

APPENDIX VI

Application for Child Life Professional Recertification through Professional Development Units (PDUs)

Updated September 2014

APPLICATION DEADLINE: October 31 of the year certification cycle ends

A PDU is a unit of measure for tracking continuing education credits.

All PDUs must be recorded in increments of at least 30 minutes or .5 PDU. Hours will be rounded down to the next lowest .5 hour increment.

Conferences must be broken down into individual sessions. Each conference breakout session attended must be listed as a separate line entry on page 4 of this application.

Additional copies of page 4 may be submitted if more space is required.

Current recertification fees can be found on the CLC website under Certification—Recertification.

DO NOT send supporting documentation at this time. If randomly chosen for audit, you will be required to submit documentation at that time.

Candidates paying with a credit card are encouraged to track and submit PDUs from their CLC Online user profile. If paying by check, submit all pages of this form with payment to:

Certification
Association of Child Life Professionals
1820 N Fort Myer Drive, Suite 520
Arlington, VA 22201
571-483-4482

If you were certified/recertified prior to 2015:

You must earn a minimum of 50 PDUs during your current five-year certification cycle. You are not required to have PDUs in each of the exam domains. However, candidates recertification must indicate a domain for each PDU. In your next certification cycle you will be required to meet the following requirements

If you certify/recertify in 2015 or subsequent years:

You must earn a minimum of 60 PDUs. Additional requirements apply, please see the Recertification Manual for details.

Candidates for recertification MUST indicate a domain for each PDU. Of these, a specific number must relate to each domain of the Exam Content Outline (Appendix IV) as follows:

A minimum of **15 of the 60** required PDUs must fall within the **Professional Responsibility** domain; **of these a minimum of 5 must be related to professional ethics** (Domain I, Task 1: Maintain professional standards of practice through adherence to established ethical guidelines in order to provide respectful and competent care).

A minimum of **20 of the 60** required PDUs must fall within the **Assessment** domain

A minimum of **15 of the 60** required PDUs must fall within the **Intervention** domain

The **remaining 10 PDUs** may align with any of the three domains at the discretion of the CCLS.

The following activity types will be accepted for PDUs:

- | | | |
|--|---|--|
| <ul style="list-style-type: none">• Traditional professional development (conference sessions, college courses, workshops, seminars)• Independent study | <ul style="list-style-type: none">• Presenting• Internship supervision• Publishing• Professional service | Within these categories, different activities earn a corresponding number of PDUs. Some of these activities have been limited to a specific number of PDUs within the five-year certification cycle to prevent applicants from acquiring a limited range of professional development. Please see the Recertification Manual for further information. |
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Step 1. Contact Information

Last 4 Digits of Social Security # (or Social Insurance#):		ACLP ID# (if known)	
Name			
<i>Last</i>		<i>First</i>	
<i>MI</i>		<i>Maiden</i>	
Address			
<i>Street Address</i>			<i>Apt. Number</i>
<i>City, State</i>			<i>Zip Code</i>
<i>E-mail</i>			<i>Phone</i>

Step 2. Certification History

Date You Passed the Exam			
Have you previously RECERTIFIED?	Yes	No	In what year?
Current Certification Cycle Expiration Date			

Step 3. Payment Information

Please see ACLP website for current recertification fees

Payment type (please circle one)			
Visa	MasterCard	Check	Money order
			\$
<i>Credit Card # or Check #</i>	<i>Exp Date & 3 Digit Security Code</i>	<i>Name on credit card (if different from applicant)</i>	<i>Amount*</i>
<i>Signature authorizing credit card payment:</i>			

For office use only—please do not write below this line

Member	Yes	No	Signed	Yes	No	PM	Rec'd
Invoice #		Batch #			Date Pmt Processed		
# Accepted		Reviewed by			OK to Recertify		Yes No
Notes							

Step 4. Background Questions

<i>If you answer yes to any of the following questions, you must submit an explanation on a separate sheet.</i>	Yes	No
Are you presently charged with, or have you ever been convicted of or found guilty of or pled <i>nolo contendere</i> to, any felony or a misdemeanor which relates to the care, health or safety of children or other individuals? Examples include but are not limited to: sexual or other abuse of a patient or child, rape, crimes of violence, possession/use/sale of a controlled substance.		
Have you ever been disciplined by a state board or a health care or child care professional association, or are you presently being disciplined by such an entity?		
Do you or have you during the past three years habitually used alcohol or any drug or substance or had a physical or mental condition which would impair competent and objective professional performance of child life services and/or jeopardize public health and safety?		

Step 5. Statements of Understanding

Statements of Understanding

- I attest that the information in this application is true and accurate to the best of my knowledge.
- I have read, understand and agree to abide by the Code of Ethical Responsibility found on the ACLP Web site.
- Upon recertification, I understand that if requested from the general public, the CLCC will confirm my certification status and effective/expiration dates.
- I understand that CLCC reserves the right to verify any information I have provided in this application.
- I understand that my application and verification documents become the property of the CLCC and will not be returned.
- I have read and agree to abide by ACLP’s security, confidentiality and other policies printed in the *Candidate Manual*.
- I have read and understand the conditions under which my certification can be revoked.

Please sign to confirm that you have read and agree to the Statements of Understanding:	
Signature	Date

Step 5. Record Professional Development Units (PDUs)

Please list on the following page all of your Professional Development Units. Be sure to complete ALL requested information and write legibly. For assistance with this form, please see the instructions on page 1. We recommend printing a copy of the Exam Content Outline before starting. This can be found under Certification-The Examination-Exam Content Outline on the ACLP website at www.childlife.org.

Examples

Session Title	Sponsor or Institution	Exam Content Outline Domain	Date(s)	Beginning & Ending Times	Number of Sessions (If Applicable)	Activity Type	# of PDUs
<i>Professional Ethics: In Pursuit of Doing the Right Thing</i>	<i>ACLP</i>	<i>I - Professional Responsibility</i>	<i>5/29/14</i>	<i>11:00am - 12:15pm</i>	<i>n/a</i>	<i>Presenting</i>	<i>2.5</i>
<i>The Family</i>	<i>Children’s Hospital</i>	<i>II - Assessment</i>	<i>1/24/14-1/25/14</i>	<i>8-9am</i>	<i>2</i>	<i>Traditional</i>	<i>2</i>

Professional Development Hour (PDU) Tracking Form

Session Title	Sponsor or Institution	Exam Content Outline Domain	Date(s)	Beginning & Ending Times	Number of Sessions (If Applicable)	Activity Type	# of PDUs
Total # PDUs this Page (additional sheets may be used as necessary)							