



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

SUBJECT: 3.0 CERTIFICATION MAINTENANCE

**LEAD AUTHOR(s):
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POLICY

All certified individuals must pay certification maintenance fees for the first four years of the 5-year certification cycle.

In the fifth year, certificants will recertify therefore no maintenance fee is due during this year.

Fees will be set by the ACLP staff.

Certification maintenance fees are due on/before January 31st of each year. It is the CCLS's responsibility to pay maintenance fees in a timely manner regardless of the receipt of any notifications or reminders that ACLP sends

CCLSs are permitted to pay certification maintenance fees with an additional late fee during a 60-day grace period (February 1 – March 31).

If a CCLS fails to make a maintenance payment by April 1, his or her status will change to "inactive." Individuals with an inactive status are not permitted to use the CCLS credential and will not be listed in the online CCLS directory.

A CCLS with an inactive status may apply to have their certification status returned to "active" within the calendar year of the delinquent payment. The maintenance fee, late fee and a reinstatement fee must be paid in order for the certification to be reinstated.

If the credential is not reinstated by the end of the calendar year in which the maintenance payment was due, certification status changes to lapsed. If the individual wishes to the credential, he/she must re-establish eligibility under the current eligibility requirements for and successfully retake the certification exam.

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