



## CAPPA Recertification for Postpartum Doula

### APPLICATION FOR RECERTIFICATION

Please print and submit this entire packet, along with the supporting documentation to the CAPPA office postmarked no later than your recertification due date.

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

- I have reviewed/updated my contact information in my profile and it is current.

Program(s) you are requesting recertification:

| Program | Recertification deadline |
|---------|--------------------------|
|         |                          |
|         |                          |
|         |                          |
|         |                          |

Recertification Fee Worksheet:

| Quantity | Item  | Cost:     |
|----------|---|-----------|
|          | Recertification processing (\$75 per program) |           |
|          | Membership Dues                               |           |
|          | <b>Total Fees Included</b>                    | <b>\$</b> |
|          |   |           |

## CAPPA Recertification Requirements:

- ❑ Maintain continuous membership in CAPPA. *A lapse in your CAPPA membership will result in a \$50.00 reinstatement fee and all overdue membership dues must be paid. CAPPA certified professionals who let their membership lapse more than 120 days must pay a \$100.00 reinstatement fee plus all past due membership dues. Additionally, membership must be valid within 120 days at the time of recertification.*
- ❑ 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 for each of the events listed. See the CAPPA website for additional 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.
- ❑ Postpartum Doula Re-Certification only: Include copy of current Infant/Child CPR Certification. CPR Certification must be obtained from an in-person class WITH mannequin practice.
- ❑ Submit \$75 recertification fee for each program you are recertifying. Make check payable to CAPPA.

*Highly recommended for recertification:* [CAPPA Education Center](#)

Mail your completed packet to:

**CAPPA World Headquarters  
PO Box 547  
Flowery Branch, GA 30542**

**\*\*Please note that any packets sent "signature required" will be returned to the sender.  
CAPPA will not accept these packets.**



## CAPPA Recertification

### CONTINUING EDUCATION DOCUMENTATION FORM

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

Member Name: \_\_\_\_\_

| Date | Subject | Title of Event | Instructor (include credentials) | CEUs Approved By (Org.) | Hours |
|------|---------|----------------|----------------------------------|-------------------------|-------|
|      |         |                |                                  |                         |       |
|      |         |                |                                  |                         |       |
|      |         |                |                                  |                         |       |
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|      |         |                |                                  |                         |       |
|      |         |                |                                  |                         |       |

*Attach additional copies as necessary to document all continuing education hours. Fifteen (15) hours are required for recertification. 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 the CAPPA board.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# CAPPA Recertification

## CAPPA POLICIES

### CAPPA Code of Conduct

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 a client's 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 Networking/Internet Use 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, standards 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 four cornerstone tenets. 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. A synergy exists between the four cornerstones that make *The CAPPA Approach* 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 embraces new evidence-based information, and can grow and transform to stay relevant to the families served by CAPPA professionals.

CAPPA celebrates the fact that the human body is designed to support pregnancy and give birth safely and normally the majority of the time. When women have the information they need and a supportive environment, pregnancy, childbirth, and breastfeeding can unfold without unnecessary and unwanted interventions. When families are educated about all of their options, they can make decisions that reflect their healthcare needs and their personal values. In most situations and for most women, childbirth without intervention is the safest way to give birth. 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 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. These personal decisions are the sole responsibility of the parents. CAPPA recognizes a family's right 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. Additionally, CAPPA professionals encourage breastfeeding as the norm and do not promote the use of artificial milk.

Women have the right to be surrounded by those they love and trust during the perinatal period. A woman's emotional support team is as vital to her pregnancy, birth, and postpartum experience as her 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 Statement**

### **Imagine a world...**

Where women are encouraged to trust their bodies. Where myths about pregnancy, childbirth, the postpartum period, and breastfeeding are dispelled.

### **Imagine a world...**

Where women are given the tools they need to make informed decisions about their pregnancy, childbirth, postpartum, and breastfeeding experiences.

### **Imagine a world...**

Where education does not use guilt as a motivator but instead encourages families to make intuitive and informed decisions.

### **Imagine a world...**

Where women are surrounded by caring, compassionate support throughout the perinatal period.

### **Imagine a world...**

Where families are equipped to embrace parenthood with confidence.

**Imagine a world...**

Where there is mutual respect amongst support professionals and medical professionals, all working together as colleagues to give the best care for families.

**Imagine an organization...**

That strives every day to make this world a reality.

**CAPPA...Reality begins with imagination.**

## **Postpartum Doula Scope of Practice**

### **The CAPPA Certified Postpartum Doula**

CAPPA Postpartum Doulas fill an important role in providing emotional, physical, and evidence-based informational support to the new family after the birth of their baby.

### **How CAPPA Postpartum Doulas work with families**

The Postpartum Doula works with families in the postpartum period; offering support, information, instruction, comfort, and referrals as needed. Postpartum Doulas support the mother's recovery, give instruction on infant care and feeding, and assist with household organization. Postpartum Doulas can be found working in the community in private practice, in cooperatives, as part of groups or agencies, as well as serving in various community programs.

### **How CAPPA Postpartum Doulas work within the healthcare system**

Postpartum Doulas are skilled support persons who act as consultants and resources, 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 or counseling uncovers situations that require healthcare attention or support.

### **Clinical Limitations of CAPPA Postpartum Doulas**

CAPPA Postpartum Doulas are non-clinical professionals. CAPPA Postpartum Doula courses do not qualify a professional to act as a medical care provider. CAPPA Postpartum Doulas 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.

### **CAPPA Standards**

CAPPA Postpartum Doulas work within the 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 Postpartum Doulas 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 Postpartum Doulas:**

- Provide non-biased emotional, physical, and informational support during the postpartum period
- Encourage the family to seek care that reflects their values and needs
- Modes and teaches effective communication
- Encourage informed decision making
- Support the physical and emotional healing of the mother
- Provide information on care options and resources for the mother and newborn
- Support and assists with infant feeding
- Educate the family on newborn care and characteristics
- Provide support to the new mother’s partner and/or family
- Assist with household organization
- Refer to healthcare professionals when support requires clinical assessment, a need for prescription, or medical diagnosis

**CAPPA Postpartum Doulas do not:**

- Diagnose medical conditions
- Interpret medical diagnoses or clinical results
- Prescribe or administer treatment of medical conditions
- Perform clinical procedures
- Take over complete care of the infant
- Transport any family members
- Stay alone with babies or other children
- “Sleep train” babies
- Act as a housekeeper or nanny

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





## CAPPA Recertification RESEARCH STUDIES FORM

**Member Name:** \_\_\_\_\_

To complete this step for recertification, you must find 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:

- 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 | Source |
|-------|--------|
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|       |        |

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 the CAPPA board.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## CAPPA Recertification

### Infant/Child CPR Certification FORM

*(\*Please note CAPPA only accepts Red Cross and American Heart Association for recertification/certification.)*

Member Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Infant/Child CPR Certifying Agency: \_\_\_\_\_

Infant/Child CPR Instructor Name: \_\_\_\_\_

Infant/Child CPR Instructor Contact Information: \_\_\_\_\_

Date of Infant/Child CPR Re-Certification: \_\_\_\_\_

I have enclosed a copy of my Infant/Child Certification.

I, \_\_\_\_\_, understand that I must have current Infant/Child CPR certification in order to obtain CAPPA Postpartum Doula recertification/certification.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_