



SPECIAL CANDIDATE CATEGORIES

ICEA Childbirth Educator Certification Program

Candidates who encounter serious difficulties in completing the prerequisites can apply for an extension of the application deadline or request a hold status if they meet the requirements for this special category.

EXTENSION OF THE EXAMINATION APPLICATION DEADLINE

A candidate may apply for a single ninety day extension of the examination application deadline in order to complete the prerequisites. The request for an extension must be received in the ICEA Central Office BEFORE the examination application expiration date but no more than ninety days before the examination application expiration date. The request must be in writing and state why the extension is needed . The Certification Coordinator will respond in writing when the extension has been granted. The extension is only for applying for the examination. The examination must be taken within one year of the expiration of the examination application deadline, not the expiration of the extension.

HOLD STATUS

Candidates who encounter a family emergency including serious illness, illness or death of a close family member, divorce, major relocation, or birth of a baby may request to be put on “hold” for a maximum of one year. The request must be received by the ICEA Central Office BEFORE the expiration of the examination application deadline but no more than ninety days before the examination application expiration date. The request must be in writing and state why the hold is needed. Only one hold status will be granted. The certification examination must be received by the expiration of the hold. The examination must be taken within one year of the expiration of the hold.

The hold status puts the candidacy in a suspended state. The candidate can continue to submit and complete any prerequisites. Contact hours will be valid for three years.

ENGLISH AS A SECOND LANGUAGE

Candidates having English as their second language will be allowed the use of a non-medical primary language English dictionary and five hours to complete the examination. The ICEA Central Office must be notified, in writing, of these special needs at the time the certification examination application and fee are submitted.