



**Association of Child Life Professionals
Child Life Certification Commission
Operational Policy and Procedure**

SUBJECT: 14.0 IMPARTIALITY

**LEAD AUTHOR(s): Hanchar Consulting Service
CONTRIBUTERS: CLCC**

POLICIES:

The CLCC shall commit to impartiality in relation to its applicants, candidates and certified persons, and materials related to the development, administration and maintenance of the Child Life Professional Certification Program. CLCC commissioners shall understand the importance of making decisions related to certification in accordance with its policies and procedures and shall exercise due diligence in doing so. The CLCC shall make public the policies and procedures affecting applicants, candidates, and certified persons, and shall fairly and accurately convey information about the program to all interested parties and stakeholders. The CLCC shall understand threats to impartiality, which include, but are not limited to self-interest, activities from related bodies, relationships of personnel, financial interests, favoritism, conflict of interest, familiarity and intimidation. The CLCC periodically reviews a threat analysis to determine the potential, both real and perceived, of individuals or organizations to influence the certification processes or benefit from them.

The CLCC Policies and Procedures establish clear boundaries for maintaining the certification program's autonomy and impartiality in situations where there might be shared staff or responsibilities.

Confidentiality Agreements and Conflict of Interest Agreements signed by all personnel ensure that firewalls are in place and that impartiality exists for those personnel working on certification activities that might conflict with other activities within the ACLP. For example, no Subject Matter Experts (SMEs) may work on the content of a study guide, practice tests, etc., while at the same time having access to confidential/secure exam information.

New/Approved: 06/2018

Revised:

Title/Manual

CLCC POLICIES MANUAL/GOVERNANCE POLICIES/14.0 IMPARTIALITY