



## **CONTACT HOUR GUIDELINES**

### **ICEA Doula Certification Program**

#### **CONTACT HOUR DEFINITION**

A “contact hour” is a specific amount of time spent participating in an educational program. Contact hours are computed as fifty minutes of education equals one contact hour. Similar to US nursing continuing education units (CEUs), contact hours are offered by workshops or programs and are for traditional, face-to-face learning situations. Each program will verify the attendance of the participants. Participants must attend all sessions in order to receive the maximum number of contact hours offered. Contact hours will be given for whole hours only, not partial hours.

#### **ALTERNATE CONTACT HOURS**

Alternate contact hours may be approved for learning formats such as correspondence courses, videotapes and audiotapes. Tapes of ICEA or other conferences or conventions will NOT be considered. Tapes must be specifically designed as an educational program and approved by ICEA as an alternate contact hour program. Alternate contact hours must be applied for by the program sponsor, and approval must be given prior to use by the ICD.

#### **ICEA CONTACT HOUR REQUIREMENTS FOR RECERTIFICATION**

ICDs must acquire a minimum of twenty-four contact hours dealing with a field directly relating to childbirth education, postpartum, or doula, or attend an entire ICEA convention for recertification. Of the twenty-four hours, one-half may be alternate hours.

#### **VERIFICATION OF CONTACT HOURS**

All ICEA events will provide a verification of attendance stating the number of ICEA contact hours. Other programs should provide a verification of attendance that includes the number of contact hours. Verification forms must be submitted by the ICD with the recertification application. Verification forms are not sent by event sponsor for each ICD’s file.

#### **TIME LIMIT FOR CONTACT HOURS**

Contact hours for recertification must be earned during the four-year period of certification.