



**Job Title:** Accredited Provider Program Director (AP-PD)

**Organization:** United States Lactation Consultant Association (USLCA)

**Type:** Part-Time, Remote

**Compensation:** \$6,000 annual stipend, paid quarterly

**Position Type:** Contract with Stipend

## Overview

USLCA is seeking a highly qualified and dedicated **Accredited Provider Program Director (AP-PD)** to lead and oversee our Accredited Provider Unit (APU). This is a stipend-based position focused on ensuring compliance with the **American Nurses Credentialing Center (ANCC) Nursing Continuing Professional Development (NCPD)** accreditation requirements.

The AP-PD works closely with USLCA staff, the Professional Development Coordinator (PDC), and the Accredited Provider Unit to deliver high-quality, evidence-based continuing education for professionals in maternal and child health, including IBCLCs and nurses.

## Key Responsibilities

- **Compliance Oversight:**  
Ensure organizational and educational program compliance with ANCC NCPD guidelines.
- **Strategic Collaboration:**  
Partner with the PDC to plan, implement, and evaluate continuing education programming.
- **Content Review Leadership:**  
Supervise the APU's evaluation of abstracts, presentation materials, and learning objectives to ensure quality and compliance.
- **Documentation & Quality Improvement:**  
Maintain documentation and participate in process reviews to uphold ANCC standards and suggest improvements.
- **Team Leadership & Communication:**  
Lead monthly APU meetings and facilitate communication among APU members and the PDC.

- **Education & Updates:**  
Stay informed on current ANCC policies, standards, and updates; support APU training and guidance.

## **Qualifications**

- **Required:**
  - Registered Nurse (RN) in good standing.
  - Board-Certified Lactation Consultant (IBCLC).
  - Graduate degree in nursing or a related field.
  - Deep understanding of ANCC accreditation and the NCPD Manual.
  - Experience in education, content review, or continuing professional development.
  - **Preferred:**
    - Prior leadership in a professional or volunteer capacity.
    - Familiarity with maternal-child health education programs.

## **Time Commitment**

- Approximately **5–7 hours per month**, variable depending on project load.
- Includes **monthly virtual meetings** and ongoing collaboration with USLCA staff and APU members.

## **Benefits**

- Contribute to shaping national lactation education.
- Gain leadership and accreditation experience.
- Remain current with best practices in professional development.
- Earn CERPs (Continuing Education Recognition Points).

## **Compensation**

- **\$6,000 annual stipend**, paid **quarterly** (\$1,500 every 3 months).

Interested candidates should submit a **resume/CV** and a brief **statement of interest** highlighting experience with continuing education and ANCC accreditation to [careers@uslca.org](mailto:careers@uslca.org) by **June 30, 2025**.