



Undergraduate Academic Endorsement Application

Academic Preparation Task Force (Task Force 2022)

Undergraduate Endorsement Committee

Approved by the ACLP Board of Directors November 2013

Undergraduate Academic Endorsement Application

Application Overview

The Association of Child Life Professionals (ACLP) defines endorsement of undergraduate academic programs in child life as an assurance that a program meets the standards and requirements set forth in the Standards for Academic and Clinical Preparation Programs found in the most current Official Documents of the Association of Child Life Professionals. Endorsement is a voluntary process of self-study and external review intended to evaluate, enhance, and publicly recognize undergraduate academic programs which 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 promote the interests of students through improving the quality of teaching, learning, and professional practice.

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

1. A major, minor, or concentration/emphasis/focus/specialization in child life
2. Employment of at least 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
3. CCLS faculty/ adjunct professor(s) who cover curriculum focused on children in the healthcare environment in the following ACLP-required topics of study:
 - Child Life Documents
 - Scope of practice
 - Impact of illness, injury and healthcare on patients/families
 - Family-Centered Care
 - Therapeutic play
 - Preparation
4. Additional curriculum including components of all theoretical foundations and applied areas of study corresponding to the Undergraduate Program Curriculum Recommendations created by the Academic Task Force and approved by the ACLP Board of Directors, November 2010.

ALL components listed on the spread sheet supplement of this application package are required for endorsement; please note that the organizational structure of courses, subject matter, and delivery methods are left to the discretion of each individual academic program.

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Academic Program Application Checklist

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

- Ensure that your program meets all requirements for endorsement.
- Download and complete the Undergraduate Academic Endorsement Application, inclusive of the spread sheet supplement, from the [Undergraduate Endorsement](#) page of the ACLP website.

Include the following Supporting Documents in the submitted application files:

Inclusion:	Document
<input type="checkbox"/>	Copy of Undergraduate Program Description from the College/University Course Catalog
<input type="checkbox"/>	Copy of the Undergraduate Degree Plan
<input type="checkbox"/>	Verification of College/University Accreditation
<input type="checkbox"/>	Letter from Dean/Chair of Academic Unit/Department verifying a faculty member who participates in program and curriculum development and meets the following requirements: <ul style="list-style-type: none"> ● Holds an Advanced Degree ● Current Child Life Certification ● Minimum 1.0 FTE
<input type="checkbox"/>	Curriculum Vitae for all individuals teaching within program, inclusive of adjunct instructors
<input type="checkbox"/>	Copy of course catalog description and syllabi (or course outline) for each course listed in Section III A&B

- Upload all narratives and supporting documentation to [ACLP's Online Application Portal](#)
- Export a PDF of the original application and supporting documents for your records.
- Send a nonrefundable administrative review fee of \$1750.00 (USD) to the Association of Child Life Professionals.
 - Applications submitted online will not be processed or reviewed until fee is received. Please send a check made out to the Association of Child Life Professionals (with Undergraduate Endorsement in the memo line) to the address below OR call 571-483-4500 to pay electronically.

Association of Child Life Professionals
 Attn: Undergraduate Endorsement
 1820 N Fort Myer Drive, Suite 520
 Arlington, VA 22209



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Name of College/University:	
College/University Address:	
President of College University:	
Undergraduate Academic Program Applying for Endorsement (e.g., Bachelor of Science in Human Development, Child Life Concentration)	
Which label best describes the child life component of your Undergraduate Academic Program?	
<input type="checkbox"/> Major <input type="checkbox"/> Minor <input type="checkbox"/> Concentration/Emphasis/Focus/Specialization	
Academic Unit/Department of Program:	Chair of Academic Unit/Department:

Primary Contact Person Name:	Title:
Mailing Address:	
Preferred Phone:	
Email address:	
Fax:	

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

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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](#).
- Upon endorsement, I understand that if requested from the general 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 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 Undergraduate Academic Program

*Please note that many of the standards below correlate to the *Official Documents of the Association of Child Life Professionals* (2002), specifically, Chapter 5: Academic and Clinical Preparation Programs. Corresponding sections, if applicable, are noted in parenthesis following each standard.

I. Institutional and Administrative Parameters

The institution (college or university) which offers an undergraduate academic program demonstrates in its overall organizational structure and plan sufficient support to enable quality education of students.

Standard A	
Describe how the sponsoring institution: <ul style="list-style-type: none">a. Supports the goals and purposes of the undergraduate academic programb. Supplies appropriate financial supportc. Provides sufficient facilities, including offices, classrooms, libraries, and clinical space <p>(<i>Official Documents</i>, p. 14, I.A.)</p>	
Narrative Information: 300 words maximum, upload relevant documents (no external links)	Document Uploads

Standard B

Describe how the undergraduate academic program:

- a. Represents a cohesive design for study with sound theoretical and scholarly bases
- b. Provide courses and clinical applications are organized in a logical sequence, with a thoughtful partnering for learning and practicing the implementation of theories

(Official Documents, p. 14, I.B.)

Narrative Information

300 words maximum, upload relevant documents (no external links)

Document Uploads

Suggested documents:
course catalog,
student program plan, etc

Standard C

Describe how the qualifications of the faculty and staff directly relate to the courses they teach or clinical experience supervised, including:

- a. For all faculty
 - 1. Backgrounds of study
 - 2. Professional experience
- b. For faculty teaching child life required topics of study only
 - 1. Current child life certification
 - 2. A minimum of 4,000 hours paid experience OR a minimum of two years experience teaching child life subject matter (Beginning in 2022, those without teaching experience who wish to initiate a child life course will only be considered qualified if they have a minimum of 4,000 hours paid child life experience).

(Official Documents, p. 14, I.D.)

Narrative Information

300 words maximum, upload relevant documents (no external links)

Document Uploads

Required:
Resumes/CVs for all faculty involved with the undergraduate program

Standard D

Describe how the undergraduate academic program completes a self-evaluation of its components at least every five years. Methods for self-evaluation should include:

- a. Curriculum review
- b. A survey of current and former students in clinical practice
- c. A survey of clinical supervisors.

(Official Documents, p. 15, I.F.)

Narrative Information

300 words maximum, upload relevant documents (no external links)

Document Uploads

Suggested documents:
sample survey, program re-view results, correspondence with clinical supervisors

Standard E

Describe how the undergraduate academic program utilizes research with students

- a. Coursework including evidence-based practice and EBP statements from the Association of Child Life Professionals
- b. Literature reviews
- c. Participation in or conducting research
- d. Other related research emphasis

(Official Documents, p. 15, I.E.)

Narrative Information

300 words maximum, upload relevant documents (no external links)

Document Uploads

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Standard F	
<p>Explain how the Certified Child Life Specialist(s) within the undergraduate academic program is involved in program and curriculum development.</p> <ol style="list-style-type: none"> a. Child life faculty member has input in curriculum changes b. Advocates for curriculum changes to align with Association of Child Life Professionals certification requirements and recommendations c. Collaborates with faculty to ensure appropriate content is included across curriculum 	
Narrative Information 300 words maximum, upload relevant documents (no external links)	Document Uploads
	N/A

II. Student Guidance on Professional Development

The undergraduate academic program ensures that students are provided with guidance and direction in career and professional development.

Standard G	
Describe how the undergraduate academic program provides ongoing, systematic evaluation and guidance to students. <ul style="list-style-type: none">a. Advising sessions at regular intervals<ul style="list-style-type: none">i. Coursework selectionii. Volunteer experiencesiii. Internship application guidanceb. Student program planc. Resume help/career center/interview skills <p><i>(Official Documents, p. 15, II.C.)</i></p>	
Narrative Information 300 words maximum, upload relevant documents (no external links)	Document Uploads
	N/A

Standard H

1. Describe how the undergraduate academic program keeps abreast of professional requirements in order to guide students, including
 - a. Internships standards
 - b. Academic requirements
 - c. Certification requirements
 - d. Strategic plan and ACLP initiatives

2. Describe how the standards and requirements are reflected in your program learning outcomes.

(Official Documents, p. 15, II.D.)

Narrative Information

300 words maximum, upload relevant documents (no external links)

Document Uploads

N/A

III. Curriculum Review

The undergraduate academic program ensures that students' education meets ACLP certification requirements and addresses all subjects required for endorsement.

Standard I	
1. Describe how your courses align with 2019 certification required courses for the Association of Child Life Professionals.	
2. Describe how your courses address the undergraduate endorsement required subjects.	
Narrative Information 300 words maximum, upload relevant documents (no external links)	Document Uploads
	<u>Required:</u> Course Re-requirement Excel Sheet, course syllabi