

### Membership Policy for DONA Certified Doulas

DONA certified doulas must maintain continuous DONA International membership or be subject to pay membership and penalty fees at the time of certification renewal. It is the sole responsibility of the individual doula to maintain membership, and it is not contingent upon the receipt of reminders or paperwork. See the Membership Policy for further details.

### Recertification Policy

DONA certified doulas must recertify every three (3) years to maintain certification. Recertification paperwork must be postmarked by the expiration date. It is the sole responsibility of the individual doula to maintain certification, and it is not contingent upon the receipt of reminders or paperwork.

### Certification Lapse Policy

DONA certified doulas who fail to submit a recertification application postmarked by their expiration date or who fail to apply for an extension will be removed from the referral list and website listing of DONA certified doulas after a one (1) month grace period.

DONA certified doulas may purchase a six (6) month extension for a fee of \$10.00 USD. Only one (1) extension per recertification period will be allowed. The doula will remain on the referral list and website for referrals during this six (6) month extension, if the extension is purchased in advance. The extension will not change the doula's original expiration date, thus the doula will have to recertify again within three(3) years from the original expiration date. If the doula does not complete the recertification process within the six (6) month extension, s/he has the option of completing the appropriate steps outlined below.

**To return to good standing, the doula has the following options:**

<p>First thirty (30) days after certification expiration date</p>	<p>Grace period: submit the required paperwork and recertification fee by the end of the grace period, or purchase a six (6) month extension and submit the required paperwork and recertification fee by the extended submission deadline.</p>
<p>Certification expired thirty-one (31) days to six (6) months</p>	<p>Purchase a six (6) month extension for \$10.00 USD and submit the required paperwork and recertification fee by the extended submission deadline.</p>
<p>Certification expired six (6) months plus one (1) day to up to one (1) year.</p>	<ul style="list-style-type: none"> <li>• Pay a \$30.00 USD processing fee in addition to the recert fee</li> <li>• Submit required paperwork</li> <li>• Submit documentation for an additional three (3) contact hours (for a total of eighteen (18) contact hours)</li> </ul>

## Recertification Policy

<p>Certification expired (1) year plus one (1) day up to two (2) years.</p>	<ul style="list-style-type: none"> <li>• Pay a \$30.00 USD processing fee in addition to the recertification fee</li> <li>• Submit required paperwork for the original certification expiration date</li> <li>• Submit documentation for an additional six (6) contact hours (for a total of twenty-one (21) contact hours)</li> </ul>
<p>Certification expired two (2) years plus one (1) day up to three (3) years.</p>	<ul style="list-style-type: none"> <li>• Pay a \$30.00 USD processing fee</li> <li>• Pay the recertification fee for the original certification expiration date</li> <li>• Submit required paperwork for the original certification expiration date</li> <li>• Pay the recertification fee for the next recertification period</li> </ul> <p>Submit required paperwork in full for the next certification period</p>
<p>Certification has been expired for less than three (3) years, but doula chooses not to fulfill the required steps as indicated above.</p> <p>Certification has been expired for more than three (3) years.</p>	<ul style="list-style-type: none"> <li>• There are no reinstatement options</li> </ul> <p>To regain certification, the doula must repeat the entire certification process.</p>

A return to good standing will occur only if/when the application for recertification is approved. Certification periods and expiration dates are counted in three (3) year increments from the original certification expiration date. DONA certified doulas whose certification has been expired for more than three (3) years shall have their certification revoked.