



CAPPA New Parent Educator Recertification Application

Please print and submit this entire packet, along with the supporting documentation to the CAPPA office postmarked no later than your recertification due date. Recertification dates can be found on your official CAPPA certificate. Only one program per application. **If you are seeking recertification for multiple credentials, please use the program's specific application form.**

APPLICANT INFORMATION

Fill out the information as completely as possible.

APPLICANT NAME (AS IT WILL BE LISTED ON YOUR CERTIFICATE)		
EMAIL	PHONE/MOBILE	
ADDRESS	POSTAL CODE	
CITY	STATE/PROVINCE	COUNTRY

- I have reviewed my contact information in my CAPPA Member Profile, and it is current.
- I have not reviewed my contact information in my CAPPA Member Profile. Please update my profile with the information above.

FEES

Fees must be paid before the recertification packet is processed. If you are choosing not to send payment as a check or money order with this packet, please pay fees online. If your CAPPA Membership is currently active, you do not need to include member dues, though it is highly recommended to renew membership with your recertification.

- I have paid my fees online or will do so before the packet is mailed.

Item	Quantity	Cost
*Recertification Fee (\$75 USD)		
1-Year Membership Fee (\$75 USD)		
2-Year Membership Fee (\$140 USD)		
3-Year Membership Fee (\$195 USD)		
5-Year Membership Fee (\$300 USD)		
Total		

**Required for recertification packet to be processed.*

CAPPA RECERTIFICATION REQUIREMENTS

Review the re-certification requirements listed below. This checklist is for your benefit and convenience.

❑ **Maintain continuous membership in CAPPA.**

Membership must be valid within 120 days at the time of re-certification. A lapse in your CAPPA membership over a year will result in a \$25.00 USD reinstatement fee.

❑ **Document 15 hours of continuing education in pregnancy, labor, breastfeeding, or postpartum topics approved by CAPPA.**

Be sure to fill out the Continuing Education Documentation Form and attach a copy of the Certificate of Attendance/Completion for each of the events listed. See CAPPA.net/training-certification/recertification/ for accepted contact hour opportunities. All contact hours must be relevant to the Scope of Practice for the program you are recertifying. Clinical education that is outside the Scope of Practice will **not** be approved.

❑ **Sign and agree to the most current CAPPA Policies included in this packet.**

❑ **Read 10 research studies from a peer reviewed journal published within last 5 years and submit the attached form.**

❑ **Submit \$75 recertification fee for each program you are recertifying.**

If you are submitting a check, make check payable to CAPPA or Childbirth and Postpartum Professional Association.

CAPPA offers a convenient way to receive contact hours for re-certification. Please visit the CAPPA Education Center at CAPPAEducationCenter.digitalchalk.com to browse our catalog of past conference sessions on childbirth, breastfeeding, lactation, labor support, postpartum support, and much more.

FINISHED APPLICATIONS

Mail your completed recertification packet(s) to the office. For the current mailing address, please refer to the footer of the CAPPA website at www.CAPPA.net. Please note that any packets sent "signature required" will be returned to the sender. CAPPA will not accept these packets.

LATE APPLICATIONS

If you are recertifying after your due date, please contact the CAPPA office for information about extension periods and dates. You can call the office at 1-770-965-9777 or email us at info@cappa.net.

CONTINUING EDUCATION DOCUMENTATION FORM

Use this form to list any contact hours from previously approved organizations and attach appropriate documentation for proof of attendance.

Date	Subject	Title of Event	CEUS Approved By (Org.)	Hours

Attach additional copies as necessary to document all continuing education hours. Fifteen (15) hours are required for re-certification. This form must be accompanied by all certificates of completion or attendance.

By my signature below, I attest that I have read and agree that the statements on this form and any attachments to this form are true and correct. I understand any falsification of continuing education hours may constitute grounds for administrative proceedings by CAPPA.

SIGNATURE _____ DATE _____

RESEARCH STUDIES FORM

Use this form to document 10 current research studies that have been published in the past five years. Read a copy of the actual study, not just the abstract. For each study, consider these points:

- What is the type of study?
- Would you use this study as a reference in the classroom?
- What are its flaws?
- What are its strengths?
- Did the abstract match what the published study actually proved?

List the title and citation of the research studies selected:

Title of Study	Source

SOURCE CITATION INFORMATION

When listing the sources of the journal articles, please include the following information:

- Abbreviated name of journal
- Year published
- Volume number
- Issue number

By my signature below, I attest that I have read each of the studies listed on this form. I understand any falsification may constitute grounds for administrative proceedings by CAPP.

SIGNATURE

DATE

CAPPA CODE OF CONDUCT

CAPPA certified professionals are at all times held to the code of conduct, the scope of practice, and the grievance policy. In order for candidates to be eligible for CAPPA certification, they must sign and agree to the CAPPA Code of Conduct, Scope of Practice, and Grievance Policy.

CAPPA certified professionals should treat all colleagues in an ethical, professional, and respectful manner at all times. CAPPA certified professionals should strive to promote ethical conduct within the profession.

CAPPA certified professionals should demonstrate integrity and ethical standards in their personal and professional conduct. This extends not only to clients, but to colleagues in their field and to medical and other caregivers with whom the CAPPA professional may interact.

CAPPA certified professionals will make every effort to honor agreements and contracts for professional services, and to provide without fail the services that they agree to provide. CAPPA certified labor and postpartum doulas are strongly urged to use signed contracts for all services agreed upon and provided.

CAPPA certified professionals will not divulge confidential information received in a professional capacity from their clients, nor compromise clients' confidentiality either directly or through the use of internet media such as Facebook or blogs.

CAPPA certified professionals will not say or do anything to undermine a client's confidence in her caregiver. They may, however, refer the client to published studies and books, as well as provide information as requested by clients. The client can then form her own opinion.

CAPPA certified professionals are not permitted to give medical advice, nor practice outside their specific scope of practice. If requested they can refer clients to published article, research and scholarly works.

CAPPA certified professionals should make every effort to encourage their clients to assume personal responsibility for the decisions they make during pregnancy, birth, and postpartum.

CAPPA certified professionals must be available via communication/mobile device at all times when they are contracted to be so. CAPPA certified professionals are expected to provide timely response to all communications from clients, whether phone or email, and to provide clients with means to reach them in a timely manner.

CAPPA certified professionals should pursue continuing education to further their knowledge in the childbirth and postpartum professions.

CAPPA SOCIAL MEDIA POLICY

We live in a technology-rich, internet-driven world. This provides CAPPA members the opportunity for networking with birth professionals of varying levels of experience. It is important to remember that our conduct on the internet (social networking sites, blogs, chat rooms, email groups, etc.) can have far reaching repercussions. CAPPA members should keep the CAPPA Code of Conduct in mind when interacting with others, not just in real life, but also in the virtual forum.

CAPPA members are required to conduct themselves in a professional manner in all online communications that are accessible by other professionals and the public. This includes, but is not limited to, the following:

- Client confidentiality should be maintained at all times.
- Any pictures of clients should be posted ONLY with the express, written consent of the client.
- Respect for colleagues, institutions, and other professionals (whether general categories or specific persons) should be maintained at all times.

CAPPA GRIEVANCE POLICY

The grievance policy was created to ensure that CAPPA professionals demonstrate professional behavior and ethics according to our Code of Conduct, Scope of Practice, and Grievance Policy at all times. It also is designed to protect our professional members, the families they serve, and the integrity of our professions. This grievance policy and system is essential to our organization.

All grievances against CAPPA certified professionals must be submitted in writing to CAPPA with a detailed account of the event(s) or behavior(s) in question, the name of the certified professional, the location and date(s) of the behavior(s) in question, written and notarized statements from any witnesses, and any other pertinent evidence. CAPPA reserves the right to request additional information/documentation to complete the grievance filed prior to notifying the certified professional. All requested information must be submitted within 30 days. Incomplete grievances or grievances that fall outside the parameters of the grievance policy may be dismissed. The grievance must be filed within one year of the occurrence. Grievances are to be typed and signed by all parties filing the grievance and must be notarized. CAPPA expects the person(s) filing the grievance to refrain from having any further contact with the professional named in the grievance, except when required by law.

When the grievance committee receives a complete grievance against a CAPPA certified professional, the professional will be notified in writing within 30 days. The notification to the professional will include a copy of the grievance filed. The professional then has 30 days to answer the grievance with their own account of the event(s) or behavior(s) in question. Written and notarized statements from witnesses and other pertinent evidence must all be included in the response from the CAPPA professional. CAPPA reserves the right to request more information to complete the response prior to rendering a decision. The professional must submit all requested information within 30 days. The professional involved with a grievance must not in any way contact the party filing the grievance, except when required by law. The committee will then take all evidence and accounts from both parties involved and make every effort to render a fair and impartial judgment to the best of their ability. CAPPA reserves the right to delay the decision until the legal action has concluded, and to consider the outcome in the grievance proceedings.

The judgment of the committee is final. The committee has the right to decide any and all consequences of the grievance. Possible results of the grievance process may include but is not limited to the removal of credentials and certification, warnings, remedial education of the professional, or dismissal of the grievance. The outcomes of the grievance process are not public, and CAPPA reserves the right to keep the outcome of the grievance process confidential between CAPPA and the professional only. All CAPPA certified professionals must agree to this system of accountability prior to entering into the certification process and agree to abide by the decisions of the grievance committee, with no right to sue for damages.

CAPPA APPROACH

CAPPA professionals approach their work with expectant families during the perinatal year with a desire to educate, support, and to see all families succeed. *The CAPPA Approach* is built on the CAPPA Vision, which supports the four cornerstones. These cornerstones are:

- Using evidence-based information in practice
- Embracing positive mental attitudes
- Approaching all situations with a loving, non-judgmental mindset
- Building bridges amongst support and healthcare professionals

The four cornerstones mutually support one another and are strengthened by the commitment of CAPPA members and professionals. *The CAPPA Approach* is a strong foundation upon which to build education and support services to growing families.

The CAPPA Approach differs from a method in that it allows the freedom for CAPPA professionals to incorporate their own style, meet the particular needs of their community, and teach the curriculum that best matches their skill set. CAPPA professionals are able to utilize a large variety of techniques, skills, and coping strategies that are both evidence-based and personalized to the individual, as opposed to being limited to a set, static method. Additionally, *The CAPPA Approach* differs from a method in that it

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embraces current evidence-based information and can grow and transform to stay relevant to the families served by CAPPA professionals.

CAPPA recognizes and appreciates the fact that medical advancements and technologies are important tools when needed. CAPPA encourages women to trust their bodies throughout the perinatal experience. CAPPA professionals are trained to dispel myths about pregnancy, childbirth, the postpartum period, and breastfeeding.

CAPPA believes that all women have the right to make informed decisions regarding their options throughout pregnancy, childbirth, postpartum, and breastfeeding. CAPPA supports and encourages families to choose healthcare providers and the place of birth that most reflects and supports their values and needs. CAPPA trains professionals to provide unbiased education. *The CAPPA Approach* does not use fear or guilt as a motivator but instead encourages families to make intuitive and informed decisions. CAPPA professionals have the opportunity and responsibility to help parents recognize their own values without imposing their own personal biases.

CAPPA professionals encourage parental responsibility during pregnancy and beyond. We recognize that these decisions include selecting the healthcare professionals, the place of birth, as well as feeding and parenting decisions that are compatible with a family's personal needs and values. CAPPA recognizes a family's responsibility to make the decisions that are best for them. While respecting parental decisions, it is important to note that CAPPA also supports the professional's own boundaries and values.

The birthing person has the right to be surrounded by those they love and trust during the perinatal period. Their emotional support team is as vital to their pregnancy, birth, and postpartum experience as their healthcare team. Research has shown that women accompanied by a complete support team during pregnancy, childbirth, postpartum, and breastfeeding have better outcomes overall and have higher satisfaction with their experiences.

The CAPPA Philosophy forms the principles for how CAPPA professionals work with families. The CAPPA Vision and four cornerstones of *The CAPPA Approach* serve as a strong framework that guides the CAPPA Mission.

CAPPA VISION

Imagine a world...

Where we are encouraged to trust our bodies. Where myths about pregnancy, childbirth, postpartum and feeding babies are dispelled.

Imagine a world...

Where everyone is given the tools they need to make informed decisions about their pregnancy, birth, postpartum, and infant-feeding experience.

Imagine a world...

Where education does not use guilt or fear as a motivator but instead shares evidence-based information to encourage intuitive and informed decision making.

Imagine a world...

Where each perinatal journey is supported with care and compassion.

Imagine a world...

Where everyone is equipped to embrace parenthood with confidence.

Imagine a world...

Where there is mutual respect amongst doulas, educators, and healthcare professionals working together to care for families.

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Imagine an organization...

That strives every day to make this world a reality.

CAPPA...Reality begins with imagination.

CAPPA CERTIFIED NEW PARENT EDUCATOR SCOPE OF PRACTICE

CAPPA New Parent Educators fill an important role in educating and supporting families and the community by providing comprehensive, evidence-based information. As respected professionals, CAPPA New Parent Educators work in public-health clinics, hospitals, care-providers' offices, and private settings throughout the world.

HOW CAPPA NEW PARENT EDUCATORS WORK WITH FAMILIES

New Parent Educators work with families during pregnancy and postpartum; offering support, encouragement, information, and referrals as needed. New Parent Educators can be found working in a variety of settings to offer their services to families. Families can find them working as public health educators, hospital/community educators, in care providers' offices and in private practice as educators.

HOW CAPPA NEW PARENT EDUCATORS WORK WITHIN THE HEALTHCARE SYSTEM

New Parent Educators are educators, not clinicians. They therefore work with the healthcare system by encouraging and promoting excellent communication between the new family and the health care team, encouraging informed decision making and self-advocacy, supporting the choices of the new family, providing non-clinical care, and offering appropriate referrals when their observance uncovers situations that require healthcare attention or support.

CLINICAL LIMITATIONS OF CAPPA NEW PARENT EDUCATORS

CAPPA New Parent Educators are non-clinical professionals. CAPPA New Parent Educators do not dispense medical advice, diagnose medical conditions, interpret medical diagnoses or clinical results, perform clinical procedures, or prescribe/administer medications or treatments of any kind. Educators do not offer information that directs families to act against medical advice.

CAPPA does not train its certified professionals to prescribe, perform, or provide complementary/alternative therapies including, but not limited to, essential oils, placenta medicine, herbal treatments, etc. CAPPA professionals do not prescribe, perform, or provide alternative/complementary therapies as part of their role as a CAPPA certified professional. Those who are trained, certified, licensed, or a recipient of a degree in these therapies are required to present these services as separate from their role as a CAPPA certified professional.

CAPPA STANDARDS

CAPPA New Parent Educators work within CAPPA's standards of practice to uphold the following (available to read as individual documents): code of conduct, a grievance policy, mission statement, vision statement, organization philosophy, and social media policy. CAPPA New Parent Educators use current evidence-based information in their practice. They maintain their knowledge and skills through continuing education. They work within the legal framework of their individual community and region.

CAPPA CERTIFIED NEW PARENT EDUCATORS:

- ✓ Offer non-biased newborn and postpartum information, support, encouragement, guidance, referrals, and education to families
- ✓ Educate on newborn and postpartum care options and resources
- ✓ Encourage informed decision making
- ✓ Model and teach effective communication
- ✓ Help families understand their rights according to current healthcare policy and legal statutes

- ✓ Work closely with the new family as they explore their values and needs surrounding the newborn and postpartum period
- ✓ Encourage the family to seek care that reflects their values and needs
- ✓ Provide education and support to all members of the new family
- ✓ Provide culturally sensitive adult based education
- ✓ Refer to healthcare professionals when support requires clinical assessment, a need for prescription, or medical diagnosis
- ✓ Seek to foster a cooperative, respectful, and positive atmosphere with the care team

THE CAPPa NEW PARENT EDUCATOR IS NOT A CLINICIAN AND THEREFORE DOES NOT:

- ✗ Diagnose medical conditions
- ✗ Interpret medical diagnoses or clinical results
- ✗ Prescribe or give dosages of herbal or over-the-counter medications
- ✗ Administer treatment of medical conditions
- ✗ Perform clinical procedures

I, _____, agree to abide by all the aforementioned CAPPa Policies including: CAPPa Code of Conduct, CAPPa Social Networking/Internet Use Policy, CAPPa Grievance Policy, CAPPa Approach, CAPPa Vision, and CAPPa Scope of Practice for my Program.

SIGNATURE

DATE