacy and confidentiality. For additional information about patient/client privacy and confidentiality visit HIPAA at: [HIPAA for Professionals | HHS.gov](https://www.hhs.gov/hipaa)

Tracking Hours and Competencies

Interns are expected to bring their **MSU Denver Lactation Program Hours Log** and **Clinical Competency Log** to each day of their internship. These documents must be accurately completed and signed by the supervising IBCLC preceptor at the conclusion of every internship session.

Prior to each clinical experience, interns are expected to review and familiarize themselves with the competencies relevant to their rotation. In order to receive credit for a completed competency, the intern must be able to identify and explain which specific competencies were met during the day and request that the preceptor confirm and initial the corresponding competencies at the time they are completed.

Only the official MSU Denver forms may be used for documenting hours and competencies. Completion of all required competencies at least once is mandatory for program completion; however, interns are strongly encouraged to meet each competency multiple times when possible to reinforce skill development and clinical readiness.

Clinical Hours vs. Education Hours

To qualify for the IBCLC Exam, students must complete a minimum of 300 supervised clinical hours, demonstrate completion of all required clinical competencies, and complete at least 95 hours of lactation-specific education

Clinical Hours: Clinical hours must involve a client or case (real or hypothetical), and be supervised/conducted by an IBCLC. Students may count clinical hours from the following program-approved activities:

- **Virtual Clinical Internship (NUT 4990/5990 and 4992/5992):** 1 hour per consult video watched (with completed notes and quiz)
- **Breastfeeding Simulation Lab (IPE SIM):** Duration of the simulation session
- **Breastfeeding Support Groups:** Duration of the group meeting

- **Community Breastfeeding Classes:** Duration of the class
- **Program Orientation and Skills Labs:** Hours determined and approved by Dr. Bolton
- **Case Studies:** Hours determined and approved by Dr. Bolton

All clinical hours must be documented using the official **MSU Denver Lactation Hours Log**, and verified by a supervising IBCLC.

Lactation Education Hours: Lactation education hours refer to learning experiences that do not involve direct interaction with a client or clinical case. The required 95 hours of lactation-specific education are fully satisfied through the program's coursework. As a result, students are not required to independently track hours from supplemental educational activities. However, attendance at these experiences is mandatory as part of the program's professional development expectations. Students may maintain personal records of their participation for future reference or documentation, if they wish.

The following activities are considered lactation-specific education hours:

- Lactation Journal Club
- Mother's Milk Bank Tour
- Lactation-related conferences (as applicable)

Intern Progression

The clinical internship is designed to foster a progressive development of lactation support skills through guided practice. Interns will advance through three phases of supervised learning, based on the standards outlined by the International Board of Lactation Consultant Examiners (IBLCE):

- **Phase 1: Active engagement** - Interns begin by observing and engaging in the practice environment under direct, line-of-sight supervision of the IBCLC preceptor.
- **Phase 2: Transition to Clinical Practice** - Interns move into hands-on clinical practice, performing skills under the direct observation and guidance of the IBCLC preceptor until each skill is demonstrated competently.
- **Phase 3: Supervised Independent Practice** - Interns progress to performing clinical tasks independently with the IBCLC preceptor either physically nearby to offer assistance as needed or available remotely through a secure platform providing two-way audio and visual communication in real time.

For more information, visit the IBLCE website:

(<https://ibclc-commission.org/step-1-prepare-for-ibclc-certification/lactation-specific-clinical-experience/pathway-3-mentorship/>)

Formal Assessment of Student Learning

As part of the Lactation Consultant Training Program, interns will engage in multiple methods of formal assessment to ensure skill development and clinical readiness.

Interns are required to take detailed consultation notes for all clinical experiences, including in-person and virtual consultations. These notes serve several important purposes:

- They help interns develop the documentation skills necessary for professional practice as an IBCLC.
- They may be requested by the International Board of Lactation Consultant Examiners (IBLCE) in the event of an audit during the IBCLC exam application process.

In addition to documentation, students will complete quizzes to assess comprehension of clinical topics and verify engagement with assigned virtual consultations. These quizzes reinforce key learning outcomes and ensure active participation.

Pre-Recorded Virtual Consultations

To receive credit for virtual consultation hours, interns must submit their consultation notes and complete the associated quiz before attending the weekly class debrief session. Virtual hours will not be counted toward the required clinical practice total unless this documentation is submitted on time.

Curriculum

The Lactation Consultant Training Certificate Program is designed to be completed within one academic year.

A typical weekly schedule includes:

- One clinical internship day (5–8 hours)
- One breastfeeding support group (1–2 hours)
- Two 3-credit courses (one virtual, one in-person), both held on the same day
- One in-person course on lactation-specific education
- One virtual lactation internship course
- Additional program requirements, as scheduled (e.g., Lactation Journal Club, Lactation SIM Lab, Community Breastfeeding Classes, etc.)

NUT 4950/5950: Lactation Management (Fall semester)	3 credit hours (50 hours of lactation-specific education, including 5 hours of communication and 2 hours of WHO code education)
NUT 4970/5970: Clinical Skills for Breastfeeding Support (Spring semester)	3 credit hours (45 hours of lactation-specific education)
NUT 4990/5990 and 4991/5991: Clinical Internship (Fall semester) NUT 4992/5992 and 4993/5993: Clinical Internship (Spring semester)	12 credit hours = 300 supervised clinical hours (1 credit = 25 hours) All clinical competencies to be met at least once during the academic year

Non-Discrimination Policy

MSU Denver is an equal opportunity employer; applications from minorities and women are particularly invited. MSU Denver does not discriminate on the basis of race, color, creed, national origin, sex, age, sexual orientation or disability in admissions or access to, or treatment or employment in, its educational programs or activities. Inquiries concerning the University grievance procedures can be found in the MSU Denver University Catalog. (www.msudenver.edu).

Access to Student Support Services

Students in the Lactation Consultant Training Program have access to all of the usual student support services. See the University Catalog at www.msudenver.edu for information on these services. MSU Denver has a Financial Aid Office, Student Health Center, Testing Center, Counseling Center, Writing Center, and tutoring services available for students.

Readmission

Readmission to the program will be determined by reapplication to the certificate program.

Duplicative Coursework

No course may count toward both a master's degree and a bachelor's degree.

Residency Requirement

The University residency requirement for master's programs is the total number of semester hours required for the program minus nine.

Protection of Privacy of Information

Information on privacy of student information can be found in the University Catalog in the section "Students Rights and Responsibilities" (www.msudenver.edu)

Access to Personal Files

Information on access to personal files can be found in the University Catalog in the section "Students Rights and Responsibilities" (www.msudenver.edu)

Insurance Requirements

All students taking nine (9) credit hours or more in any given semester of attendance are required to either a.) Participate in the university offered health insurance program or b.) Submit proof of having outside health insurance that meets the university's compliance standards by submitting an electronic waiver compliance form by the waiver deadline for the current semester. Proof of outside health insurance must be submitted each semester a student is taking nine (9) credit hours or more. More information regarding the insurance requirement is listed on the university's website, <https://www.msudenver.edu/healthcenter/msudenverplans/>.

Professional liability insurance is required for students in the Lactation Consultant Training Program.

Liability for Safety in Travel to and From Assigned Areas

MSU Denver's lactation internship includes travel to sites, and may include in-home visits with clients. Students are required to travel to and from these assigned areas. Therefore, student travel is at their own risk.

Illness or Injury While in a Facility for Supervised Practice

MSU Denver's lactation certificate is a didactic and clinical program. It requires supervised practice outside the normal classroom setting. Each student is required to have liability insurance in order to qualify for internship hours in a hospital setting.

Drug Testing and Criminal Background Checks

Drug Testing

All interns are required to have a drug test prior to the start of rotations. Information on how this will be accomplished will be given to interns upon acceptance in the program. Drug and alcohol testing may be required during any rotation as needed.

Criminal Background Checks

A criminal background check is required for all interns. After admission, the Lactation Program director will provide interns specific information regarding obtaining a background check. Results will be stored in the Lactation Internship Program's secure electronic records and made available to all clinical rotation sites.

Some rotation sites require that background check results be reviewed and approved by their facility before an intern may be allowed on the premises. If an intern has a criminal history, it is at the discretion of the facility to determine whether the offense disqualifies the intern from training at that location. If an intern is denied placement due to the results of the background check and the Lactation Program is unable to secure an alternative clinical site, the intern will be notified and dismissed from the program.

Issues related to background checks will be discussed with interns once the background check has been reviewed by the Lactation Program Director and any potential concerns have been identified.

Grievance Procedures

Students who question the validity of a grade received in a course must make a formal request for a change of grade before the end of the fifth week of the semester following the completion of the course (fall semester when the grade in question was in the spring semester). Students must discuss the disputed grade with their instructor and then the Department Chair before filing a formal grievance. Students should contact the Office of the Dean of Health and

Applied Sciences for guidelines for filing a formal grade dispute. It is the student's responsibility to meet the timeline and requirements for filing a grade appeal. All decisions by the Grade Appeal Committee are final.

Concerns about the program other than grades should be directed to the Lactation Program director. If the student does not feel they receive a satisfactory response from the program director, they may appeal further to the Chair of the Department of Nutrition and then to the Dean of the College of Health and Applied Sciences. Complaints should be submitted in writing at each level. A log of these complaints is kept in the program director's office.

Other types of appeal (such as for graduation or tuition and fee reimbursement) can be found in the University Catalog.

Program Retention and Remediation

The expectation for all interns accepted to the MSU Denver Lactation Training Consultant Program is to successfully graduate from the program as eligible and qualified for the IBCLC Examination. Interns must complete learning activities and objectives associated with IBLCE required competencies independently with supervision, and skill building will be provided whenever possible to help interns succeed.

A lactation intern may be terminated from the program for unsatisfactory performance which would include but is not limited to:

- Inability or unwillingness to complete assignments
- Quality of performance below standards set by affiliating institution(s) and the program director, Dr. Bolton.

Remediation procedures for interns who have unsatisfactory performance is as follows:

1. The preceptor in the affiliating institution will notify the lactation intern of his/her unsatisfactory performance in one for more learning activities, assignments or responsibilities related to the rotation. Preceptors use the weekly student evaluation survey to mark "Exceeds Expectations," "No concerns, meets all expectations"/"Performing as expected for this level," "minimal concerns," "Some concerns but not unsafe," or "Significant concerns" for the intern's performance of each specified expectation relevant to the intern's experience level.
2. Both the intern and the preceptor in the affiliating institution are encouraged to notify the program director of the intern's unsatisfactory performance as soon as possible. Ideally this communication should happen early in the rotation to help the intern successfully achieve the competencies or activity(ies).
3. A conference will be held including the lactation program intern, the preceptor and the program director. During this meeting all three parties will develop a plan for improvement that identified specific knowledge and skills that must be satisfactorily

demonstrated and the expected time frame for completion. A written copy of the remediation plan will be sent to the intern and saved in the intern's file.

4. The program director, working with the preceptor, will explore possible tutorial support and remedial instruction available to the intern. If interns need additional services outside of the program, they may be advised to access the University's student support services, including the health center and counseling services, veteran and military student center services, the writing center and financial aid resources.
5. If performance improves to a satisfactory level during the time space agreed upon by the involved parties, the lactation intern will be allowed to continue in the consultant training program.
6. If there is no improvement, the intern will be dismissed from the program.
7. If there is a second written notification of unsatisfactory performance, the lactation intern will be terminated from the program.

If remediation is unsuccessful or if the intern determines they are unlikely to be successful, the intern will be counseled on other career paths. The program director will recommend the intern visit the MSU Denver Career Center and/or Nutrition Department faculty advisors for assistance in determining other career options.

Disciplinary/Termination Procedures

Interns must abide by all professional standards and policies outlines within this manual and the [MSU Code of Conduct](#). Failure to act in accordance with professional standards will result in a formal review by the Lactation Program director and the Nutrition Department Chair. Violations will be addressed on an individual case basis and may result in a dismissal from the program.

In cases of major infraction, interns may be immediately dismissed from the program immediately, without prior warning. Additionally, repeated violations or failure to correct unprofessional behavior may also result in dismissal. The following are examples of conduct that may warrant immediate removal from the program; however, this list is not exhaustive:

- Theft
- Assault
- Endangering a patient
- Arson, vandalism or any criminal act
- Insubordination
- Drug abuse or drinking alcohol while on duty
- Falsification of records
- Mental or physical abuse of a patient
- 3 days absence without notice to preceptor and Lactation program director
- Unauthorized release of information
- Unauthorized use of facility property
- Unprofessional behavior such as lying, verbal attack on another person, sexual harassment or inappropriate sexual activity

- Failure to comply with the Code of Professional Conduct for IBCLCs
- Plagiarism, omission of references, or failure to indicate the source for any work

The Lactation Consultant Training Program has a zero tolerance for all illegal drugs, including marijuana, even though recreation marijuana is considered legal in Colorado. Random drug screenings may be conducted throughout the internship by the program or the preceptor sites.

Senior and Alumni Surveys

Students are requested to evaluate the Lactation Consultant Training Program upon completion of the program. The program director will send a link to the survey to students approximately one month prior to program completion. Responses are anonymous, and only aggregated data are shared with faculty to support ongoing program improvement.

Graduates will also be invited to complete follow-up surveys one year and three years after program completion. These Graduate Surveys are an important tool for assessing long-term outcomes and guiding future enhancements to the program. By providing contact information for your employer and/or program director, you give permission for the program to send them a related survey. All responses remain confidential and anonymous.

IBLCE

IBLCE®, or the International Board of Lactation Consultant Examiners®, is the independent international certification body conferring the International Board Certified Lactation Consultant® (IBCLC®) credential.

International Board of Lactation Consultant Examiners (IBLCE)
 10301 Democracy Lane, Suite 400
 Fairfax, VA 22030-2545
 USA
 Phone: +1 703-560-7330
www.iblce.org

What is an IBCLC?

International Board Certified Lactation Consultants function and contribute as members of the maternal-child health team. They provide care in a variety of settings, while making appropriate referrals to other health professionals and community support resources. Working together with mothers, families, policymakers and society, IBCLC certificants provide expert breastfeeding and lactation care, promote changes that support breastfeeding and help reduce the risks of not breastfeeding.

This information can be found directly from IBLCE by following: <https://iblce.org/about-iblce/>

Requirements to Become an IBCLC

To be eligible to sit for the International Board Certified Lactation Consultant (IBCLC) examination, students must fulfill all requirements established by the International Board of Lactation Consultant Examiners (IBLCE). MSU Denver's Lactation Consultant Training Certificate Program is designed to support students in meeting these requirements:

1. **14 health sciences courses**
 - i. Offered through MSU Denver's undergraduate or graduate nutrition curriculum.
2. **95 hours of lactation-specific education**
 - i. NUT 4950/5950 – Lactation Management: Provides 50 hours of lactation education, including the required 5-hour communication skills component.
 - ii. NUT 4970 - Clinical Skills for Breastfeeding Support: Provides the remaining 45 hours of lactation education.
3. **300 hours of directly supervised lactation-specific clinical practice**
 - i. Students enroll in a total of 12 credit hours of NUT 4990/5990, NUT 4991/5991, NUT 4992/5992, NUT 4993/5993 – Clinical Lactation Internship, with each credit equaling 25 clinical hours.
 - ii. Students must complete daily entries in both the Clinical Hours Log and Clinical Competency Log, and are responsible for maintaining detailed consultation notes throughout the internship.
4. Application and Examination
5. All coursework, clinical hours, and competencies must be completed prior to applying to sit for the IBCLC examination.
6. The IBCLC examination is administered independently by IBLCE and is offered twice per year: March/April (English only) and September (offered in all IBLCE languages). Exam registration typically opens 4-5 months before the exam.
7. Examination is independent of MSU Denver's program and is offered through IBLCE: <https://iblce.org/>.

Students should refer to the IBLCE website for the most current information and timelines: <https://iblce.org/2021/07/01/iblce-2022-key-examination-and-recertification-by-cerps-datesannounced/>

Clinical Competencies for the Practice of International Board Certified Lactation Consultants® (IBCLCs®)

International Board-Certified Lactation Consultants (IBCLCs) demonstrate specialized knowledge and clinical expertise in breastfeeding and human lactation and are certified by the International Board of Lactation Consultant Examiners® (IBLCE®).

The Clinical Competencies encompass the responsibilities/activities that are part of the IBCLC's practice. The aim of these Clinical Competencies is to inform the public of the field

in which IBCLCs can provide safe, competent and evidence-based care. The Clinical Competencies are applicable in any country or setting where IBCLCs practice. It is understood that the IBCLC will practice within the boundaries of their training, expertise, culture and setting.

I. The IBCLC has the duty to uphold the standards of the profession and will:

1. Conduct themselves in a professional manner, practicing within the framework defined by the Code of Professional Conduct for IBCLCs, the Scope of Practice for the IBCLC Certificants, and the Clinical Competencies for the Practice of IBCLCs.
2. Critique, evaluate and incorporate research findings into practice.
3. Obtain continuing education to enhance knowledge and skills to maintain IBCLC certification.
4. Practice within the laws and regulations in their country, jurisdiction and workplace.

II. The IBCLC has the duty to protect, promote and support breastfeeding and will:

1. Provide evidence-based education about breastfeeding and human lactation to families, health professionals, educators and the community. This can be through various means including counseling, teaching, client information fact sheets, curriculum development, and multimedia campaigns.
2. Participate in the development of policies at local, regional, national and global levels which protect, promote and support breastfeeding or breastmilk/human milk for feeding children in all situations including emergencies.
3. Advocate for breastfeeding in all settings and promote breastfeeding as the child feeding norm.
4. Support practices which promote breastfeeding and discourage practices which interfere with breastfeeding by:
5. Promoting the principles of the Baby-Friendly Hospital Initiative, the International Code of Marketing of Breast-milk Substitutes and subsequent resolutions, and the World Health Organization Global Strategy for Infant and Young Child Feeding.
6. Carefully choosing a method of feeding when supplementation is necessary and using strategies to maintain breastfeeding to meet the client's goal.

III. The IBCLC has the duty to provide competent services for clients and will perform a comprehensive maternal, child and feeding assessment related to lactation, such as:

History Taking and Assessment Skills

1. Obtain the client's permission to provide care on breastfeeding.
2. Ascertain the client's goals for breastfeeding/child-feeding.
3. Utilize appropriate counseling skills and techniques.
4. Respect a client's individuality, including but not limited to, sex, ability/disability, gender identity, sexual orientation, sex, ethnicity, race, national origin, political persuasion, marital status, geographic location, religion or culture.

5. Obtain a lactation history.
6. Identify events that occurred, before and during the pregnancy, labour and birth process that may adversely affect breastfeeding and human lactation.
7. Identify risks to lactation associated with pregnancy achieved with Assisted Reproductive Technology (ART).
8. Assess the breasts to determine if changes are consistent with adequate function/ lactation.
9. Assess the impact of physical, mental and psychological states of the breastfeeding parent on breastfeeding.
10. Obtain child's health history and assess the impact of the child's medical condition on breastfeeding.
11. Assess social support and possible challenges

Skills to Assist Breastfeeding Dad

1. Provide evidence-based information to assist the client to make decisions regarding infant feeding.
2. Promote skin-to-skin contact.
3. Assess oral anatomy, neurological responses and reflexes of the infant.
4. Assess infant behavior and development as it relates to breastfeeding.
5. Provide education about child feeding behaviors; signs of readiness to feed, and expected feeding patterns.
6. Ensure the breastfeeding parent and infant are in comfortable positions for breastfeeding and assist as appropriate.
7. Identify effective latch/attachment.
8. Assess for effective milk transfer.
9. Assess milk intake of the infant.
10. Assess the child's stooling and voiding.
11. Provide education for the client and their family regarding the use of pacifiers/ dummies, including the possible risks to lactation.
12. Provide appropriate education for the client and their family regarding the importance of exclusive breastfeeding to their health and the risk of using breastmilk substitutes.
13. Provide information and demonstrate to the client how to express breastmilk by hand.
14. Provide information and strategies to prevent and resolve painful/damaged nipples.
15. Provide information and strategies to prevent and resolve engorgement, blocked ducts and mastitis.
16. Provide information on how family planning and fertility methods, including Lactation Amenorrhea Method (LAM), impact lactation and breastfeeding.
17. Assist the client and their family to recognize peripartum mood disorders, access community resources, and manage breastfeeding.
18. Provide information regarding introduction of complementary foods.
19. Provide information regarding weaning from the breast at any stage of breastfeeding, including breast care.

20. Provide information regarding preparation and use of breastmilk substitutes according to World Health Organization Guidelines for Safe Preparation, Storage and Handling of Powdered Infant Formula.
21. Provide education on the safe handling, storage and use of human milk.
22. Calculate an infant's caloric/Kilojoule and volume requirements.
23. Assess milk production and provide information regarding increasing or decreasing milk volume as needed.
24. Assess the child's growth using World Health Organization Child Growth Standards.

General Problem-solving Skills

1. Evaluate the client's attitude towards breastfeeding/feeding method of the child(ren).
2. Recognize how each breastfeeding dyad is unique and evaluate them in that setting.
3. Evaluate potential or existing challenges and factors that may impact meeting a client's breastfeeding goals.
4. Assist and support the client to develop, implement and evaluate an appropriate, acceptable and achievable breastfeeding plan utilizing all resources available.
5. Facilitate breastfeeding for the medically vulnerable and physically compromised breastfeeding dyad.
6. Provide anticipatory guidance to reduce potential risks to the breastfeeding dyad.
7. Assess and provide strategies to initiate and continue breastfeeding when challenging situations exist/occur.
8. Provide suggestions as to when and how to stimulate a sleepy infant to feed.
9. Provide information and strategies to minimize the risk of Sudden Infant Death Syndrome (SIDS).
10. Assist client with strategies and techniques to continue breastfeeding during an infant separation (e.g. returning to work or school, illness, hospitalization).
11. Assist the client in strategies for breastfeeding in public.

Use of Techniques and Devices

1. Provide evidence-based information to the client regarding the use of techniques, appliances and devices.
2. Evaluate, critique and demonstrate the use of techniques and devices which support breastfeeding. Be aware that some devices may be marketed without evidence to support their usefulness and may be harmful to breastfeeding.
3. Critique and evaluate the use of techniques, appliances and devices which support or may be harmful to initiation and/or continuation of breastfeeding.

Develop, Implement, and Evaluate an Individualized Feeding Plan in Consultation with the Client

1. Use adult education principles.
2. Select appropriate teaching aids.

3. Provide information on community-based resources for assistance with breastfeeding and human milk.
4. Provide evidence-based information regarding lactation and foods, including their potential impact on milk production and child safety.
5. Provide evidence-based information regarding lactation and medications (over-the-counter and prescription), alcohol, tobacco and addictive drugs, including their potential impact on milk production and child safety.
6. Provide evidence-based information regarding complementary and alternative therapies during lactation and their impact on milk production and the effect on the child.
7. Integrate cultural, psychosocial and nutritional aspects related to breastfeeding and human lactation.
8. Provide information, support and encouragement to enable clients to successfully meet breastfeeding goals, including breastfeeding multiples.
9. Provide education about breastfeeding at different ages of the child.
10. Use effective counseling and communication skills when interacting with clients and other health care providers.
11. Use the principles of family-centered care while maintaining a collaborative, supportive relationship with clients.
12. Support the client to make evidence-based decisions for themselves and their child(ren).
13. Provide culturally competent education and information that also reflects level of comprehension.
14. Evaluate the client's understanding of all information and education provided.
15. Assist the client to induce relactation, if desired.

IV. The IBCLC has the duty to report truthfully and fully to the client and/or child's primary health care provider and to the health care system and will:

1. Obtain the client's consent for obtaining and disclosing of information as needed or as specified by local jurisdiction.
2. Provide written assessments as required.
3. Maintain documentation of all client contacts, assessments, feeding plans, recommendations and evaluations of care.
4. Retain records for the time specified by the local jurisdiction.

V. The IBCLC has the duty to preserve client confidence and will:

1. Respect the privacy, dignity and confidentiality of clients and families except where the reporting of a danger to the client or child is specifically required by law.

VI. The IBCLC has the duty to act with reasonable diligence and will:

1. Assist clients and families with decisions regarding feeding their child(ren) by providing evidence-based information that is free of any conflicts of interest.
2. Provide follow-up services as required and requested.
3. Make appropriate referrals to other health care providers and community support resources in a timely manner depending on the urgency of the situation.
4. Work collaboratively with the health care team to provide coordinated services to clients and families.
5. Report immediately to IBLCE if found guilty of any offense under the criminal code of the IBCLC's country or jurisdiction in which they work or if sanctioned by another profession.
6. Report immediately to IBLCE any IBCLC who is functioning outside the Scope of Practice for IBCLC Certificants and/or not maintaining a practice which meets with the Code of Professional Conduct for IBCLCs or the Clinical Competencies for the Practice of IBCLCs.

Sites for acquisition of skills

Skills may be acquired in various settings including, but not limited to, online, hospitals, private practice, and in home visits.

This information can be found directly from IBLCE by following: <https://ibclc-commission.org/ibclc-information/clinical-competencies-for-ibclcs/>

Applying for the IBCLC Examination

The IBCLC examination is administered independently by IBLCE and is offered twice per year: March/April (English only) and September (offered in all IBLCE languages). Application deadlines generally fall in October/December for the March/April exam and in April/May for the September exam. Specific dates vary each year.

Registration link: <https://ibclc-commission.org/step-3-apply-for-the-ibclc-exam/>

Taking the IBCLC Examination

The IBCLC examination consists of 175 multiple choice questions. The examination is given in two parts, and once you have completed Part One, you may not go back to that part. Most questions in Part Two are associated with an image. The standard IBCLC examination is four hours in duration.

British English is the foundation for all translations of the IBCLC examination. With respect to measurement, the IBCLC examination includes both metric weights and measures as well as US weights and measures, with the more prevalent metric measurement noted first, and with the US measurement noted second in a parenthetical, e.g., 30 mL (1 oz).

Code of Professional Conduct for IBCLCs

The International Board of Lactation Consultant Examiners® (IBLCE®) is the global authority that certifies practitioners in lactation and breastfeeding care.

IBLCE was founded to protect the health, welfare and safety of the public by providing the internationally recognized measure of knowledge in lactation and breastfeeding care through the IBLCE exam. Successful candidates become International Board Certified Lactation Consultants (IBCLCs).

A crucial part of an IBCLC's duty to protect mothers and children is adherence to the principles and aim of the [International Code of Marketing of Breast-milk Substitutes](#) and subsequent relevant World Health Assembly's resolutions.

Preamble

IBLCE endorses the broad human rights principles articulated in numerous international documents affirming that every human being has the right to the highest attainable standard of health. Moreover, IBLCE considers that every mother and every child has the right to breastfeed. Thus, IBLCE encourages IBCLC's to uphold the highest standards of ethical conduct as outlined in:

- [United Nations Convention on the Rights of the Child](#)
- [United Nations Convention on the Elimination of All Forms of Discrimination Against Women](#) (Article 12)
- Council of Medical Specialty Societies [Code for Interactions with Companies](#)

To guide their professional practice, it is in the best interest of all ICLCs and the public they serve that there is a Code of Professional Conduct which:

- Informs both IBCLCs and the public of the **minimum** standards of acceptable conduct;
- Exemplifies the commitment expected of all holders of the IBCLC credential;
- Provides IBCLCs with a framework for carrying out their essential duties;
- Serves as a basis for decisions regarding alleged misconduct.

Definitions and Interpretations

1. For the purposes of this document, the Code of Professional Conduct for IBCLCs will be referred to as the "CPC".
2. IBCLCs will comply fully with the *IBLCE Disciplinary Procedures*.
3. For the purposes of the CPC, "due diligence" refers to the obligation imposed on IBCLCs to adhere to a standard of reasonable care while performing any acts that could foreseeably harm others.
4. The term "intellectual property" (Principle 2.5) refers to copyrights (which apply to printed or electronic documents, manuscripts, photographs, slides, and illustrations), trademarks, service and certification marks, and patents.

5. The exception to the statements “refrain from revealing any information” (Principle 3.1) means that, to the extent required, IBCLCs may disclose information to:
 - a. Comply with a law, court or administrative order, or this CPC;
 - b. protect the client, in consultation with appropriate individuals or entities in a position to take suitable action, when the IBCLC reasonable believes that a client is unable to act adequately in her own and her child’s best interest and there is thus risk of harm;
 - c. establish a claim or defense on behalf of the IBCLC and the client, or a defense against a criminal charge or civil claim against the IBCLC based up conduct in which the client was involved; or
 - d. respond to allegations in any proceeding concerning the services the IBCLC has provided to the client.
6. “Misfeasance” describes an act that is legal but performed improperly, while “malfeasance” describes a wrongful act.

Code of Professional Conduct Principles

The CPC consists of eight principles, which require every IBCLC to:

1. Provide services that protect, promote and support breastfeeding
2. Act with due diligence
3. Preserve the confidentiality of clients
4. Report accurately and completely to other members of the healthcare team
5. Exercise independent judgment and avoid conflicts of interest
6. Maintain personal integrity
7. Uphold the professional standards expected of an IBCLC
8. Comply with the IBCLE Disciplinary Procedures

IBCLCs are personally accountable for acting consistently with the CPC to safeguard the interests of clients and justify public trust.

Principle 1: Provide services that protect, promote and support breastfeeding

Every IBCLC shall:

- 1.1 Fulfill professional commitments by working with mothers to meet their breastfeeding goals.
- 1.2 Provide care to meet clients’ individual needs that is culturally appropriate and informed by the best available evidence.
- 1.3 Supply sufficient and accurate information to enable clients to make informed decisions.
- 1.4 Convey accurate, complete, and objective information about commercial products.
- 1.5 Present information without personal bias.

Principle 2: Act with due diligence

Every IBCLC shall:

- 2.1 Operate within the limits of the scope of practice.
- 2.2 Collaborate with other members of the healthcare team to provide unified and comprehensive care.
- 2.3 Be responsible and accountable for personal conduct and practice.
- 2.4 Obey all applicable laws, including those regulating the activities of lactation consultants.
- 2.5 Respect intellectual property rights.

Principle 3: Preserve the confidentiality of clients

Every IBCLC shall:

- 3.1 Refrain from revealing any information acquired in the course of the professional relationship, except to another member of a client's healthcare team or to other persons or entities for which the client has granted express permission, except only as provided in the Definitions and Interpretations to the CPC.
- 3.2 Refrain from photographic, recording or taping (audio or video) a mother or her child for any purpose unless the mother has given advance written consent on her behalf and that of her child.

Principle 4: Report accurately and completely to other members of the healthcare team

Every IBCLC shall:

- 4.1 Receive a client's consent, before initiating a consultation, to share clinical information with other members of the client's healthcare team.
- 4.2 Inform an appropriate person or authority if it appears that the health or safety of a client or a colleague is at risk, consistent with Principle 3.

Principle 5: Exercise independent judgment and avoid conflicts of interest

Every IBCLC shall:

5.1 Disclose any actual or apparent conflict of interest, including a financial interest in relevant goods or services, or in organizations which provide relevant goods or services.

5.2 Ensure that commercial considerations do not influence professional judgment.

5.3 Withdraw voluntarily from professional practice if the IBCLC has a physical or mental disability that could be detrimental to clients.

Principle 6: Maintain personal integrity

Every IBCLC shall:

6.1 Behave honestly and fairly as a health professional.

6.2 Withdraw voluntarily from professional practice if the IBCLC has engaged in substance abuse that could affect the IBCLC's practice.

6.3 Treat all clients equitably without regard to ability/disability, gender identity, sexual orientation, sex, ethnicity, race, national origin, political persuasion, marital status, geographic locations, religion, socioeconomic status, age, within the legal framework of the respective geo-political region or setting.

Principle 7: Uphold the professional standards expected of an IBCLC

Every IBCLC shall:

7.1 Operate within the framework defined by the CPC.

7.2 Provide only accurate information to the public and colleagues concerning lactation consultant services offered.

7.3 Permit use of the IBCLC's name for the purpose of certifying that lactation consultant services have been rendered only when the IBCLC provided those services.

7.4 Use the acronyms "IBCLC" and "RLC" or the titles "International Board Certified Lactation Consultant" and "Registered Lactation Consultant" only when certification is current and in the manner in which IBLCE authorizes their use.

Principle 8: Comply with the IBLCE Disciplinary Procedures

Every IBCLC shall:

8.1 Comply fully with the IBLCE Ethics & Discipline process.

8.2 Agree that a violation of this CPC includes any matter in which:

8.2.1 The IBCLC is convicted of a crime under applicable law, where dishonesty, gross negligence or wrongful conduct in relation to the practice of lactation consulting is a core issue;

8.2.2 The IBCLC is disciplined by a state, province or other level of government and at least one of the grounds for discipline is the same as, or substantially equivalent to, this CPC's principle;

8.2.3 A competent court, licensing board, certifying board or governmental authority determines that the IBCLC has committed an act of misfeasance or malfeasance directly related to the practice of lactation consulting.

Student Agreement Form: *MSU Denver Lactation Certificate Training Program*

Acknowledgment of Handbook Review and Agreement

I, the undersigned, acknowledge that I have received, read, and reviewed the **MSU Denver Lactation Certificate Training Program Handbook**. I understand that the handbook outlines the program's policies, procedures, expectations, and guidelines, and I agree to comply with the standards and requirements described within.

By signing this agreement, I affirm the following:

1. I have thoroughly read and understood the contents of the handbook.
2. I agree to adhere to the academic, professional, and behavioral standards set forth by the program.
3. I understand the consequences of non-compliance as outlined in the handbook, including potential academic or disciplinary actions.
4. I understand the importance of ethical conduct and professionalism in the lactation field.
5. I will uphold the program's values and commit to fostering a respectful and inclusive learning environment.
6. I understand the academic and clinical requirements for successful completion of the Lactation Certificate Training Program.
7. I will meet all deadlines and actively engage in the learning process.

Acknowledgment

I certify that I have read, understood, and agreed to the above terms and the contents of the handbook. I understand that failure to comply with the program's policies may affect my standing in the program.

By signing below, I acknowledge and agree to the terms outlined above.

Full Name: _____ **Date:** _____

Signature: _____

Program Use Only

Received by: _____ Date: _____