



Responsibilities & Benefits of Hosting a CAPP Certified Lactation Educator™ Course

by CAPP CLE© Faculty, Christy Jo Hendricks, IBCLC, RLC, CCCE, CD

Thank you for your interest in bringing a Certified Lactation Educator Training™ to your community. CAPP offers the only Certified Lactation Educator Course (CLE©) available. This training has increased in popularity and attendance, making it a wonderful certification to add to a resume. Often several facilities will collaborate in order to bring the course to their location, but only one individual can earn the scholarship. The recipient of the scholarship is required to complete the contract on page 2.

*I would love to help you reach your lactation education goals. Hosts provide a valuable resource for trainers as well as locals in the birthing community. Please contact me directly if these requirements are ones you can fulfill and you would like to host a training. There are **Silver and Gold** scholarships available.*

Important Information about On-site Training:

- Instructor will travel to locations within 50 miles of zip code 92220 (one way) for a minimum of 9 paid students.
- Instructor will travel beyond the 50 mile radius for a minimum of 12 paid students.
- Instructor will travel to locations that require airfare for either 15 paid students or 12 paid students and cost of airfare and lodging.
- Hosting opportunities may be limited to areas where a training is not already scheduled, or beyond 100 miles of a scheduled training.
- Classes that do not fill within 21 days of training date may be canceled or postponed.

Room Requirements for Training

The CLE® Training is an engaging, interactive course that utilizes many teaching methods and multi-media devices. In order to have a successful training, we request that the facility be equipped with the following:

- Projector and screen or equivalent devices
- Laptop, PC or Smart TV that accepts a flash drive and recognizes PowerPoints
- Laptop, PC or Smart TV, or DVD player that plays DVDs
- Access to the Internet and uninterrupted WiFi
- Sound system that connects to all media
- Seating (tables and chairs that can be arranged in rows or U-shape) for at least 20 students
- Room to interact and move about freely

Location will only be approved by instructor after viewing photos of inside and outside of location.

Silver Sponsor (Earn a \$345 Scholarship off the Full Rate. Host Cost \$150)

- Secure an acceptable training site that does not require any financial investment from the trainer (We recommend contacting a local library, community center, Club House, hospital, church, medical office, birth center or public health agency that often allows free use of their facilities for educational purposes).
- Provide complete address of location to instructor at least eight weeks prior to scheduled training
- Provide morning beverage service (coffee, tea and water) for all three days.
- Provide a light snack (granola bars, muffins, or fruit) for all three days.
- Be present to serve as host for training, including arriving early to assist with set up and completing end of day responsibilities (established by the facility contract).
- Work in conjunction with the instructor to promote the training on social networks and to local organizations.

Gold Sponsor (FREE training for Host) Meets the Following Requirements:

- Fulfill all the requirements for a Silver Sponsor
- Personally sign up and collect fees for a minimum of 4 additional paid students (\$1,900-\$1,980). Payment and registration must be received at least three weeks prior to schedule class dates. Provide the student's names and email addresses to the instructor prior to them registering on the website. Hosts will not be given *Note: Both Gold and Silver Sponsors secure location, provide snacks and help with training days. Silver Sponsors are not responsible to find and confirm all the attendees.*

Instructor commits to support all hosts' efforts by:

- Offer training dates that are acceptable to the host
- Attend and facilitate the three day training
- Cover all personal expenses, including travel and lodging expenses (unless otherwise agreed upon)
- Create the flyer for distribution and posting
- Submit training information to CAPPa for posting on CAPPa website
- Post training on business websites
- Market the training in conjunction with host
- Create a Facebook event page
- Provide on-line registration for students
- Send all pre course work and communication to host and enrolled students
- Provide training manual, notebook and handouts
- Provide Certificate of Completion for all students who complete the entire training
- Provide instructor's CV and W-9 if requested
- Provide follow-up communication and support for individuals seeking certification

Questions, comments or requests should be made directly to the instructor, Christy Jo Hendricks. Please obtain the instructor's permission before posting or advertising a CLE™ training.

All hosts/sponsors must be compliant with the Code of Marketing Breast Milk Substitutes

If you are interested in hosting and earning a scholarship for the CLE training, please contact Christy Jo Hendricks to discuss dates before completing and submitting the contract.

Christy Jo Hendricks, IBCLC, CD, CAPPa CLE & CCCE

PO Box 1431 Banning CA 92220

951.809.7827

888.502.1677

BBBPublishing@msn.com

www.birthingandbreastfeeding.com

Host Contract for Certified Lactation Educator Course by Faculty Christy Jo Hendricks, IBCLC, RLC, CCCE, CD, CLE©

Please complete the form below and fax or email the contract to Christy Jo (lactationeducation@outlook.com) or 1.888.502.1677 (fax)

Host Information _____
Name phone number email

Applying for Gold Sponsor Silver Sponsor

Complete Address of Training Location _____

The facility meets all the requirements specified in the CLE© Host Contract, or the following arrangements have been made: _____

I have read the Host Contract and agree to all the hosting requirement for the CLE© training scheduled

in _____ **on** _____
city state month days year

Print name Signature Date

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To Be Completed by Birthing, Bonding & Breastfeeding

Contract Received on _____

Approved by _____

CLE Training Confirmed on _____ or canceled _____ Reason _____

Rescheduled for _____

Total Attendees _____

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