Child Life Certifying Committee
Code of Professional Practice

January 2012

I. Introduction

The Child Life Certifying Committee (CLCC) is a standing committee of Association of Child Life Professionals (ACLP) and is the administratively-independent certifying body thereof. The Board of Directors of ACLP has charged ACLPC with the development and administration of the Child Life Professional Certification Program. CLCC was established to set rigorous standards based on clinical practice for the assessment of individuals who aspire to enter and/or advance in the child life profession through the certification and recertification processes. Furthermore, the committee is responsible for enforcing the standards for the protection of the public and the credibility of the child life profession.

The Child Life Professional Certification Program is international in scope. CLCC is composed of seven individuals elected or appointed as prescribed by ACLP's bylaws. As defined in the bylaws, a Chairperson-Elect is elected by ACLP membership biennially. At the end of two years of service in this capacity, the Chairperson-Elect assumes the Chairperson role. The Chairperson serves a 2-year term. The Chairperson presides at all meetings of CLCC and is responsible for ensuring that Child Life Professional Certification Program policies and procedures are applied consistently and uniformly. The remaining five CLCC members are appointed by the Chairperson and Chairperson-Elect, and serve two-year terms.

CLCC grants, for a period of five (5) years, the Certified Child Life Specialist (CCLS) credential to candidates who successfully complete the certification or recertification requirements. Credential holders are referred to as "certificants." Both application for the credential and maintenance thereof require compliance with this Code of Professional Practice. Candidates and certificants who fail to abide by the code may have their certification suspended or revoked.

To enhance the credibility of the Child Life Professional Certification Program, the policies contained herein have been adopted to allow consumers and others to report complaints related to the conduct of CCLS credential holders. However, holding the CCLS credential is not a guarantee of individual job performance.

All CLCC members, ACLP staff, and other individuals engaged in investigations or decision-making with respect to actions precipitated by the policies and procedures of the Child Life Professional Certification Program may be protected and defended by ACLP against liability to the extent permitted by law.

II. ACLP Code of Ethical Responsibility

The Association of Child Life Professionals subscribes to a body of ethical principles which are in accordance with the Child Life Mission, Values and Vision Statements and Operating Principles and which are derived primarily for the benefit and protection of infants, children, youth and families in settings where the potential for damaging stress or trauma exists. Child life professionals (including specialists, administrators, assistants, interns and students) share as a goal: (1) maximizing the physical and emotional health as well as the social, cognitive and developmental abilities of children and youth, and (2) minimizing the potential stress and trauma that children* and their families may experience.

Toward these ends, child life professionals recognize that they are ethically responsible to: (1) infants, children, youth, and families; (2) other professionals; (3) staff, students and volunteers who are receiving training and supervision; and (4) themselves, both personally and professionally.

It is understood that ethical behavior should not result from edict but from a personal commitment on the part of the individual as a professional. In any situation, the course of action chosen is expected to be consistent with the ethical principles either stated or implied herein.

Principle 1 -- Individuals** shall hold paramount the welfare of the children and families whom they serve.

Principle 2 -- Individuals shall strive to maintain objectivity, integrity and competence in fulfilling the mission, vision, values and operating principles of their profession.

Principle 3 -- Individuals shall have an obligation to serve children and families, regardless of race, gender, religion, sexual orientation, economic status, values, national origin or disability.

Principle 4 -- Individuals shall respect the privacy of children and families and shall maintain confidentiality of information concerning the children and the families with whom they work. Individuals shall ensure that the transmission of verbal and written communication is within the standards and requirements of the employer and local governing regulations. For professionals working in private practice, all written documentation must be stored in a locked and secure drawer/cabinet.

Principle 5 -- Individuals shall promote the effectiveness of the child life profession by continuous efforts to improve professional services and practices provided in the diverse settings in which they work and in the community at large.

Principle 6 -- Individuals shall continually seek knowledge and skills that will update and enhance their understanding of all relevant issues affecting the children and families they serve.

Principle 7 -- Individuals engaged in study and research shall be guided by the conventions of scholarly inquiry and shall recognize their responsibility for ethical practice in research.

Principle 8 -- Individuals have an obligation to engage only in those areas in which they are qualified and not to represent themselves otherwise, but to make appropriate referrals with due regard for the professional competencies of other members of the health team or of the community within which they work.

Principle 9 -- Individuals shall act with respect for the duties, competencies and needs of their professional colleagues and shall maintain the utmost integrity in all interactions with the institutions or organizations that employ them.

Principle 10 -- Individuals shall use integrity to assess and amend any personal relationships or situations that may interfere with their professional effectiveness or objectivity, or otherwise negatively impact the children and families they serve. A minimum of two years following the conclusion of a professional role shall lapse before any personal relationship is permitted to develop with children or the members of families they serve.

Principle 11 -- Individuals shall recognize that financial gain should never take precedence over the delivery of services.

Principle 12 -- Individuals who are responsible for the supervision and training of others (i.e., staff, students, volunteers) shall assume responsibility for teaching ethical professional values and providing optimal learning experiences.

Principle 13 -- Individuals shall refrain from illegal conduct in their professional practice of child life.

*Unless modified, children refers to infants, children and youth

**"Individuals" refers to child life professionals, including specialists, administrators, assistants, interns and students.

Approved November 1983

Revised and approved March 2000 and November 2001

III. Appeals Sub-Committee

The Appeals Sub-committee of CLCC evaluates and makes recommendations for action regarding all eligibility (certification and recertification) and examination appeals. The sub-committee is led by the Appeals/Ethics Coordinator (a member of CLCC) and includes three (3) Past CLCC Chairpersons, two (2) additional CCLSs, CLCC Chairperson-Elect (non-voting), ACLP Executive Director (non-voting), and the ACLP Manager of Certification (non-voting). The sub-committee shall operate as an impartial review body. Should the objectivity of any sub-committee member be threatened at any point in the course of a review, the individual shall recuse himself or herself immediately. A minimum of three (3) voting members shall form a quorum, majority vote will rule, and all committee decisions are final.

IV. Ethics Sub-Committee

The Ethics Sub-committee of CLCC is charged with evaluating and making recommendations for action regarding ethical issues and concerns faced by CLCC. The Sub-committee is led by the Appeals/Ethics Coordinator (a member of CLCC) and includes the CLCC Chairperson-Elect, CLCC Committee Members (5), ACLP Executive Director, and CLCC Certification Manager (non-voting). The sub-committee shall operate as an impartial review body. A minimum of five (5) voting members shall form a quorum; four (4) members must be in agreement to reach a decision. Should the impartiality of any sub-committee member be challenged at any point in the course of a review, the individual shall recuse himself or herself immediately. The actions of the sub-committee are decided by majority vote.

Decisions made by the Ethics Sub-committee may be appealed as described in this document.

V. Communication

Candidates for certification and recertification must truthfully complete and sign the application provided by CLCC, submit any required fees, and provide additional information as requested by the committee.

Candidates and certificants shall not make inaccurate, untrue, or misleading statements concerning the candidate's or certificant's status and shall immediately correct any statement which becomes inaccurate, untrue, or misleading.

Candidates and certificants are required to notify CLCC through the ACLP headquarters staff of any changes to the following within thirty (30) days of the event: name, email address, mailing address, telephone number, and any other occurrences that affect the individual's eligibility for certification or recertification (including but not limited to: filing of any criminal charge, indictment, or litigation; conviction; plea of guilty; plea of nolo contendere; or disciplinary action by a licensing board or professional organization).

All references to "days" in CLCC policies and procedures refer to calendar days.

VI. ACLP and CLCC Property

The following items are the exclusive property of ACLP and/or CLCC and may not be used in any form without the express prior written consent of ACLP and/or CLCC:

- The name "Child Life Certifying Committee" and the term "Child Life Professional Certification Program" and abbreviations relating thereto
- The designation "Certified Child Life Specialist" and the registered certification mark "CCLS"
- The CLCC Item Bank of examination questions including active, inactive and developmental items
- Child Life Professional Certification Examination forms including both active and retired forms

In response to sanctions imposed by the CLCC Ethics Sub-committee or as otherwise requested by CLCC or

ACLP, individuals shall immediately refrain from using any of the items listed above and/or relinquish materials as requested. The individual at his or her own expense shall modify any inaccurate, misleading, or untruthful use of any of the listed materials. If the individual does not comply with these requests, he or she consents that ACLP and CLCC shall be entitled to seek relief as permitted by law.

Score Reports

CLCC strives to provide valid assessments of candidates' proficiency in the knowledge tested by the Child Life Professional Certification Examination. Should questions arise about the validity of an examination score through either misconduct or other circumstances beyond the individual's control, all individuals shall fully cooperate in any investigation conducted either by ACLP, CLCC or its sub-committees, and/or the ACLP-authorized test administration agency. If it is determined that there is adequate reason to doubt the validity of an examinee's score, cancellation or modification of any examination score at any time may result at the sole discretion of the aforementioned parties. In such cases, CLCC may decide to either (i) allow the individual the opportunity to retake the examination at no additional cost, or (ii) proceed as described in this document.

VII. Failure to Meet CLCC Deadlines

In order to uphold the credibility of the Child Life Professional Certification Program, CLCC applies its policies consistently. With only the rarest exception, all candidates and certificants are required to meet all deadlines, requirements, policies, and procedures including those regarding application for exam administrations, recertification applications, compliance with random audits, payment of required fees, and all other required submissions. If a candidate or certificant desires to make an appeal of a missed deadline due to extraordinary circumstances, the individual should transmit a written explanation including pertinent supporting documentation through the ACLP headquarters office to the attention of CLCC. If the CLCC determines that the case merits further deliberation, it will be referred to the Appeals Sub-committee who will in turn review it and determine if the circumstances presented merit an exception. The decision of the Appeals Sub-committee is final.

VIII. Compliance with Policies

Eligibility to apply for or maintain certification includes compliance with all CLCC policies. If an individual does not abide by CLCC policies, the committee may deny, suspend, revoke, or take other action with reference to certification or recertification.

Actions taken by ACLP, CLCC, and/or its sub-committees do not constitute enforcement of the law, although notification of improper conduct may be made to the appropriate federal, state, or local government agencies. Individuals submitting allegations of wrongdoing ("complainants") will be notified of any actions taken, but are not eligible for any compensation or damages as a result of any disciplinary investigation or action by ACLP, CLCC or any of its sub-committees.

IX. Criminal Conviction Policy

The nature of child life practice allows Certified Child Life Specialists (CCLSs) to have close, private, physical and emotional contact with children and their families at times when they are highly vulnerable. This level of trust granted to CCLSs demands that practitioners be held to a high standard of behavior.

As the certifying body for child life specialists, CLCC is duty-bound to limit the risk to the health, safety, and well-being of children and their families through exposure to individuals who have been convicted of certain crimes.

Applicants for the Child Life Professional Certification Exam or Recertification through Professional Development Hours may be denied eligibility if convicted of a crime. Commission of a crime is also grounds for revocation of the CCLS credential from a current credential holder. CLCC categorizes criminal activity as follows, and decisions regarding appropriate action will be made based on the type of crime.

A. Automatic Denial

Because they may pose a significant risk to the health, safety, and well-being of children and families, individuals who have been convicted of the following types of crimes will not be considered for certification or recertification by the CLCC.

1. Crimes related to the physical and/or sexual abuse of children, including but not limited to sexual misconduct involving a child, creating and/or distributing child pornography or exploiting a child in a sexual manner, incest involving a child, and assault, abuse, or neglect of a child.

2. Sexual misconduct where the victim's consent was not given, such as forcible rape, regardless of the victim's age.

3. Grievous violent crimes including but not limited to murder or attempted murder, manslaughter (except involuntary manslaughter), assault or battery with a dangerous weapon, aggravated assault or battery, or kidnapping.

B. Discretionary Denial

In the following situations, applicants will only be considered for certification or recertification by the CLCC if the individual provides conclusive evidence that certification will not put the health, safety, and well-being of children and their families in jeopardy. Applicants will be reviewed on a case-by-case basis. Situations listed below are in order of severity.

1. The applicant was convicted of any crime and is currently incarcerated, on work release, on probation or on parole.

2. The applicant was convicted or released from custodial confinement (whichever is later) for crimes in the following categories <u>less than</u> five years ago:

    a. Unlawful possession, distribution, or intent to unlawfully distribute controlled substances, including those defined by the Uniform Controlled Dangerous Substances Act on Schedules I through V.

    b. Serious crimes against property including but not limited to grand larceny, burglary, arson, embezzlement or insurance fraud.

    c. Sexual misconduct not included above.

    d. Contributing to the delinquency of a minor.

3. The applicant was convicted or released from custodial confinement (whichever is later) for crimes in the following categories <u>more than</u> five years ago:

    a. Unlawful possession, distribution, or intent to unlawfully distribute controlled substances, including those defined by the Uniform Controlled Dangerous Substances Act on Schedules I through V.

    b. Serious crimes against property including but not limited to grand larceny, burglary, arson, embezzlement or insurance fraud.

    c. Sexual misconduct not included above.

    d. Contributing to the delinquency of a minor.

4. Individuals convicted of any other crimes including DUI, but not including minor traffic violations may be denied certification or recertification after the following factors have been taken into account by the Ethics Sub-committee of CLCC.

    - The nature and seriousness of the crime.
    - If the crime related directly to children and/or the delivery of patient care.
    - The length of time that has elapsed since the crime was perpetrated.
    - If the crime was violent or abusive in nature.
    - If the crime involved a minor or a person of diminished capacity.

- If the applicant complied fully with imposed sanctions.
- If the applicant's actions and behavior since the crime warrant holding a position of public trust.

Application Processing and Documentation

All applicants for certification and recertification regardless of criminal history are required to submit a full application including appropriate fees. At the time of application, all applicants are required to report any misdemeanor and/or felony convictions with the exception of minor traffic violations, including charges and convictions that have been expunged. Failure to report any criminal background is considered falsification of the application and will result in the denial of the application or revocation if certification has been granted. If applicants are found to be ineligible for the certification exam, examination fees will be refunded minus a processing fee.

Applicants are required to submit a detailed explanation of the crime and surrounding circumstances, evidence of rehabilitation, and a certified copy of relevant court documents.

The Ethics Sub-committee of CLCC will review any reported convictions to evaluate the applicant's ability to practice child life in a manner consistent with the health, safety, and well-being of the public.

Additional application processing time is required for applicants with a criminal background. The process may be facilitated if the applicant provides all pertinent court documents at the time of application, as well as evidence of sufficient rehabilitation such as a psychotherapist's report, comprehensive psychological evaluation, or documentation from a probation officer.

X. Other Actionable Events

To ensure the credibility of the CCLS credential and in the interest of public protection, CLCC may deny, suspend, revoke, or take other action with regard to the certification application of a candidate, or the recertification or certification status of a current credential holder, in cases of the following:

1. Ineligibility for certification: if a candidate or certificant has not successfully completed the required academic and/or clinical training as set forth by CLCC; or if a candidate does not successfully complete the Child Life Professional Certification Examination;
2. Ineligibility for recertification: if an applicant has not acquired the required Professional Development Hours within the five-year cycle; or if an applicant does not successfully complete the Child Life Professional Certification Examination;
3. Failure to pay required fees;
4. Unauthorized possession or use of any Child Life Professional Certification Examination materials;
5. Misuse of the CCLS credential or Certified Child Life Specialist designation; misrepresentation of the CCLS credential or certification status;
6. Acquiring or trying to obtain certification or recertification through inaccurate, untrue, or misleading assertions or refusing to make a statement that is required by CLCC policies; or false or deceptive communication to CLCC in any form;
7. Failure to supply written information required by CLCC policies or procedures;
8. Habitual use of substances including alcohol and drugs which may impede competence in professional practice; or any physical or mental condition that impairs professional objectivity or proficiency;
9. Violation of patient/client confidentiality as required by law and/or CLCC policies and procedures;
10. Gross or repeated negligence or misconduct in professional practice, including inappropriate

relationships with or any form of exploitation of patients and their families;

11. Restriction or other sanction related to child life practice, public health or safety, or other certification or recertification including but not limited to suspension or revocation by a regulatory/licensing board or other professional organization;

12. Failure to notify CLCC within thirty (30) days of any event affecting eligibility for certification;

13. Failure to abide by any other CLCC policy or procedure as communicated in the Child Life Professional Certification Program Candidate Manual, Recertification Manual, or other materials provided to candidates or certificants including the ACLP website.

XI. Submission/Notification of Allegations

Any individual or entity may submit a complaint, which should be addressed to the ACLP Manager of Certification. Formal complaints must be made in writing. Written allegations may be transmitted in any manner. Inquiries other than formal complaints will be reviewed and acted upon at the discretion of CLCC leadership.

Formal complaints must be as detailed and specific as possible with respect to the identity of the persons alleged to be involved and the details of the alleged conduct. Additional clarifying information may be requested.

Formal, written complaints will initially be reviewed by the ACLP Manager of Certification and the Ethics/Appeals Coordinator. After consultation with individuals deemed qualified to comment on the complaint by the ACLP Manager of Certification and the Ethics/Appeals Coordinator, including but not limited to legal counsel, a determination as to the substance of the allegations will be made within forty-five (45) days of receipt of the complaint. At the discretion of the ACLP Manager of Certification and the Ethics/Appeals Coordinator it may be determined that the submission is: (1) unreliable, frivolous, inconsequential, or lacking sufficient information; or (2) valid, and merits further investigation.

In either case, the ACLP Manager of Certification will notify the complainant and the implicated party of the decision to dismiss the allegations or continue with an investigation. The charges and resulting decision for action shall also be reported to the ACLP Board of Directors. Notification may also be made to the implicated party's employer if applicable.

If the ACLP Manager of Certification and the Ethics/Appeals Coordinator conclude that further investigation may result in the denial of eligibility or disclose a violation of CLCC policies, the Ethics/Appeals Coordinator shall communicate the matter to the Ethics Sub-committee for action.

Notification to the candidate or certificant shall be made via certified mail, with return receipt requested. The intent of the letter shall be to initiate a reciprocal channel for communication between the party in question and the Ethics Sub-committee, facilitated by the Ethics/Appeals Coordinator.

The letter shall state with specificity the details of the alleged violation and available sanctions that may result if the allegations are found to be true.

If allegations of a mental or physical disability that could prevent the administration of child life services appropriately are brought forth, the candidate or certificant may be required to submit a physical or mental examination report from a qualified healthcare professional. The cost of such examination shall be borne by the candidate or certificant.

Furthermore, the letter shall apprise the candidate or certificant of his or her right to request a review of the Ethics Sub-committee's investigatory documents, and/or a telephone conference in which to dispute the allegations, and/or comment on possible sanctions, with or without the presence of legal counsel. If he or she intends to execute these rights, the candidate or certificant shall have fifteen (15) days after receipt of the certified letter in which to notify the Ethics Sub-

committee. Notification shall be by traditional or electronic mail only. If the individual fails to submit this notification within the allotted time, the individual shall forfeit these options, and the Ethics Sub-committee will render a decision and apply sanctions deemed appropriate at their sole discretion. (See below for details on sanctions available to the Ethics Sub-committee.)

If the allegations indicate criminal activity, the matter shall be reported to the appropriate federal, state, or local government agency authorized to administer the law.

XII. Threat of Immediate or Irreparable Harm

If the ACLP Manager of Certification and the Ethics/Appeals Coordinator determines that there is good cause that a threat of immediate and/or irreparable harm to the public exists, the allegations shall be immediately forwarded to the Ethics Sub-committee for immediate review. If such expediency is warranted, notification of the candidate or certificant may be executed telephonically or through other expedited methods. Pursuant to such communication and the opportunity for the candidate or certificant to challenge the allegations, if the Ethics Sub-committee concludes that there is a reasonable likelihood that an immediate and/or irreparable threat to the public exists certification may be suspended for a period of up to ninety (90) days pending a full review as provided for herein.

ACLP, its Board of Directors or staff, CLCC, and its sub- committees may consult legal counsel to determine appropriate actions in such matters.

XIII. Investigation by the Ethics Sub-Committee

Valid and actionable complaints will be investigated by the Ethics Sub-committee in order to clarify, expand, or corroborate the information provided by the complainant.

Once a complaint has been referred to the Ethics Sub-committee for further review, the time frame for actions and responses shall be established by the sub-committee. The sub-committee may elect to request the assistance of members of the ACLP headquarter staff and/or legal counsel in the conduct of its investigation. The Ethics/Appeals Coordinator shall oversee the proceeding of all investigations.

The Ethics Sub-committee, CLCC, or other individuals appointed by ACLP may contact involved parties who could provide pertinent information regarding the incidents in question. This includes, but is not limited to, the complainant, the candidate or certificant who is the focus of the investigation, his or her employer, or other implicated parties.

ACLP, its Board of Directors or staff, CLCC, and its sub-committees may consult legal counsel at any point in the investigation of alleged policy or procedure violations. However, involved parties are not expected to be represented by counsel and no formal hearings are held.

The investigation and all deliberations of the Ethics Sub-committee and the ACLP Board of Directors with respect to allegations shall be conducted in an impartial, objective and confidential manner without bias. All written communications shall be sealed and marked "Personal and Confidential."

Procedures of the Ethics Sub-Committee

1. After receipt of the documentation from the Ethics/Appeals Coordinator, the Ethics Sub-committee shall seek substantiating evidence, through interviews with involved individuals and any other research methodology warranted by the circumstances.

2. The sub-committee shall schedule a written review, or telephone inquiry if requested by the candidate or certificant who shall be permitted to request a change of the date and/or time for good cause. An audio recording or verbatim written transcript shall be made of the proceedings. All parties are permitted to consult with and be represented by legal counsel. Formal rules

of evidence shall not apply. Relevant evidence may be admitted.

3. Through majority vote, the Ethics Sub-committee shall decide all matters relating to the allegations and sanctions to be applied. Proof shall be by preponderance of the evidence.

4. If it is determined that no violation has occurred, no further action shall be taken other than the notification of the ACLP Board of Directors including the CLCC Chairperson, the implicated party, and the complainant.

5. All pertinent documentation will be permanently recorded at the ACLP headquarters office.

XIV. Determination of Violation

If the Ethics Sub-committee determines that a violation of the Code of Professional Practice or other requirements of the certification process has occurred, the decision of the Ethics Sub-committee shall be communicated as follows:

1. The ACLP Board of Directors including the CLCC Chairperson shall be provided with a written report of the determination made by the Ethics Sub-committee including any sanctions to be applied as well as a written summary of the sub-committee's deliberations.

2. The individual whose actions have been called into question will be provided via certified mail, return receipt requested, the determination made by the Ethics-subcommittee including any sanctions to be applied as well as a description of the process of final appeal to the ACLP Board of Directors as described herein.

3. The complainant will be provided via certified mail, return receipt requested, the determination made by the Ethics-subcommittee only.

XV. Sanctions

Any imposed sanctions must bear a reasonable relationship to the nature and severity of the violation and should be selected with the intent of altering the conduct of the individual involved and deterring others from such violations.

Sanctions may include one or more of the following list of actions available to CLCC. Following each are general guidelines of their application however, at its sole discretion, CLCC may impose any sanctions deemed appropriate in specific circumstances.

A. Written reprimand

Written notice from the CLCC Chairperson is intended as a warning and is normally sent to a candidate or certificant who has received his or her first substantiated complaint. This document is to be maintained in the candidate's or certificant's permanent file.

B. Non-renewal of certification

Certificant is not permitted to recertify, but is able to reapply for certification; normally applied if certificant is deemed ineligible for recertification as defined in this document as well as the Child Life Professional Certification Program Recertification Manual.

C. Mandatory education, treatment, and/or supervision

Mandatory education, treatment, and/or supervision may be imposed in cases of habitual use of substances including alcohol and drugs which may impede competence in professional practice, or any physical or mental condition that impairs professional objectivity or proficiency.

D. Suspension of certification for a specific time period

Suspension shall normally be imposed on a certificant who has received two substantiated complaints

E. Denial or suspension of eligibility

Temporary disqualification from certification is normally applied if candidate is deemed ineligible for certification as defined in this document as well as the Child Life Professional Certification Program Candidate Manual. Permanent disqualification from certification is normally applied if candidate or certificant has been

found to be in serious violation of the Code of Professional Practice or other CLCC policy.

F. Revocation of certification

Revoking certification is normally applied when a certificant has received three or more substantiated complaints or two substantiated complaints within a two-year period. Certificants who have their certification revoked will only be considered for reinstatement under the conditions set forth in section XX of this document.

G. Other corrective action as deemed appropriate to the violation at the discretion of ACLP, CLCC and its subcommittees

In cases of revocation of certification, permanent disqualification, or other sanctions, CLCC will publish via the ACLP website and other means deemed appropriate, the individual's name and a summary of the disciplinary action.

XVI. Request for Review by ACLP Board of Directors

Request for ACLP Board of Directors Review

A candidate or certificant who receives notification that the Ethics Sub-committee has determined that a violation of the Code of Professional Conduct occurred may submit a written request for review by the ACLP Board of Directors.

The Board of Directors shall review the determination of the violation of the Code of Professional Conduct. The focus of the review will be on the appropriateness of the decision as it relates to its consistency with published criteria, policies, and/or procedures, or factual errors.

ACLP, its Board of Directors or staff, CLCC, and its sub-committees may consult legal counsel at any point in the investigation of alleged policy or procedure violations. However, involved parties are not expected to be represented by counsel and no formal hearings are held.

The ACLP Board of Directors shall review and render a decision through majority vote within thirty (30) days of the receipt of the request for 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 candidate or certificant shall be notified of the decision via certified mail, return receipt requested. The decision shall be reported to CLCC and is binding to all involved parties.

XVII. Voluntary Divestiture

If a certificant who is the subject of a complaint elects to voluntarily divest him or herself of the CCLS credential, the complaint shall be dismissed and ACLP, CLCC, or its sub-committees shall not take further action unless required by law. The individual shall be permanently disqualified from eligibility for certification.

If the certificant surrenders his or her certification, the certificant's employer and the complainant shall be notified of the date of resignation and that as a result CLCC will take no further action.

XVIII. Release of Information

By virtue of their application for certification or recertification, all candidates or certificants consent that ACLP or CLCC may, at their sole discretion, communicate to state and federal authorities, licensing boards, employers, and the public information related to the status of pending allegations brought against the candidate or certificant resulting in disciplinary proceedings, or sanctions levied.

XIX. Waiver

By dint of application for certification or recertification, candidates and certificants release, discharge and exonerate ACLP, its officers, directors, employees, committee members and agents, and any other individuals for actions taken pursuant to the policies, and procedures of CLCC from any and all liability, including but not limited to liability as a result of supplying or inspection of documents, records, or other

information, and/or the investigation and review of application or certification made by CLCC.

XX. Re-evaluation of Eligibility and Reinstatement of Certification

Individuals who have had their eligibility or certification denied or revoked, may be reevaluated as follows:

When eligibility has been denied because of a criminal conviction, the individual bears the burden of demonstrating by clear and convincing evidence that he or she has been rehabilitated and does not pose a danger to others. Re-evaluation may not occur earlier than five (5) years from the final decision of ineligibility or revocation

When eligibility has been denied for any other reason, re-evaluation may not occur earlier than three (3) years from the final decision of ineligibility or revocation. After this period, the individual bears the responsibility of presenting the original circumstances of the decision as well as all pertinent facts and conditions occurring in the intervening time period that bear upon his or her eligibility for certification.