



## RECERTIFICATION PACKET GUIDELINES

Your PALS Doula certification is valid for three years.

Your recertification documentation is due \_\_\_\_\_. (Please check with our office if you are unsure of your recertification date.)

PALS Doulas' Standards of Practice state that each recertification period will be for three years. PALS Certified Doulas who allow their certification to expire may be required to repeat the initial certification process.

There are two paths to recertification, Active Status and Inactive Status. For each status there are two options based on whether you are a current DONA Certified Doula or not. Please review the Recertification Packet for information and a better understanding of these two options.

**All PALS recertification paperwork is available on-line at [www.palsdoulas.org](http://www.palsdoulas.org).** If you prefer, you may call (206-329-7257) or email ([info@palsdoulas.org](mailto:info@palsdoulas.org)) to have a packet mailed to you. Should you need a replacement packet at any time, you may request one for a \$10.00 fee.

If you have any questions about recertification not answered in this packet, please call PALS Doulas at 206-329-7257 or email us at [info@palsdoulas.org](mailto:info@palsdoulas.org), Attn: Certification Committee (in the subject line).

**Any member who cannot complete the forms due to language barriers or other valid reasons may request an interview process to be facilitated by the Certification Committee.**

On a case-by-case basis the Certification Committee may request an interview by phone or in person to inquire about a packet.

**Please make a copy of your entire packet for your records before sending it to PALS. Make sure to include your recertification fee and all documentation (use the check-list found on the application). We will not be able to process your application if it is not complete.** Please allow six to eight weeks for processing. Once approved, you will receive a Certification Acceptance Letter along with a newly dated Recertification Form.

Enclosed in this packet:

- Application for Recertification
- Recertification Process – Active Status
- Recertification Process – Inactive Status
- Birth Verification Forms
- Continuing Education Form
- PALS Doulas Feedback Page
- PALS Doulas Standards of Practice and Code of Ethics



## APPLICATION FOR RECERTIFICATION

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

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Original Date of Certification OR Last Recertification Date: \_\_\_\_\_

- I am applying for recertification as an Active Status Doula
- I am applying for recertification as an Inactive Status Doula
- I am changing from Inactive to Active Status

The following documents must accompany this application. (Use this checklist to ensure that all required documents are enclosed.)

- The recertification fee of \$35.00 for Active Status, \$20.00 for Inactive Status, or \$15.00 to change from Inactive Status to Active Status
- The Signed Application
- Continuing Education Verification Form (15 contact hours) and supporting documentation
- Membership fee of \$75.00 (if not a current PALS member)
- Personal Statement Essay
- Recertification Birth Verification Form (A minimum of three births; for Active Status Doula only)

By signing below, I verify that the following information is true:

I have read the PALS Doulas Standards of Practice and Code of Ethics and agree to continue to abide by the Standards of Practice and Code of Ethics as set forth by PALS Doulas.

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

Please mail this application with the required documentation and fee to:

PALS Doulas  
Attn: Certification Committee  
2524 16<sup>th</sup> Ave. S., Suite 207B  
Seattle, WA 98144

*Please allow six to eight weeks for processing.*  
**Keep a copy of the entire packet for your records.**



## RECERTIFICATION GUIDELINES – ACTIVE STATUS

### Requirements for Recertification as an Active Status Doula

#### A) If you are a current DONA Certified Birth Doula:

1. **Submit a copy of your current DONA International Recertification packet with all related materials to PALS Doulas (PALS) on or by your recertification date.**

Please make sure to submit a copy of the entire packet or it will be considered incomplete.

You will be required to recertify with PALS on the same date as you recertify with DONA International.

2. **Submit your PALS Application for Recertification as an Active Status Doula.**
3. **Maintain continuous membership with PALS.** (Please see notes below)
4. **Submit a Personal Statement Essay.** (Please see notes below)
5. **Submit a \$35.00 active status fee to PALS with your packet.**

**OR**

#### B) If you are a PALS Certified Birth Doula (and not certified with DONA):

1. **Submit your PALS Application for Recertification as an Active Status Doula.**
  - Certified doulas must maintain continuous membership with PALS. To verify your membership status, contact our office at 206-329-7257 or email us at [info@palsdoulas.org](mailto:info@palsdoulas.org).
  - A certified doula whose membership has lapsed must purchase the current year of membership along with their recertification fee for a total of \$110.00.
  - Failure to maintain current membership will result in a suspension of your certification.
2. **Attend a minimum of three births as a doula and complete the PALS Doulas Birth Verification Forms in your packet.**

You must submit three Birth Verification forms included in this packet or you may submit three Evaluation of Labor Support Services forms (available at [www.palsdoulas.org](http://www.palsdoulas.org)) to document your births. You are encouraged to complete and return your Data Collection forms as well.

3. **Obtain a minimum of 15 contact hours of Continuing Education in the Maternal-Child Health Field and submit documentation.**

Complete the PALS Continuing Education Verification Form included in this packet for each event/item, and send a copy of the Certificate of Attendance, if available. Continuing education may include (but is not limited to) attendance at one or more of the following:

- PALS Membership Meetings or Advanced Doula Trainings
- Meetings and support groups of birth related organizations
- Other conferences, classes or workshops related to maternal/child health
- Attendance at a Childbirth Preparation Series (not as an expectant parent)
- Videos/DVDs that contain lectures or seminars in maternal/child health

The purpose of continuing education is for doulas to stay current on birth related topics and expand their knowledge in the birth, maternal/child health field. Please choose continuing education accordingly. If the PALS recertification team feels that any of your continuing education contact hours are not appropriate for this purpose, we may contact you regarding possible alternatives.

If you have questions about what is an acceptable source of continuing education, please contact the PALS Certification Committee at [info@palsdoulas.org](mailto:info@palsdoulas.org).

NOTE: Even if you are not a DONA certified birth doula, you may choose to look over their continuing education options in their recertification packet (available on [www.DONA.org](http://www.DONA.org)). It gives many alternative choices for continuing education that you may wish to choose from. All of the options listed in the DONA packet will be accepted by PALS for recertification purposes.

#### **4. Submit your Personal Statement Essay.**

To write a personal statement please take a moment to reflect upon your doula career and share with us how being a doula has impacted you and what kind of role PALS Doulas has served in your doula work.

In a one-page essay, please include information on the following:

- Approximately how many births have you attended?
- How active have you been as a doula in the last three years?
- What is your intent for working as a doula in the future?
- How do you uphold the PALS Doulas Code of Ethics and Standards of Practice in your work?
- Have you attended PALS events in the last three years (e.g., Advanced Doula Trainings, Membership Meetings, Annual Meetings/Conferences)?

Thank you for taking the time to be thorough. This is an important part of gathering information about the PALS Certified Doulas that we serve.

#### **5. Submit a \$35.00 active status fee to PALS along with your packet.**



## RECERTIFICATION PROCESS – INACTIVE STATUS

### Inactive Status Defined

Doulas unable to attend three births during the three-year certification period, but who wish to maintain their certification may choose Inactive Status. Though certification will be kept up to date, the doula will not have the option of being listed on the PALS Doula (PALS) referral line or website. **There is a limit of two, three-year periods of inactive status recertification**, at which point the doula needs to either recertify with Active Status or lose their Certified Status with PALS. To become certified again, the doula will need to repeat the initial certification process.

### Requirements for Recertification with PALS as an Inactive Status Doula

#### A) If you are a DONA Certified Doula with Inactive Status:

1. **Submit a copy of your current DONA Recertification packet as an inactive doula with all related materials on or by your recertification date.**

Please make sure to submit a copy of the entire packet or it will be considered incomplete. You will be required to recertify with PALS on the same date as you recertify with DONA.

2. **Submit your PALS Application for Recertification as an Inactive Status Doula.**
3. **Maintain continuous membership with PALS.** (Please see notes below)
4. **Submit a \$20.00 inactive status fee to PALS with your packet.**

**OR**

#### B) If you are a PALS Certified Doula (and do not have Inactive Certification Status with DONA):

1. **Submit your PALS Application for Recertification as an Inactive Status Doula.**
2. **Maintain continuous membership with PALS.**

Certified doulas must maintain continuous membership with PALS. To verify your membership status, contact our office at 206-329-7257 or email us at [info@palsdoulas.org](mailto:info@palsdoulas.org).

A certified doula whose membership has lapsed must purchase the current year of membership along with their inactive status recertification fee for a total of \$95.00.

Failure to maintain current membership will result in a suspension of your certification.

3. **Obtain a minimum of 15 contact hours of Continuing Education in the Maternal-Child Health Field and submit documentation.**

Complete the PALS Continuing Education Verification Form included in your packet for each event/item, and send a copy of the Certificate of Attendance, if available. Continuing education may include (but is not limited to) attendance at one or more of the following:

- PALS Membership Meetings or Advanced Doula Trainings
- Meetings and support groups of birth related organizations
- Other conferences, classes or workshops related to maternal/child health

- Attendance at a Childbirth Preparation Series (not as an expectant parent)
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The purpose of continuing education is for doulas to stay current on birth related topics and expand their knowledge in the birth, maternal/child health field. Please choose continuing education accordingly. If the PALS recertification team feels that any of your continuing education contact hours are not appropriate for this purpose, we may contact you regarding possible alternatives.

If you have questions about what is an acceptable source of continuing education, please contact the PALS certification team at [www.palsdoulas.org](http://www.palsdoulas.org)

NOTE: Even if you are not a DONA certified birth doula, you may choose to look over their continuing education options in their recertification packet (available on their website). It gives many alternative choices for continuing education that you may wish to choose from. All of the options listed in the DONA packet will be accepted by PALS for recertification purposes.

**4. Submit a \$20.00 inactive status fee to PALS with your packet.**

**To change from Inactive Status to Active Status at any time in the next three years, please complete the following:**

- Submit completed birth verification forms from three births to the PALS recertification committee.
- Submit additional \$15.00 review fee to the PALS Doulas office.
- Submit a PALS Referral Matching Form (available at [www.palsdoulas.org](http://www.palsdoulas.org)) and additional fee if you wish to be added to our referral line. (Check with the PALS office to determine current fee.)



**RECERTIFICATION BIRTH VERIFICATION**

A parent, nurse, midwife, or physician may fill out this form. Please remember that you must have signatures for **three different births**.

Doula's Name: \_\_\_\_\_

Baby's(ies) Birth Date: \_\_\_\_\_ Number of Hours Doula was Present: \_\_\_\_\_

Place of Birth: \_\_\_\_\_ Care Provider: \_\_\_\_\_

May we contact you regarding this doula's service?  Yes  No

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

Phone/Email: \_\_\_\_\_

Position/Relationship: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

***\*\*This form will be kept confidential by the PALS Certification Committee\*\****

**Return this form in the Self Addressed/Self Stamped envelope provided by the doula.**

**Or**

**If needed, please mail to:**

**PALS Doulas**

**Recertification Chair**

**2524 16<sup>th</sup> Ave. S., #207B**

**Seattle, WA 98144**



CONTINUING EDUCATION VERIFICATION FORM

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

Date Offered: \_\_\_\_\_

Location: \_\_\_\_\_

Sponsor: \_\_\_\_\_

Speakers: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of hours attended: \_\_\_\_\_

Other pertinent information/comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I verify that the above information is true: \_\_\_\_\_  
*Applicant's Signature*

*Use the below statements when a Certificate of Attendance is not available.*

I verify that \_\_\_\_\_ attended the above event.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Date*

**NOTE: When documenting more than one event, please copy this form.**



## RECERTIFICATION FEEDBACK

Your feedback is very important to us. *You* are our members, our Certified Doulas, and this is *your* organization. Please take a moment to give us your feedback and return it with your Recertification Packet. Also, please consider that improvement comes with participation. Let us know if you can volunteer or have interest in joining the PALS Doulas Board.

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

Phone/Email: \_\_\_\_\_

How can PALS improve service to our doulas? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What future Advanced Doula Trainings do you recommend? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I am available to volunteer for PALS in the following capacity:

In the PALS office:  Days and times available: \_\_\_\_\_

For special events or meetings:

In another capacity: \_\_\_\_\_

Thank you for your feedback!

*Your PALS Board of Directors*



## STANDARDS OF PRACTICE

### Scope

- A. *Services Rendered.* The Certified Doula accompanies her client in labor, gives emotional and physical support, suggests comfort measures, and offers encouragement and suggestions for both her client and the client's partner. Whenever possible, the Doula delivers pre- and postpartum emotional support, including explanation and discussion of practices and procedures throughout the course of service.
- B. *Limits to Practice.* The Certified Doula does not provide clinical care such as blood pressure or temperature monitoring, fetal heart tone checks, vaginal examinations or postpartum clinical care. PALS Doulas' (PALS) Doulas provide emotional, physical, and informational support.
- C. *Advocacy.* The Certified Doula advocates for the client's wishes as expressed in her birth plan, in prenatal conversations, and intrapartum discussion. She helps the mother incorporate changes in plans if and when the need arises and enhances communication between the client and the caregiver. Clients and Doulas must recognize that the advocacy role does not include the Doula speaking on behalf of the Client, making decisions for the Client or causing deterioration in the relationship between Client and Caregiver. The advocacy role is best described as support, information, and mediation or negotiation.
- D. *Referrals.* For client needs beyond the scope of the Doula's training, referrals are made to appropriate resources.

### Continuity of Care

The Certified Doula will make back-up arrangements with other certified and/or qualified doulas to ensure services to the client if the Doula is sick or unavailable. In the event that any Doula finds it necessary to discontinue service to an established client, it is the Doula's responsibility to notify the client in writing and arrange for a replacement, if the client so desires. This may be accomplished by:

- Introducing the client to the Doula's back-up associate.
- Suggesting another Doula from PALS regarded as appropriate for the client's needs.
- Contacting the referral coordinator for suggestions or suggesting that the client do so.
- Following up with the client or back-up Doula or Referral Coordinator to make sure the client's needs are being accommodated.

## **Training and Experience**

- A. *Training.* Doulas who are certified by PALS will have completed all the requirements set forth in the PALS Doulas Requirements for Certification. This includes but is not limited to the following: training in childbirth education and a DONA approved labor support course, reading books from the PALS Required Reading List, positive evaluations from three medical care providers and clients, attendance at continuing education events, two peer recommendations, three birth narratives/self-assessments and completion of a personal essay. See the Requirements for Certification document for complete details.
- B. *Experience.* Doulas certified by PALS will have the experience as set forth in the PALS Requirements for Certification. Participation in the PALS Pathways to Birth Program is recommended for those without experience attending births. The Certification Committee reviews packets and makes recommendations regarding certification. The Committee reserves the right to deny certification to any doula who does not complete the requirements or to those whom the committee feels are not prepared to practice as a Certified Doula, and to support all doulas towards obtaining the experience necessary to practice as a PALS Certified Doula.
- C. *Recertification.* Doulas who are certified with PALS are required to maintain continuous membership with the organization and to recertify every three years to maintain status as a Certified Doula (CD).

## **Record Keeping**

- A. *Documentation.* The Doula maintains clear and accurate records of each client relationship and the birth.
- B. *Data Collection.* The Doula collects and submits to PALS on a regular basis data on the clients she provides services to, and the outcome of their pregnancies and labors.



## CODE OF ETHICS

### Rules of Conduct

- A. *Propriety.* The Doula will maintain high standards of personal conduct in her labor support capacity and/or identity.
- B. *Competence and Professional Development.* The Doula will strive to become and remain proficient in the professional practice and performance of labor support functions through continuing education, affiliation with related organizations, and associations with other Doulas.
- C. *Integrity.* The Doula will act in accordance with the highest standards of professional integrity.

### Ethical Responsibility to Clients

- A. *Primacy of Client's Interests.* The Doula's primary responsibility is to her clients.
- B. *Rights and Prerogatives of Clients.* The Doula will make every effort to foster maximum self-determination on the part of her clients.
- C. *Confidentiality and Privacy* The Doula will respect the privacy of clients and hold in confidence all information obtained in the course of professional service.
- D. *Obligation to Serve.* The Doula will assist each client seeking labor support either by providing services or making appropriate referrals.
- E. *Reliability.* When the Doula agrees to work with a particular client, her obligation is to do so reliably, without fail, for the term of the agreement. The agreement (verbal or written) will clearly state any limitations on the Doula's availability and include clear backup plans for such situations when the Doula is unavailable. (See *Continuity of Care* as outlined in Standards of Practice.)
- F. *Fees.* When setting fees, the Doula will ensure that they are fair, reasonable, considerate, and commensurate with service performed and with due regard for the client's ability to pay. The Doula must clearly state her fees to the client, and describe the services provided, terms of payment and refund policies.

### Ethical Responsibility to Doula Colleagues

- A. *Respect, Fairness, and Courtesy.* The Doula will treat colleagues with respect, courtesy, fairness and good faith.
- B. *Dealing with Colleagues' Clients.* The Doula has the responsibility to relate to the clients of colleagues with full professional consideration.

## **Ethical Responsibility to Health Care Providers of the Client**

- A. *Respect, Fairness, and Courtesy.* The Doula will treat her client's caregivers with respect, courtesy, fairness and good faith.
- B. *Recognition of Clinical Responsibility.* The Doula recognizes that responsibility for clinical management belongs to the Health Care Provider (nurse, midwife, physician) and the client. The Doula does not interfere with clinical management beyond making suggestions to, or asking questions of, the Health Care Provider and client, based on her knowledge of the client's birth plan and preferences.

## **Ethical Responsibility to the Doula Profession**

- A. *Maintaining the Integrity of the Profession.* The Doula will uphold and advance the values, ethics, knowledge, and mission of the profession.
- B. *Community Service.* The Doula is encouraged to assist the profession by making reduced cost or no cost labor support services available when possible..

## **Ethical Responsibility to Society**

- A. *Promoting Maternal and Child Welfare.* The Doula will promote the general health of women and their babies, and whenever possible, that of their family and friends as well.