



Step #1: Start the Eligibility Assessment and Pay

1. Log in or create a new customer record
2. From the Customer Profile page, click on Certification Portal
3. Select Start Your Eligibility Assessment
4. At the bottom on the left-hand side click the down arrow under Academic Choice
5. Choose your academic path, either ACLP Endorsed Program or Coursework path, (if you are not attending an [ACLP Endorsed Program](#), choose Coursework)

Instructions for each academic path

ACLP Endorsed Program Path – you must be attending one of the schools listed on the website to use this assessment path.

1. Click the Add to cart and then the Finish button.
2. Enter your payment information
3. Submit Order
4. Click on the Continue the Assessment button
5. Scroll down to the Graduating from an ACLP-Endorsed Program Area and click Select
6. Click on the Submit ACLP Endorsed Program Information.
7. From the drop-down menu select your endorsed program institution
8. Enter the name of the program/degree
9. Enter your academic director's name and contact information
10. Upload the Endorsed Program Enrollment Letter that is provided by your academic leader.
11. Click Submit
12. Click Continue Assessment
13. Click Degree Requirement if you have graduated and upload your official transcript.

Coursework Path

1. Click the Add to cart and then the Finish button.
2. Enter your payment information
3. Submit Order
4. Click on the Continue the Assessment button
5. Scroll down to Step 2: Assessment by coursework
 - a. Click on the Select button under each of the required course work areas and click on the Select button.
 - b. Enter the Title of the course, Course Description, Semester & Year
 - c. Choose the Academic Institution from the dropdown menu, if your institution is not listed, choose the Other at the bottom of the list
 - d. Enter the course department code.
 - e. You may upload a syllabus, not required
 - f. On the right side of the page click on the pencil next to Transcripts and you can upload your official transcript(s)

- g. Click Submit
- h. Click on the Continue the Assessment and continue entering your courses to be reviewed.

****The Child Life Course taught by a CCLS you will need to upload the Child Life Course Verification Form for this course ONLY.**

Step #2: Enter Academic and Clinical information –

ACLP Endorsed Path:

1. Upload OFFICIAL transcript to your portal conferring that you graduated from the endorsed program you are attending.
2. Upload Clinical Experience Verification Form

Coursework Path

1. Upload OFFICIAL transcript to your portal by either entering your degree or by clicking on the pencil next to transcripts.
2. Upload Child Life Course Verification Form with your child life course
3. Upload Clinical Experience Verification Form