



Association of Child Life Professionals
Graduate Academic Endorsement Application
Manual

2025

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Introduction

The Association of Child Life Professionals (ACLP) defines endorsement of academic programs in child life as an assurance that the program meets the standards and requirements outlined in the Standards for Academic and Clinical Preparation Programs found in the most current Official Documents of the Child Life Council. Endorsement is a voluntary process of self-study and external review intended to evaluate, enhance, and publicly recognize academic programs that meet the standards prescribed by ACLP. The endorsement is not intended to prescribe a program's educational goals or the process by which they should be attained. The purpose of this process is to recognize academic programs that meet the minimum standards required for endorsement as defined by the ACLP.

The Endorsement Review Committee (ERC)

Endorsement Review Committee (ERC) members serve as application reviewers for graduate academic program endorsement. ERC reviewers are Certified Child Life Specialists who have completed an application process and were selected to objectively review documents from graduate academic programs to determine the eligibility of applicants for graduate academic program endorsement. ERC reviewers are current ACLP members, with 10 years of combined clinical (minimum of 5 years clinical experience), academic, and leadership experience and demonstrated experience in academic program evaluation.

Reviewers receive applications to review from the ACLP staff who ensure that assignments are distributed equally across reviewers. Working independently of one another, the 3 reviewers carefully review and assess each application, score each assigned section, and provide meaningful feedback.

It is expected that graduate endorsement reviewers work in a shared governance model and reach a consensus regarding endorsement status. If consensus cannot be reached, the ERC chair or co-chair (if the chair is already a reviewer) will provide an additional review to make the final determination.

Benefits of Graduate Academic Endorsement

This framework establishes alignment with other functions and processes of the Association of Child Life Professionals (ACLP) in promoting the knowledge, skills, and competencies of students moving toward a profession in Child Life.

In this respect, the Graduate Academic Endorsement process provides:

- Students with the knowledge that their graduate education meets the eligibility requirements to apply for and write the Child Life Certification Exam
- Universities the opportunity to develop and affirm a program of graduate education that prepares students to meet the eligibility requirements to apply for and write the Child Life Certification Exam
- ACLP endorsement that the graduate academic program meets the minimum standards required for endorsement as defined by the ACLP
- Program visibility: acknowledged on the website, certificate, and endorsed program seal

Graduate Endorsement Application Overview

The Association of Child Life Professionals (ACLP) defines endorsement of graduate academic programs in child life as an assurance that a program meets the standards and requirements outlined in the Standards for Academic and Clinical Preparation Programs found in the most current *Official Documents of the Child Life Council*. Endorsement is a voluntary process of self-study and external review intended to evaluate, enhance, and publicly recognize graduate academic programs that meet the standards prescribed by ACLP. The endorsement is not intended to prescribe a program's educational goals or the process by which they should be attained. The purpose of this process is to recognize academic programs that meet the minimum standards required for endorsement as defined by the ACLP below.

Graduate academic programs that meet the following expectations will be considered for endorsement:

1. Must offer a master's degree program in child life or related areas with a concentration in child life.
2. Employment of at least 1.0 FTE faculty member who:
 - Holds an advanced degree
 - Is a currently Certified Child Life Specialist (CCLS)
 - Is involved in child life program decision-making and curriculum

development

3. CCLS faculty and other adjunct professor(s) cover curriculum standards that address the child life core competencies.

Applicants are required to submit their Intent to Apply Form at least fourteen days (14) before the start of the enrollment period to ensure adequate time for access and preparation. The open and closed periods are as follows:

Quarter 1: Winter OPEN Term: November 22, 2024
Winter CLOSING Term: January 31, 2025

Quarter 2: Spring OPEN Term: February 19, 2025
Spring CLOSING Term: April 30

Quarter 3: Summer OPEN Term: June 20, 2025
Summer CLOSING Term: July 31, 2025

Quarter 4: Fall OPEN Term: August 22, 2025
Fall CLOSING Term: October 31, 2025

Upon submitting the Intent to Apply Form, applicants will receive an email within 3-5 business days with an introduction and detailed instructions for creating an OpenWater account to begin the endorsement application process.

Access to the application portal (OpenWater) is available for a limited time. Review the open enrollment and closing dates listed above and check your OpenWater home page for your specific application deadline.

Endorsement applications are reviewed quarterly, with due dates assigned based on the enrollment period or prior agreement. Decisions are issued within 90 days of submission. The Endorsement Review Committee reviews all applications, and decision letters are sent via email upon completion.

If endorsed, the academic program will receive ACLP endorsement for a term of five years, contingent upon the annual submission of required maintenance materials. If denied, applicants will be notified and granted a 30-day grace period to access the application portal and address deficiencies identified during the review. Failure to submit corrections within the 30-day period, or failure to provide sufficient evidence to satisfy the review requirements, will result in a denial of the application.

Applicants whose applications are denied may either appeal or reapply. Formal appeals must be submitted in writing via email to the ACLP Endorsement Office within 30 days of the date of the endorsement decision.

Program Standards Review and Maintenance Cycle

In keeping with best practices for credentialing programs, the ACLP Endorsement Review Committee will conduct a full review of graduate endorsement program standards every five years. If revisions are made, all endorsed programs, applicants, and prospective applicants will be notified. Programs that have not submitted a completed application will be subject to the updated standards immediately. Currently endorsed programs will continue their existing five-year cycle under the standards in place at the time of their application, provided annual maintenance requirements are met. Upon reapplication, programs must comply with the most current standards.

Graduate Endorsement Application Scoring Details

Each graduate endorsement application is reviewed independently by three trained reviewers serving on the Endorsement Review Committee. Reviewers do not assign weighted scores to their review but rather evaluate whether required contents are present (see scoring rubric below). At least 2 of the 3 assigned reviewers must indicate that an element is present for a “passing” score to be granted for that item. All required content must be present within each section to receive the graduate endorsement.

| Section I | Scoring | Documentation |
|---------------------------------------|---------|--|
| Institution Administrative Parameters | Yes/No | Required: <ul style="list-style-type: none"> <input type="checkbox"/> Letter of support from Dean/Chair/Administration <input type="checkbox"/> Student program plan or coursework pathway <input type="checkbox"/> CVs of full-time CCLS faculty member AND instructor of required child life course (if different) <input type="checkbox"/> Copy of current CCLS certification for full-time CCLS faculty member AND instructor of required child life course (if different) |
| Section II | | |
| Core Competencies | Yes/No | Suggested Documentation: <i>(these are examples of documentation to provide evidence of the core competencies, this is not a comprehensive list, and not all these documents need to be provided)</i> <ul style="list-style-type: none"> <input type="checkbox"/> Evidence of EBP and research <input type="checkbox"/> Program Assessment – process & evaluation path <input type="checkbox"/> Program review results <input type="checkbox"/> Survey of students in clinical practice <input type="checkbox"/> Survey of clinical supervisors <input type="checkbox"/> Degree program catalog entry <input type="checkbox"/> Sample teaching survey <input type="checkbox"/> Correspondence with clinical supervisors <input type="checkbox"/> Syllabi <input type="checkbox"/> Assignment instructions <input type="checkbox"/> Research collaboration documentation <input type="checkbox"/> Program of studies or curriculum flowsheet <input type="checkbox"/> Course catalogue descriptions <input type="checkbox"/> Student program plan/checklist <input type="checkbox"/> Student advisement supporting documents <input type="checkbox"/> Program learning objectives or goals <input type="checkbox"/> Evaluation tools |

Interpreting Your Graduate Endorsement Review Scorecard

All applicants who have successfully submitted their Graduate Endorsement application will receive an application scorecard after their application has been processed and reviewed (this process takes approximately 3 months). The Graduate Endorsement scorecard describes which of the following application statuses has been granted:

Endorsement approved: The graduate academic program meets all required standards in Sections I (Institution Administrative Parameters) and II (Core Competencies). The graduate academic program will be listed on the ACLP website with recognition of endorsement approval, and receive a certificate, and an endorsement seal.

Application extended pending edits: The graduate academic program has not sufficiently documented all required standards in Sections I (Institution Administrative Parameters) and II (Core Competencies). The graduate academic program will have 30 calendar days to make the suggested changes to the academic program and re-submit for endorsement.

- If revisions are required for only Section II (Core Competencies) with only four or fewer of the core competencies (5% of total application), the application will have an additional layer of review by the leadership of the academic review committee.

Endorsement denied: The graduate academic program does not meet all required standards in Sections I (Institution Administrative Parameters) and II (Core Competencies) and requires programmatic changes rather than additional documentation. If an endorsement is denied, the graduate academic program may choose to either:

- Appeal the decision following the appeals process (see additional information on the appeals process below)
- Re-apply after a minimum of 12 months from the receipt of the decision with recommended changes in place

If, after reviewing, applicants have additional questions regarding application or scoring, please reach out to graduateendorsement@childlife.org

Scorecard Components

The Graduate Endorsement scorecard is comprised of two primary components:

1. Section Overview: The first few pages of your scorecard are the section overview. The section overview details whether your application passed each of the individual standards within sections I and II (Core Competencies). If your application did not pass a standard, the overview also highlights any additional evidence or materials you may need to submit to pass that criterion within the section. Please note that all required items must pass in each subsection to be recommended as endorsed. The section overview is a great resource to help you pinpoint key strengths and areas for growth within your application.
2. Application Outcome: The final pages of your scorecard, your application outcome, summarize the overall status (pass or fail) of sections I and II (Core Competencies), and provide the comprehensive status (approved, denied, or application extended pending edits) of your application. This section of the scorecard is a great resource for a quick snapshot of your application and endorsement status.

As you review your scorecard, it is important to examine both the section overview and the application outcome. Together these components will provide you with a thorough understanding of how your application was reviewed and scored.

Interpreting Your Scorecard

To determine whether your application was approved, please consult the application outcome at the bottom of the final page of your scorecard. This will let you know whether your overall application was approved, denied, or extended pending edits. Once you have determined the overall status of your application, you can review the section overview to learn more about the strengths and areas for growth within your application.

FAQs

How do I tell if my application was approved?

To determine whether your application was approved, please consult the application outcome at the bottom of the final page of your scorecard. Beneath this heading, you will see either recommended for endorsement, denied, or application extended pending edits.

Do I need to submit all required documents to pass?

Yes. Our application scoring process is extremely thorough and involves several strategic layers of review. Each section must meet all requirements to pass.

My application is extended pending edits. What does that mean?

If your application is designated as "extended pending edits," it means the initial submission did not meet all the requirements for endorsement. However, the reviewers believe the missing elements may be addressed with additional documentation. This designation allows you an opportunity to amend and resubmit your application for further review.

To proceed, carefully review your decision letter for detailed instructions on the next steps, including key deadlines for resubmission. Additionally, consult your scorecard, which provides specific feedback on areas where additional information or clarification is needed. This will help you identify and address any gaps in your application to ensure it meets the standards for endorsement.

Appeals and Grievances Policy

The Association of Child Life Professionals (ACLP) Board of Directors has approved a process through which academic programs may appeal a denial of endorsement, or final a grievance related to an endorsement decision. An "appeal" refers to a formal complaint filed by an endorsement applicant concerning the process by which an endorsement status

was granted or revoked. A “grievance” refers to a formal complaint filed by a third party concerning either the conduct of Endorsement Review Committee members or evidence of an endorsed program’s failure to maintain the requirements of endorsement as established by ACLP. To file an appeal or grievance related to an endorsement decision, the applicant must initiate the process below.

Process and Timeline

Prior to initiating the formal process for appeals and grievances, concerns should first be taken up with the chair of the Endorsement Review Committee within fifteen (15) business days of decision receipt or grounds of grievance. In the event that this communication does not resolve the concern, a formal appeal or grievance letter must be submitted in writing via email by the applicant/appellant to the ACLP office within fifteen (15) additional business days. A processing fee of \$750 is also required to complete the appeal process, and there is no processing fee to file a formal grievance. Failure to submit an appeal/grievance letter within the required time frame, the required fee (only applicable to appeals), or the grounds for the appeal or grievance will result in a dismissal of the complaint. In the case of appeals, dismissal also renders the Endorsement Review Committee’s endorsement decision to become final at that time.

The following information must be included in an appeal or grievance letter:

- Names of the parties involved
- A clear statement of the nature of the appeal or grievance
- A narrative of findings based on undergraduate or graduate endorsement standards, or policies and procedures related to endorsement (as applied to the institution or parties involved)
- Evidence on which the appeal or grievance is based, including all supporting documentation
- Explanation of the grounds of the appeal or grievance
- Description of previous communication with the Endorsement Review Committee
- Explanation of the desired outcome

Only materials properly submitted to the Endorsement Review Committee (ERC) as part of the applicant’s endorsement application will be considered in the appeal. No new or external evidence may be submitted related to appeals. Grievances may include external evidence if related to the grounds of the grievance. The chairs of the Endorsement Review Committee will respond within two weeks of receipt to determine whether [1] yes, there are grounds for appeal or [2] no, there are no grounds for appeal.

If the Endorsement Review Committee agrees there are grounds for appeal, a subcommittee of its members will be designated to review the concerns as submitted. The subcommittee will exclude individuals involved in the initial review of the endorsement application or those with actual or perceived conflicts of interest. The Endorsement Review Committee chair will submit a copy of the appeal or grievance statement to each member of

the designated subcommittee, as well as to the academic institution involved, the chair of the department involved, and others within the academic facility as requested by the appealing/grieving party. A meeting of the designated subcommittee and involved parties will be convened within 10 business days of the date on which the formal appeal or grievance letter is filed. Only the parties named in the appeal or grievance, designated subcommittee members, and witnesses invited by the designated subcommittee will attend meetings related to the filing. Either party is welcome to seek one support person who must be a faculty member, administrator, or student in the school or college in question. However, this support person shall not act as an advocate or have a role in discussions. Additionally, no legal counsel shall be involved in discussions, meetings, or deliberations.

The committee reserves the right to request additional testimony from witnesses who may have information pertinent to the appeal or grievance. The committee also may, at its discretion, communicate with the Child Life Certifying Commission (CLCC) when ethics violations are observed either in the appeal or grievance or the conduct of those engaging in this review process (both applicants and reviewers). The subcommittee will decide on the matter by a confidential vote governed by a simple majority. All parties will be notified, in writing, within five (5) business days of the decision, and the decision shall be immediately implemented. Complete documentation of each appeal outcome will be maintained along with the Graduate Endorsement application in the ACLP office. Should the grieving/appealing party wish to contest this decision, a secondary review process may be initiated.

Secondary Review Process for Appeals and Grievances

A grieving/appealing party that wishes to contest the appeal or grievance decision made by the Endorsement Review Committee may choose to submit a written request for review by the ACLP Board of Directors. This request must be made in writing within 15 days of the Endorsement Review Committee's decision. The ACLP Board of Directors, staff, or Endorsement Review Committee members may consult legal counsel at any point in the investigation of alleged policy or procedure violations related to an appeal or grievance. However, involved parties are not expected to be represented by counsel and no forum hearings are held.

The ACLP Board of Directors shall review and render a decision through a majority vote within 30 days of receipt of the request for secondary review. The Board of Directors' decision shall either affirm or overrule the original determination. The Board of Directors may accept, reject, or alter sanctions to be imposed. The appealing/grieving party shall be notified of the decision within five (5) business days of the decision. The decision shall also be reported to the Endorsement Review Committee and is binding on all involved parties. Complete documentation of each appeal outcome will be maintained along with the Graduate Endorsement application in the ACLP office.

Appeal and Grievance Letter Template

Your Full Name]
 [Your Program/Institution Name]
 [Your Address]
 [City, State, ZIP Code]

[Date]

To:

Endorsement Review Committee
 Association of Child Life Professionals (ACLP)
 [ACLP Address]
 [City, State, ZIP Code]

Subject: Appeal/Grievance Regarding [Specify Issue, e.g., Application Decision, Policy Interpretation]

Dear Members of the Endorsement Review Committee,

I am submitting this formal [appeal/grievance] regarding [specific issue, e.g., the decision on my program's endorsement application, procedural concerns]. This request is made in accordance with ACLP's policies and procedures for endorsement appeals and grievances.

Parties Involved:

- **Applicant Name:** [Your Name/Institution Name]
- **Relevant ACLP Representatives or Committee Members:** [If applicable]

Nature of the Appeal/Grievance:

[Provide a clear and concise statement of the issue being appealed or the grievance being filed.]

Findings Based on Endorsement Standards, Policies, or Procedures:

[Explain how the endorsement standards, policies, or procedures apply to the case. Clearly reference specific undergraduate or graduate endorsement standards and how they relate to the issue.]

Supporting Evidence:

[Include all relevant documentation supporting the appeal or grievance. This may include official correspondence, policy excerpts, previous decisions, or any other relevant material.]

Grounds for the Appeal/Grievance:

[Provide a detailed explanation of why an appeal or grievance is being filed, referencing specific standards, policies, or procedural inconsistencies.]

Previous Communication with the Endorsement Review Committee:

[Summarize any prior discussions, emails, or meetings related to this matter, including dates and key points of communication.]

Desired Outcome:

[Clearly outline the resolution you are seeking, such as reconsideration of a decision, clarification of a policy, or specific corrective action.]

[Your Full Name]

[Your Title/Position]

[Your Program/Institution Name]

Maintaining Your Endorsement

To uphold academic standards and integrity, the ACLP Board approved the following maintenance process for endorsement:

Academic programs will be recognized as ACLP-endorsed for 5 years, pending annual submission of maintenance materials. Once endorsement has been established through the ACLP, academic programs will be expected to submit yearly maintenance materials and complete an endorsement renewal process every 5 years. An Annual Maintenance Form must be submitted. Additional materials may also be requested or needed depending on changes noted in the Annual Maintenance Form.

Annual Endorsement Maintenance Fee: \$275

Re-Endorsement Fee: \$2000

The Endorsement Review Committee (ERC) receives and reviews annual maintenance forms and materials to verify continued fulfillment of endorsement requirements. The ERC understands that unforeseen circumstances can lead to changes in academic program structures following endorsement. ACLP reserves the right to revoke an endorsement of an academic program if a program becomes unable to meet the required criteria for endorsement.

Substantive Program Changes Between Reporting Periods

If your program undergoes substantive changes between annual maintenance reporting periods, please email GraduateEndorsement@childlife.org. Depending on the nature of the change, the committee may request to see documentation related to the change in advance of your next maintenance report. Once the information is reviewed, the academic program will be granted one of the following statuses:

- **Endorsement maintenance approved:** The graduate academic program continues to meet all required standards in sections I and II (Core Competencies) and continues endorsed status. The program will remain listed on the ACLP website with recognition of endorsement approval.

- **Endorsement maintenance pending edits:** The graduate academic program has reported changes that challenge the capacity of the program to continue meeting standards in sections I and II (Core Competencies). The graduate academic program will have up to 12 months to make the needed changes to the academic program and resubmit for endorsement.
- **Endorsement maintenance denied:** The previously endorsed graduate academic program can no longer be identified as endorsed and is eligible to re-apply for endorsement after a period of 12 months has passed.

Membership Communication

The Endorsement Review Committee strives to have clear and open communication with the membership of ACLP. Some ongoing forms of communication consist of the following: Association Updates webinars, Newsletters, ACLP Bulletin articles, the ACLP website, and blog posts. The email link provided on the website (graduateendorsement@childlife.org) is open to anyone for questions.

Messages sent to this address are received within the ACLP office and typically answered by ACLP staff. If needed, the staff member forwards the request/inquiry to the ERC chair and chair-elect for further information. In addition to these resources, representatives from the ERC, typically the chair and/or chair-elect, are available for questions during the Association Updates and ACLP Round Table at the annual ACLP conference.

Graduate Endorsement FAQs

What types of supporting documentation can be used to demonstrate the competencies?

Applying programs should assess which materials (e.g., course syllabi, assignments, lecture notes) best demonstrate mastery of the core competencies. The same document may be used to show mastery of multiple competencies. For a list of potential supporting documentation, refer to the application scoring details section of the manual. This list is not exhaustive, and programs may submit other types of documentation. Programs are also encouraged to submit a plan of study or similar document to help reviewers track how competencies are met in required versus elective courses.

How should I proceed if I have more supporting documents than the attachment space allows?

If you have more supporting documents than the application portal allows for attachments, you should compress the documents into a single zipped file. The portal only accepts

zipped files, so this step is necessary to ensure all required materials can be uploaded within the portal's constraints.

To create a zipped file:

- Gather all your supporting documents into a single folder.
- Right-click the folder and select “Compress” or “Send to > Compressed (zipped) folder.”
- Upload the zipped file to the application portal.

What is the purpose of the Intent to Apply form?

The Intent to Apply form notifies ACLP that your program is ready to pursue endorsement. This form must be submitted before your program can be granted access to the application portal. Once submitted, an ACLP staff member will contact your program with instructions to begin the application process.

How does ACLP maintain a fair and equitable review process?

Reviewers are selected by the Endorsement Review Committee (ERC) and must meet rigorous qualification standards. They receive training to ensure they fully understand the review process. Each application is assigned to three reviewers, and all reviewers are required to sign and complete conflict of interest forms to maintain neutrality in the review process. Reviewers work independently to complete their evaluations. For each standard or competency, it must be marked as passed by at least two of the three reviewers for it to be considered passed. This structured approach is designed to ensure that all applications are given a fair opportunity to demonstrate evidence of mastery of the standards.

How does ACLP/ERC protect the privacy and confidentiality of submitted documents (such as syllabi, CVs, etc.)?

Reviewers are required to sign forms when joining the committee and prior to beginning application reviews. These forms acknowledge that reviewers will have access to the intellectual property of applying programs, such as syllabi, CVs, and other documents, and prohibit them from using, repurposing, or benefiting from these materials. All application documents are stored in OpenWater for the duration of the application cycle, during which ACLP, the reviewers assigned to the application, and the applicant have access to the materials. After the application cycle ends, the documents are only accessible to ACLP and the applicant.

Which sections of the application should omit names, logos, or identifying details?

Since the application is not a blind review, identifying information such as names and logos may be included in any part of the application.

What is the deadline?

After the academic program completes an Intent to Apply Form, the ACLP office will assign a due date coinciding with the open enrollment window. Applications are reviewed quarterly.

When will I be notified of the endorsement decision?

Each applying program is assigned an application due date based on the enrollment period or a prior agreement. The Endorsement Review Committee reviews applications and issues decisions within 90 days of submission. Decision letters are sent via email once the review is complete, which may take up to 90 days after the end of the application enrollment period.

How will I receive notification of the endorsement decision?

All communication will be handled through the ACLP office. Once a decision is made, an ACLP staff member will notify the academic program via email.

If our program is not granted endorsement, can we re-apply? If so, when?

Yes, an academic program may reapply after 12 months have passed since the endorsement decision.

Can two certified child life specialists split the duties of the required full-time (FTE) academic program faculty?

The criteria states that there must be at least one 1.0 FTE faculty member who:

- Holds an advanced degree
- Is a certified child life specialist (CCLS)
- Is involved in child life program decision-making and curriculum development.

Can a child life academic faculty member be part-time?

The criteria states that there must be at least one 1.0 FTE faculty member (see previous question). However, additional child life faculty may be part-time.

What does a narrative look like?

Please refer to the endorsement page on the ACLP website for a narrative example.

Page link: [Graduate Endorsement Overview & Resources](#)

Is a supporting document required for each content element?

Endorsement Review Committee members are trained to evaluate various forms of evidence supporting each required element. While a separate supporting document is not required for each element, reviewers must clearly determine how the requirement is met within the academic program. The narrative section should be used to explain how the element is incorporated and where supporting evidence can be found.

Do the criteria restrict full-time child life academic faculty from taking a sabbatical?

Self-care and continuing education are important and supported by the ACLP and ERC. Child life faculty may take a sabbatical or other extended leave. If the child life faculty is planning on an extended leave, the academic program must consider an interim full-time child life faculty member (who meets the criteria) to teach appropriate courses, provide student advising, and be available with input for curriculum planning.

APPENDIX A

Intent to Apply Form Overview



Graduate Endorsement Intent to Apply Form

Click here to complete and submit the form: [Intent-to-Apply Form](#)
Forms submitted outside the provided portal will not be accepted.

Academic Institution

| | |
|--|--|
| Institution Name: | |
| Degree (including concentration, if applicable): | |
| Mailing Address: | |

Primary Contact

| | |
|------------------|--|
| Name: | |
| Title: | |
| Email: | |
| Phone: | |
| Mailing Address: | |

Secondary Contact

| | |
|------------------|--|
| Name: | |
| Title: | |
| Email: | |
| Phone: | |
| Mailing Address: | |

Statements of Understanding

I, _____, attest that the information on this form is true and accurate and hereby acknowledge the information provided below.

- Applications are reviewed on a quarterly basis. The inability to submit all required documentation within the set timeframe provided may result in delays. ACLP is unable to guarantee application if the submission is past the quarterly deadline.
- A completed Endorsement Application and an accompanying \$2000 fee must be submitted to initiate the application review process.
- To reinstate the application review process following a denial after an appeal, the applicant must submit a completed Endorsement Application along with a non-refundable reduced fee of \$750.
- Submission of endorsement application materials does not guarantee endorsement. Upon application review completion, an official decision outcome letter will communicate if endorsement has been granted.
- Maintaining endorsement will involve submitting annual documentation to demonstrate that the program continues to meet the standards set by the ACLP and includes a maintenance fee of \$275.

The signature below confirms that the above information on this form is true and accurate to the best of my knowledge.

Primary Contact Signature: _____

Date: _____

Click here to submit the form: [Intent-to-Apply Form](#)

For assistance, please email the ACLP office at GraduateEndorsement@childlife.org

APPENDIX B

Graduate Academic Endorsement Application Academic Program Application Checklist

Please complete this checklist prior to submitting your Graduate Academic Endorsement Application to ensure all required materials are present.

- Ensure that your program meets all requirements for graduate endorsement.
- Submit an [Intent-to-Apply Form](#)
- Create an ACLP account by contacting the ACLP membership department at membership@childlife.org.

Include the following Supporting Documents in the submitted application files:

| Inclusion | Document |
|--------------------------|--|
| <input type="checkbox"/> | Letter of support from Dean/Chair/Administration |

| | |
|--------------------------|---|
| <input type="checkbox"/> | Student program plan or coursework pathway |
| <input type="checkbox"/> | CVs of full-time CCLS faculty members AND instructors of required child life course (if different) |
| <input type="checkbox"/> | Copy of current CCLS certification for full-time CCLS faculty members AND instructor of required child life course (if different) <ul style="list-style-type: none"> ● Holds an Advanced Degree ● Current Child Life Certification ● Minimum 1.0 FTE |

- Upload all narratives and support documentation to the application portal at OpenWater
- Export a PDF of the original application and support documents for your records.
- Send a nonrefundable administrative review fee of \$2000 (USD) to the Association of Child Life Professionals.
 - Applications submitted online will not be processed or reviewed until the fee is received.
Application fee can be paid online or by check made out to the Association of Child Life Professionals (with Graduate Endorsement in the memo line) to the address below.

Association of Child Life Professionals
Attn: Graduate Endorsement
8843 Greenbelt Road, #261
Greenbelt, MD 20770-2255

Graduate Endorsement – Example Narrative

Standard A. The ability to integrate clinical evidence and fundamental child life knowledge into professional decision making

Substandard (a). Describe research methodologies that are relevant to child life field (qualitative, quantitative, mixed methods, evidence-based practice, and quality improvement).

Your narrative below should list relevant course numbers and titles with a brief description of how that course addresses the competency.

The knowledge of this standard and substandard is addressed in several ways, as detailed below:

CLF 401 ---METHODS IN CHILD LIFE

Please see the attached syllabus, which includes the course description, assigned readings, course goals and objectives, and assignments. Specifically, please refer to pages 5, 7, and 10 which detail these relevant assignments: Take Over Topic, Medical Play Activity, Family Preparation Presentation, and Written Report. Students demonstrate this knowledge through researching, planning, preparing, and completing these four assignments, in addition to lectures on evidence-based practice and quality improvement listed on page 3.

RES 701—RESEARCH IN PRACTICE

Please see the attached syllabus, which includes the course description, assigned readings, course goals and objectives, and assignments. Students demonstrate mastery of knowledge in this area by developing and implementing a research project related to questions they have about professional practice (see syllabus pages 9 and 10)

Document Uploads:

Please upload syllabi, course descriptions, and any other supporting materials (e.g. - assignments,

assessments, etc.) in a zip file following the attachment label instructions.

Attachment 1 – CLF 401 METHODS SYLLABUS

Attachment 2 – RES 701 RESEARCH SYLLABUS

APPENDIX C

Graduate Academic Endorsement Application Overview

Complete Application Online: [Graduate Academic Endorsement Application Page](#)
Forms submitted outside the provided portal will not be accepted.

| | |
|---|------------------------------------|
| Name of College/University: | |
| | |
| College/University Address: | |
| | |
| Graduate Academic Program Applying for Endorsement (e.g., Master of Science in Child Life, Master of Science in Human Development, Child Life Concentration) | |
| | |
| Which label best describes the child life component of your Graduate Academic Program? | |
| <input type="checkbox"/> Master's degree in child life <input type="checkbox"/> Concentration/emphasis/stream in child life | |
| | |
| Academic Unit/Department of Program: | Chair of Academic Unit/Department: |
| | |

| | |
|---------------------------------|---------------|
| Primary Program Contact: | Title: |
| | |
| Mailing Address: | |
| | |
| Preferred Phone: | |
| Email address: | |
| Fax: | |

| | |
|---------------------------------------|---------------|
| Secondary Contact Person Name: | Title: |
| | |
| Mailing Address: | |
| | |
| Preferred Phone: | |
| Email address: | |
| Fax: | |

Graduate Academic Endorsement Application (Cont'd)

Statement of Understanding

- I attest that the information enclosed in this application is true and accurate to the best of my knowledge.
- I read, understand, and agree to abide by the [Child Life Code of Ethics](#) and understand the expectation that all child life professionals teaching at this academic institution will abide by this code of Responsibility.
- Upon endorsement, I understand that if requested from the public, the ACLP will confirm the following: endorsement status (current, expired, never endorsed), and effective/expiration dates.
- I understand that the ACLP reserves the right to verify any information I have provided in the application.
- I understand that once materials are submitted, the application and supporting documents become the property of the ACLP and will not be returned.
- I understand that evaluation scores will be released to the ACLP, the primary contact person, and the secondary contact person listed on this application.

Primary Contact Signature: _____

Primary Contact Printed Name: _____

Date: _____

Dean/Chair of Academic Unit/Department Signature: _____

Dean/Chair of Academic Unit/Department Printed Name: _____

Date: _____

Narrative Description of the Graduate Academic Program

- The graduate endorsement application contains 5 sections (Care of Infants Youth and Families, Professional Responsibility, Education and Supervision, Research Fundamentals and Administration).

- To earn endorsement programs must demonstrate that they are meeting each standard and the sub-standards within each section of the application. Programs will have the opportunity to write a brief narrative and upload supporting documentation to demonstrate mastery of the standards.
- It is up to programs to determine the types of supporting documentation they would like to submit to demonstrate they are meeting each standard and sub-standard. **At a minimum, programs should submit relevant course syllabi.** To ensure reviewers can accurately and efficiently review applications, programs should highlight or otherwise reference specific aspects of supporting materials that demonstrate standard mastery.
- You will be able to upload as many as 5 supporting documents for each sub-standard

I. Care of Infants Youth and Families

| Standard A: The ability to assess the developmental and psychosocial needs of infants, children, youth and families | |
|--|-------------------------|
| a. Articulate theories of human growth and development, play and family systems. | |
| Narrative Information: 300 words maximum, upload relevant documents (no external links) | Document Uploads |
| | |
| b. Describe formal and informal techniques to assess developmental and emotional state. | |
| Narrative Information: 300 words maximum, upload relevant documents (no external links) | Document Uploads |
| | |
| c. Identify relevant data used to develop a comprehensive child life assessment. | |
| Narrative Information: 300 words maximum, upload relevant documents (no external links) | Document Uploads |
| | |

| | |
|---|-------------------------|
| | |
| d. Identify factors that impact a child and family's vulnerability to stress and trauma. | |
| Narrative Information: 300 words maximum, upload relevant documents (no external links) | Document Uploads |
| | |
| e. Identify how children and families interpret and make meaning of health, illness, and loss. | |
| Narrative Information: 300 words maximum, upload relevant documents (no external links) | Document Uploads |
| | |
| f. Recognize families as they define themselves, identifying strengths and challenges in family dynamics and community supports. | |
| Narrative Information: 300 words maximum, upload relevant documents (no external links) | Document Uploads |
| | |
| g. Describe the cyclical process of assessment, plan, intervention, and evaluation of child life services. | |
| Narrative Information: 300 words maximum, upload relevant documents (no external links) | Document Uploads |
| | |
| Standard B: The ability to initiate and maintain meaningful and therapeutic relationships with infants, children, youth and families | |
| a. Articulate the tenets of patient and family-centered care. | |
| Narrative Information 300 words maximum, upload relevant documents (no external links) | Document Uploads |
| | |

| | |
|--|-------------------------|
| | |
| b. Describe the essential elements of the therapeutic relationship. | |
| Narrative Information 300 words maximum, upload relevant documents (no external links) | Document Uploads |
| | |
| c. Identify effective communication skills to support a child and family. | |
| Narrative Information 300 words maximum, upload relevant documents (no external links) | Document Uploads |
| | |
| d. Identify values related to sociocultural diversity. | |
| Narrative Information 300 words maximum, upload relevant documents (no external links) | Document Uploads |
| | |
| e. Recognize educational opportunities and resources that are responsive to the needs of the child and family in order to promote learning mastery. | |
| Narrative Information 300 words maximum, upload relevant documents (no external links) | Document Uploads |
| | |
| Standard C: The ability to provide opportunities for play for infants, children, youth, and families. | |
| a. Articulate the definitions and functions of play | |
| Narrative Information 300 words maximum, upload relevant documents (no external links) | Document Uploads |
| | |

| | |
|--|-------------------------|
| | |
| b. Identify the developmental and social milestones of play. | |
| Narrative Information 300 words maximum, upload relevant documents (no external links) | Document Uploads |
| | |
| c. Identify therapeutic approaches that facilitate open-ended, developmentally-supportive play and expressive arts. | |
| Narrative Information 300 words maximum, upload relevant documents (no external links) | Document Uploads |
| | |
| d. Understand common play themes relevant to life events and healthcare experiences. | |
| Narrative Information 300 words maximum, upload relevant documents (no external links) | Document Uploads |
| | |

| | |
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| | |
| e. Identify toys and materials that encourage open-ended and expressive play, as well as close-ended play, and the value and purpose of each. | |
| Narrative Information 300 words maximum, upload relevant documents (no external links) | Document Uploads |
| | |
| f. Recognize ways in which activities and materials can encourage cultural connections. | |
| Narrative Information 300 words maximum, upload relevant documents (no external links) | Document Uploads |
| | |
| g. Identify theories related to play that best support child life practice. | |
| Narrative Information 300 words maximum, upload relevant documents (no external links) | Document Uploads |
| | |
| Standard D: The ability to provide a safe, therapeutic and healing environment for infants, children, youth, and families. | |
| a. Explain the impact of environmental design on human behavior. | |

| | |
|--|-------------------------|
| Narrative Information 300 words maximum, upload relevant documents (no external links) | Document Uploads |
| | |
| b. Identify emotional safety hazards and corresponding preventive and protective measures. | |
| Narrative Information 300 words maximum, upload relevant documents (no external links) | Document Uploads |
| | |
| c. Identify environmental safety hazards and corresponding preventive and protective measures. | |
| Narrative Information 300 words maximum, upload relevant documents (no external links) | Document Uploads |
| | |
| d. Recognize public health guidelines for technology in early childhood and identify digital content that facilitates coping. | |
| Narrative Information 300 words maximum, upload relevant documents (no external links) | Document Uploads |
| | |
| e. Identify knowledge of privacy and confidentiality policies | |
| Narrative Information 300 words maximum, upload relevant documents (no external links) | Document Uploads |
| | |

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| | |
| Standard E: The ability to support infants, children, youth, and families in coping with stressful events. | |
| a. Identify types of stressful events affecting children and families, including medical procedures, pain, traumatic life events, loss, end of life, and grief work. | |
| Narrative Information 300 words maximum, upload relevant documents (no external links) | Document Uploads |
| | |
| b. Identify factors that may impact vulnerability to stress. | |
| Narrative Information 300 words maximum, upload relevant documents (no external links) | Document Uploads |
| | |
| c. Describe immediate and long term coping styles and techniques, as well as their effect on adjustment and behavior. | |
| Narrative Information 300 words maximum, upload relevant documents (no external links) | Document Uploads |
| | |
| d. Describe sensory, cognitive, and behavioral coping strategies specific to developmental stages and populations. | |
| Narrative Information 300 words maximum, upload relevant documents (no external links) | Document Uploads |
| | |

| | |
|---|-------------------------|
| e. Articulate effective non-pharmacological pain management techniques. | |
| Narrative Information 300 words maximum, upload relevant documents (no external links) | Document Uploads |
| | |
| f. Identify principles of effective advocacy in partnership with families and other team members. | |
| Narrative Information 300 words maximum, upload relevant documents (no external links) | Document Uploads |
| | |
| g. Understand the role of communication, particularly active listening and empathic responding, in building relationships with families undergoing stress. | |
| Narrative Information 300 words maximum, upload relevant documents (no external links) | Document Uploads |
| | |
| h. Understand the role of self-reflection in aiding patients and families in the process of mourning. | |
| Narrative Information 300 words maximum, upload relevant documents (no external links) | Document Uploads |
| | |
| i. Identify various stages or models of grief. | |

| | |
|--|-------------------------|
| Narrative Information 300 words maximum, upload relevant documents (no external links) | Document Uploads |
| | |
| Standard F: The ability to provide teaching, specific to the population served, including psychological preparation for potentially stressful experiences, with infants, children, youth, and families. | |
| a. Identify basic terminology, processes, and expected plan of care for the population served. | |
| Narrative Information 300 words maximum, upload relevant documents (no external links) | Document Uploads |
| | |
| b. Articulate learning styles and needs of individuals with various developmental levels, emotional states, and of diverse backgrounds and experiences. | |
| Narrative Information 300 words maximum, upload relevant documents (no external links) | Document Uploads |
| | |
| c. Identify teaching techniques for use with individuals of diverse developmental levels and learning needs. | |
| Narrative Information 300 words maximum, upload relevant documents (no external links) | Document Uploads |
| | |
| d. Describe common fears, misconceptions, and concerns of individuals in each developmental stage. | |
| Narrative Information 300 words maximum, upload relevant documents (no external links) | Document Uploads |
| | |

| | |
|--|-------------------------|
| | |
| e. Describe how children construct knowledge of their healthcare experience through interaction with other children, adults, and materials. | |
| Narrative Information 300 words maximum, upload relevant documents (no external links) | Document Uploads |
| | |
| f. Articulate fundamentals of psychological preparation found in child life literature. | |
| Narrative Information 300 words maximum, upload relevant documents (no external links) | Document Uploads |
| | |

II. Professional Responsibility

| | |
|--|-------------------------|
| Standard A: The ability to practice within the scope of professional and personal knowledge and skill. | |
| a. Demonstrate an understanding of the scope of practice as defined by the appropriate state jurisdiction or regulatory organization. | |
| Narrative Information 300 words maximum, upload relevant documents (no external links) | Document Uploads |
| | |
| b. Demonstration of an understanding of the interconnections between scope of practice and practice setting. | |
| Narrative Information 300 words maximum, upload relevant documents (no external links) | Document Uploads |
| | |

| | |
|--|-------------------------|
| | |
| c. Take action to ensure personal responsibilities and professional competencies are maintained and do not fall below a level considered acceptable in the field of practice. | |
| Narrative Information 300 words maximum, upload relevant documents (no external links) | Document Uploads |
| | |
| d. Manage overlaps in scope of practice with other professions. | |
| Narrative Information 300 words maximum, upload relevant documents (no external links) | Document Uploads |
| | |
| Standard B: The ability to continuously engage in self-reflective professional child life practice. | |
| a. Recognize and describe how personal challenges and learning needs in knowledge and practice skills may impact service delivery. | |
| Narrative Information 300 words maximum, upload relevant documents (no external links) | Document Uploads |
| | |
| b. Identify resources and opportunities for professional development. | |
| Narrative Information 300 words maximum, upload relevant documents (no external links) | Document Uploads |
| | |

| | |
|--|-------------------------|
| | |
| c. Articulate reasons for and impact of under-involvement and over-involvement of professionals with children and families. | |
| Narrative Information 300 words maximum, upload relevant documents (no external links) | Document Uploads |
| | |
| d. Articulate the impact of one's own culture, values, beliefs, and behaviors on interactions with diverse populations. | |
| Narrative Information 300 words maximum, upload relevant documents (no external links) | Document Uploads |
| | |
| Standard C: The ability to function as a member of the service team. | |
| a. Describes services and resources of other professionals and identify their roles and functions. | |
| Narrative Information 300 words maximum, upload relevant documents (no external links) | Document Uploads |
| | |
| b. Identify the unique contribution of the family and professionals in the provision of care. | |
| Narrative Information 300 words maximum, upload relevant documents (no external links) | Document Uploads |
| | |
| c. Articulate the organizational structure and function of the interdisciplinary team. | |
| Narrative Information 300 words maximum, upload relevant documents (no external links) | Document Uploads |
| | |

| | |
|---|-------------------------|
| | |
| d. Describe the impact of communication styles on groups and individuals. | |
| Narrative Information 300 words maximum, upload relevant documents (no external links) | Document Uploads |
| | |
| e. Identify the importance of advocacy in collaboration with the medical team. | |
| Narrative Information 300 words maximum, upload relevant documents (no external links) | Document Uploads |
| | |
| f. Recognize the integral role of patient and family within the interdisciplinary team. | |
| Narrative Information 300 words maximum, upload relevant documents (no external links) | Document Uploads |
| | |

III. Education and Supervision

| | |
|--|-------------------------|
| Standard A: The ability to represent and communicate child life practice and psychosocial issues of infants, children, youth, and families to others. | |
| a. Describe and integrate the basic concepts of public speaking and teaching methods appropriate to subject matter and audience. | |
| Narrative Information 300 words maximum, upload relevant documents (no external links) | Document Uploads |
| | |

| | |
|--|-------------------------|
| | |
| b. Identify classic and current literature on issues related to child life services in a manner meaningful to the audience. | |
| Narrative Information 300 words maximum, upload relevant documents (no external links) | Document Uploads |
| | |
| c. Articulate the process for engaging in evidence-based practice. | |
| Narrative Information 300 words maximum, upload relevant documents (no external links) | Document Uploads |
| | |
| d. Identify and articulate a definition of advocacy | |
| Narrative Information 300 words maximum, upload relevant documents (no external links) | Document Uploads |
| | |
| Standard B: The ability to supervise child life students and volunteers. | |
| a. Discuss supervisory styles and their impact on others. | |
| Narrative Information 300 words maximum, upload relevant documents (no external links) | Document Uploads |
| | |

| | |
|---|-------------------------|
| | |
| b. Identify skills and knowledge necessary for others to complete assignments and tasks. | |
| Narrative Information 300 words maximum, upload relevant documents (no external links) | Document Uploads |
| | |
| c. Articulate skills and knowledge necessary for others to complete assignments and tasks. | |
| Narrative Information 300 words maximum, upload relevant documents (no external links) | Document Uploads |
| | |
| d. Identify adult learning needs. | |
| Narrative Information 300 words maximum, upload relevant documents (no external links) | Document Uploads |
| | |

| | |
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| | |
|--|--|

IV. Research Fundamentals

| | |
|---|-------------------------|
| Standard A: The ability to integrate clinical evidence and fundamental child life knowledge into professional decision making. | |
| a. Describe research methodologies that are relevant to the child life field (qualitative, quantitative, mixed methods, evidence-based practice, and quality improvement). | |
| Narrative Information 300 words maximum, upload relevant documents (no external links) | Document Uploads |
| | |
| b. Articulate the role and purpose of research design. | |
| Narrative Information 300 words maximum, upload relevant documents (no external links) | Document Uploads |
| | |

V. Administration

| Standard A: The ability to develop and evaluate child life services. | |
|---|-------------------------|
| a. Identify program components that require assessment. | |
| Narrative Information 300 words maximum, upload relevant documents (no external links) | Document Uploads |
| | |
| b. Identify meaningful data for effective evaluation of child life services. | |
| Narrative Information 300 words maximum, upload relevant documents (no external links) | Document Uploads |
| | |
| c. Describe resources to assist in evaluation and development of services. | |
| Narrative Information 300 words maximum, upload relevant documents (no external links) | Document Uploads |
| | |
| Standard B: The ability to implement child life services within the structure and culture of the work. | |
| a. Identify organizational structure and relevant policies and procedures. | |
| Narrative Information 300 words maximum, upload relevant documents (no external links) | Document Uploads |
| | |

| | |
|---|-------------------------|
| | |
| b. Articulate the mission and goals of the work environment. | |
| Narrative Information 300 words maximum, upload relevant documents (no external links) | Document Uploads |
| | |
| c. Identify methods for obtaining needed resources. | |
| Narrative Information 300 words maximum, upload relevant documents (no external links) | Document Uploads |
| | |
| d. Identify information necessary for effectively managing resources. | |
| Narrative Information 300 words maximum, upload relevant documents (no external links) | Document Uploads |
| | |

APPENDIX D**Application Portal Navigation Guide - OpenWater Edition**

1. Creating Your Account
2. Accessing the Application Portal and Starting Your Application
3. Narrative Responses and Supporting Documentation
4. Working Through the Application Sections
5. Tracking Your Progress
6. Submitting Your Application(s)
7. Downloading Your Completed Application
8. Next Steps
9. Troubleshooting

1. Creating Your Account

As a first-time applicant or new OpenWater account user, you will be asked to create an account for your institution using the designated contact information. This individual will be considered the primary contact person for all things related to your endorsement application and will receive all communication sent from the ACLP.

To create an account, click “My Account”. Only the primary contact for your program will have access to the portal. Once an account is created, the login credentials can be shared with the secondary contact person for the submission work collaboration/support.

The following link will take you to the account registration/applicant page:
<https://childlife.secure-platform.com/endorsement/account/login>

[Home](#) [My Account](#)

Login or Create an Account

Login

Email Address *

Password *

This field is required

remember me [lost password?](#)

Login

Create a New Account

Email Address *

First Name *

Last Name *

Company Name *

Job Title

Primary Address

Street Address

Line 2

City

Country

2. Accessing the Application Portal and Starting Your Application

After creating your account, you can begin your submission when the application window opens. The main application screen will display all applications (Graduate and Undergraduate), along with the status and due dates for each application once you start completing them. To complete an application, click on the name of the endorsement you are pursuing.

The screenshot displays the user interface of the Association of Child Life Professionals application portal. At the top left is the organization's logo. In the top right, there are navigation buttons for 'Home' and 'My Account'. A user profile menu is visible on the left, listing options like 'My Profile', 'Change Password', and 'Log Out'. The main content area features a table with application programs, their status, deadlines, and actions. Below the table, the current timezone is noted as Eastern Time (US & Canada). The footer contains social media icons for Facebook, YouTube, LinkedIn, and Instagram, along with the year 2023.

| Program | Status | Deadline | Action |
|--|----------------------------|--------------------|--------------|
| 2025 ACLP Graduate Academic Endorsement Program | Opens on 2/4/2025 12:00 AM | 4/30/2025 11:59 PM | Not Yet Open |
| 2025 ACLP Undergraduate Academic Endorsement Program | Opens on 2/4/2025 12:00 AM | 4/30/2025 11:59 PM | Not Yet Open |

Current Timezone: Eastern Time (US & Canada)

3. Narrative Responses and Supporting Documentation

Narrative responses can be typed directly into the text boxes on any form however it is highly recommended to copy and paste these responses from a Word file. Please note the limit on narrative responses.

Professionals

Welcome [redacted]

Home / My Applications / 4253 [redacted]

2025 ACLP Graduate Academic Endorsement Program

Contact Information Program Overview **Curriculum I** Curriculum I (Continued) Curriculum II Curriculum III
Curriculum IV Curriculum V GE Statement of Understanding

I. Care of Infants Youth and Families

Standard A: The ability to assess the developmental and psychosocial needs of infants, children, youth and families

a. Articulate theories of human growth and development, play and family systems.

Word count: 0 / 300

In addition to a narrative response, you are required to upload supporting documents in Zip files to demonstrate how your program meets the standard. Please use descriptive file names for your supporting documentation. If you are uploading a lengthy file, please use page numbers or other indicators to guide the reviewers to the relevant section for that standard.

Standard A.a: Evidence Upload

Please upload your evidence for this standard as a .zip file.

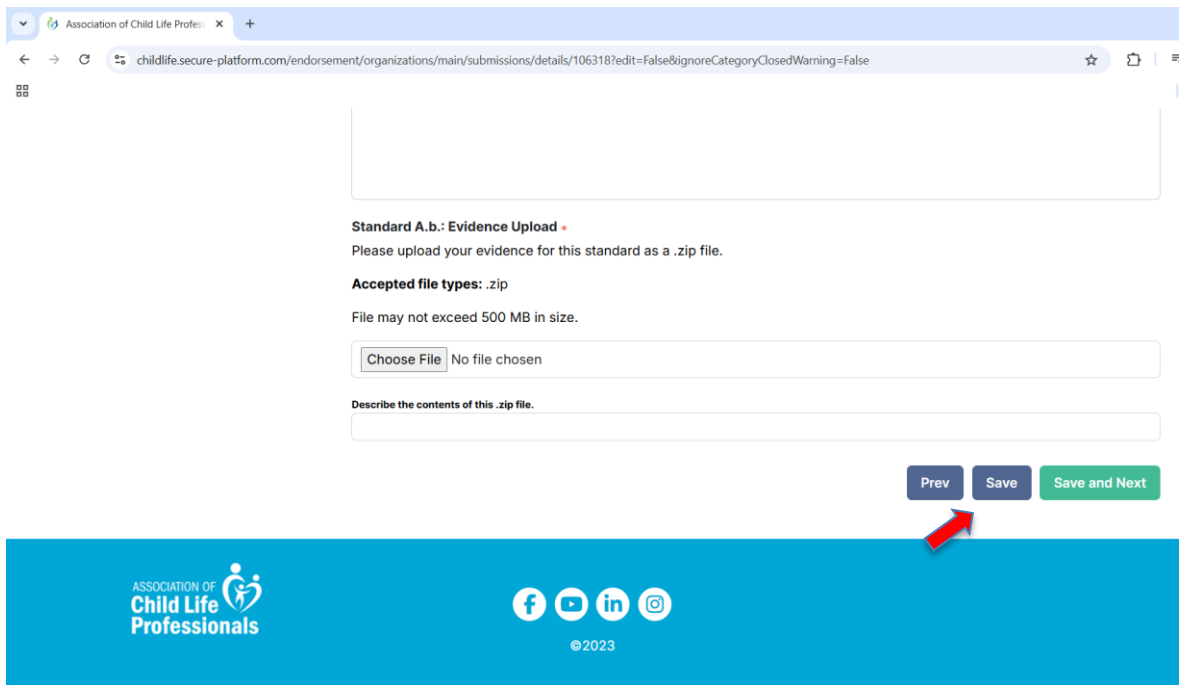
Accepted file types: zip

File may not exceed 500 MB in size.

Choose File No file chosen

4. Working Through the Application Sections

You do not have to complete the entire form in one sitting. If you scroll down to the bottom of any page of a form and click “Save”, you can leave the form and log out of the portal and your progress will be saved. **If you leave a form or log out without saving your entries, you will risk losing your progress!**



The screenshot shows a web browser window with the URL `childlife.secure-platform.com/endorsement/organizations/main/submissions/details/106318?edit=False&ignoreCategoryClosedWarning=False`. The page content includes a large empty text box at the top, followed by the heading **Standard A.b.: Evidence Upload** and the instruction "Please upload your evidence for this standard as a .zip file." Below this, it states "Accepted file types: .zip" and "File may not exceed 500 MB in size." There is a file upload button labeled "Choose File" with the text "No file chosen" next to it. Below the upload button is a text input field with the placeholder "Describe the contents of this .zip file." At the bottom right of the form area, there are three buttons: "Prev" (dark blue), "Save" (dark blue), and "Save and Next" (green). A red arrow points to the "Save and Next" button. The footer of the page is a blue bar containing the Association of Child Life Professionals logo, social media icons for Facebook, YouTube, LinkedIn, and Instagram, and the copyright notice "©2023".

5. Tracking Your Progress

To view all current applications pending submission, click on “My Applications” followed by “Incomplete”. To finish and submit your application, click on “Edit” to navigate to the incomplete portions of the application.

Association of Child Life Professionals

Admin Controls: [Edit Page](#)

Home My Account

| Program | Status | Deadline | Action |
|--|----------------------------|--------------------|--------------|
| 2025 ACLP Graduate Academic Endorsement Program | Opens on 2/4/2025 12:00 AM | 4/30/2025 11:59 PM | Not Yet Open |
| 2025 ACLP Undergraduate Academic Endorsement Program | Opens on 2/4/2025 12:00 AM | 4/30/2025 11:59 PM | Not Yet Open |

Current Timezone: Eastern Time (US & Canada)

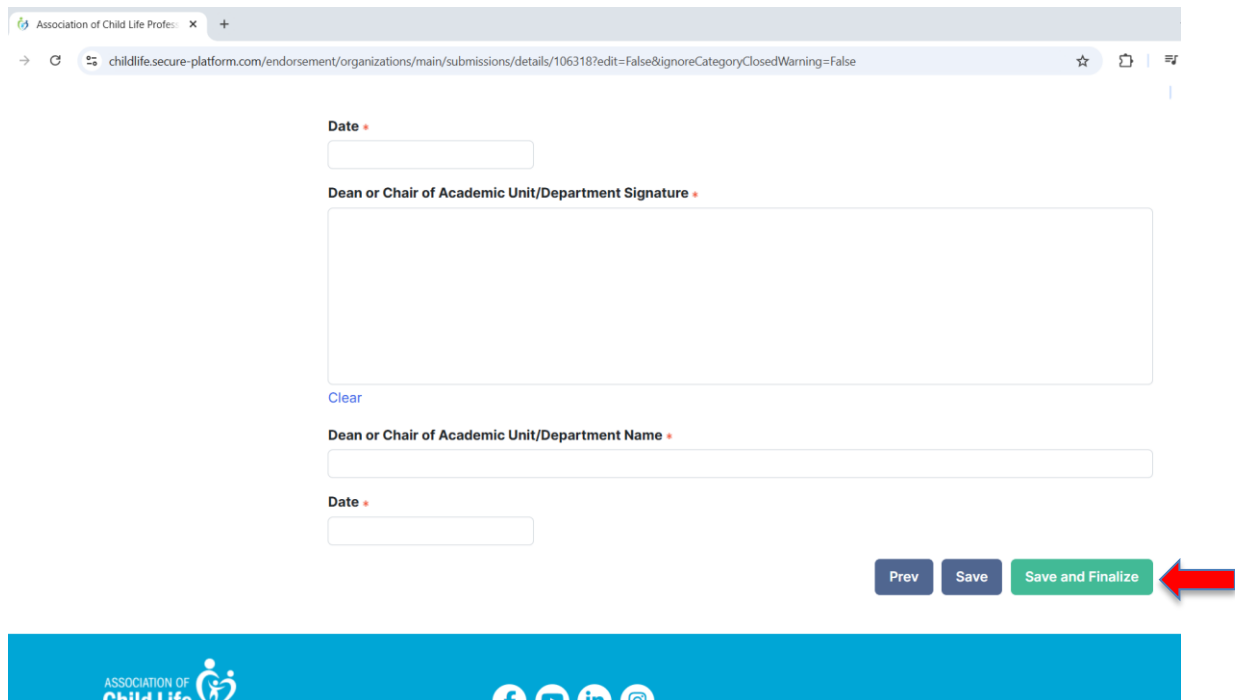
Home My Applications All (2) Incomplete (2) My Judging Assignments My Profile Change Password Admin Panel Log Out

ASSOCIATION OF Child Life Professionals

f y in @

6. Submitting Your Application(s)

To submit your application once all necessary and required components are uploaded and entered, click on “Save and Finalize”. Be sure you and all application collaborators are done editing the application prior to clicking submit. **You will no longer be able to edit the application once it has been submitted.**



The screenshot shows a web browser window with the URL: `childlife.secure-platform.com/endorsement/organizations/main/submissions/details/106318?edit=False&ignoreCategoryClosedWarning=False`. The form contains the following fields:

- Date ***: A text input field.
- Dean or Chair of Academic Unit/Department Signature ***: A large text area for a signature.
- Clear**: A small blue link below the signature field.
- Dean or Chair of Academic Unit/Department Name ***: A text input field.
- Date ***: A text input field.

At the bottom right of the form, there are three buttons: **Prev** (dark blue), **Save** (dark blue), and **Save and Finalize** (green). A red arrow points to the **Save and Finalize** button.

The footer of the page is a blue bar containing the Association of Child Life Professionals logo and social media icons for Facebook, Twitter, LinkedIn, and Instagram.

7. Downloading Your Completed Application

When your application is complete and submitted, it is highly encouraged that you download the completed application for your records. To do this, click on “My Applications” followed by “Complete”. Once on the completed application tab, click the “Print” button in the upper right-hand corner of the completed tab page.



Home My Account ▾

Welcome [Redacted]

Home

My Applications

All (4)

Incomplete (3)

Complete (1)

My Judging Assignments

My Profile

Change Password

Admin Panel

Log Out

Complete

| Program | Round | Application # | Category | Title | Last Updated | Action |
|---|------------------|---------------|----------|------------|---------------------|--|
| 2025 ACLP Graduate Academic Endorsement Program | Application Form | 4245 | | [Redacted] | 11/20/2024 05:10 PM | View Copy Application Withdraw Print |

Showing 1 to 1 of 1 entries

This page shows activity from the last 120 days. [Show full history](#)

8. Next steps

After you submit your application, ACLP staff will check it for completeness. If your application is incomplete, ACLP staff will contact you with a reminder of the

application closure date. Applications submitted after the enrollment window will not be considered.

Applications without payment will not move on to the review stage.

Once the application has been verified as complete and the application fee has been received, the application will be sent to the reviewers. Staff will verify that your application fee has been received.

Total review time can take up to 90 days. Once the reviewers are finished, ACLP staff will communicate official results to applicants.

9. Troubleshooting

If you have questions about application content or standards, please email graduateendorsement@childlife.org. Please note that it may take a few days to receive a response if the committee needs to discuss your question.

APPENDIX E

Endorsement Annual Maintenance Form Overview

| | |
|------------------------------|--------------------------------|
| Name of Academic Program | Name of Faculty Coordinator |
| | |
| Date of Endorsement Approval | Annual Maintenance Report Date |

| | |
|--------------|----------------|
| | |
| Phone Number | E-mail Address |
| | |

| Year | Total Enrollment in Program Since Last Report Submission | Total Graduates of Program Since Last Report Submission | Is child life internship completion required for graduation? |
|------|--|---|--|
| | Spring: | Spring: | Yes/No |
| | Fall: | Fall: | |
| | Summer: | Summer: | |
| | Other: | Other: | |

Section A

Please confirm your academic program upholds the following required criteria for endorsement.

ALL criteria must be met to maintain endorsement.

- 1. List all majors, minors, or concentrations within the master’s degree program in child life or related fields that include a concentration in child life.**

| Applicable Course | Required or Elective | Semester Completed | Course in Progress |
|-------------------|----------------------|--------------------|--------------------|
| | | | |
| | | | |
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| | | | |

2. Employment of at least 1.0 FTE faculty member who:

- Holds an advanced degree
- Is a currently Certified Child Life Specialist (CCLS)
- Is involved in child life program decision-making and curriculum development

Faculty Member Information:

First & Last Name:

Credentials:

Email Address:

Course(s) Led:

3. CCLS faculty and other adjunct professor(s) cover curriculum standards that address the child life core competencies. Please list all that is applicable below

-
-

I confirm that the above-named academic program continues to reflect the required criteria listed.

Signature of Faculty Member

| |
|------------------|
| Section B |
|------------------|

Please accurately and completely answer the following questions. If the academic program has not had any or does not anticipate any changes in the next 12 months, please mark N/A under the corresponding question.

1. Have there been changes in the past 12 months to your endorsed program that may require Association of Child Life Professionals consultation relevant to maintaining endorsement status? (e.g. major increase/decrease in program curriculum)
 - a. Any changes you anticipate?
 - b. What current discussions? Climate? Circumstances?

2. Describe how you have addressed these changes to maintain endorsement status.

3. Have there been changes to the Certified Child Life Specialist faculty in the past 12 months, or do you anticipate changes in the next 12 months that could affect your program's endorsement status?

4. Describe how you have addressed these changes to maintain endorsement status.

5. Please describe any substantive changes in curriculum or coursework that would impact the child life core competencies within your program (those requiring departmental or university approval). Please provide any syllabi for new or adapted courses within your program related to endorsement (including title and objectives).

6. Describe how you have addressed these changes to maintain endorsement status.

7. Please describe any other changes you are aware of that may impact your program's endorsement status.

