



Application Portal Navigation Guide

Applicant Edition

1. [Accessing the portal](#)
2. [Signing in for the first time](#)
3. [Creating your application](#)
4. [Adding collaborators](#)
5. [Narrative responses and supporting documentation](#)
6. [Tracking your progress](#)
7. [Submitting your application](#)
8. [Downloading your completed application](#)
9. [Next steps](#)
10. [Troubleshooting](#)

1. Accessing the Portal

You can access the CLC Application Portal at clc.fluidreview.com.

2. Signing in for the first time

Only the primary contact for your internship program will have access to the portal initially. That individual can log in with the email address we have on file for application purposes. The password defaults to “1234” and you will be asked to change it upon first signing in.



Child Life Council Application Portal

Welcome to CLC's Application Portal. You can utilize this site for the following application processes:

Internship Accreditation: This process is for clinical child life internships (independent and/or consortium) to apply for accreditation. The accreditation process provides professional judgment as to the quality of the clinical internship and encourages continued improvement, thereby protecting patients and families by ensuring competent child life professionals.

Undergraduate Endorsement: Coming in 2016!

Graduate Accreditation: Coming soon!

Need a login? Contact applications@childlife.org with your name, contact information, and the application process you plan to complete.

Sign In

Email:

Password:

[Trouble Signing In?](#)

Registration is closed.

3. Creating your application

After you log in for the first time and change your password, you can start your submission:



[SUBMISSIONS](#)

[HELP](#)

[SETTINGS](#)

[Home](#)

Hi TEST,

You haven't submitted anything yet.

Create a new submission?

Please fill any of the necessary information shown below (if applicable) to get started.



[Get Started](#)

The main application screen lists all the forms to be completed, the status of each of those tasks, and your overall progress towards completing the application.



✓ Your submission has been created. x

[Home](#) » [IA-8610376987](#)

IA-8610376987

Application Round

TASK	STATUS	ACTIONS
Contact Information	INCOMPLETE	▶ Start
Sub-Section A: Clinical Supervision	INCOMPLETE	▶ Start
Please provide a short narrative and upload documents demonstrating how the internship program meets the following standards.		
Sub-Section B: Internship Requirements and Structure	INCOMPLETE	▶ Start
Please provide a short narrative and upload documents demonstrating how the internship program meets the following standards. Please remove all identifying information from narratives AND all attachments (names, contact info, logos, etc)		

[View Rankings](#)

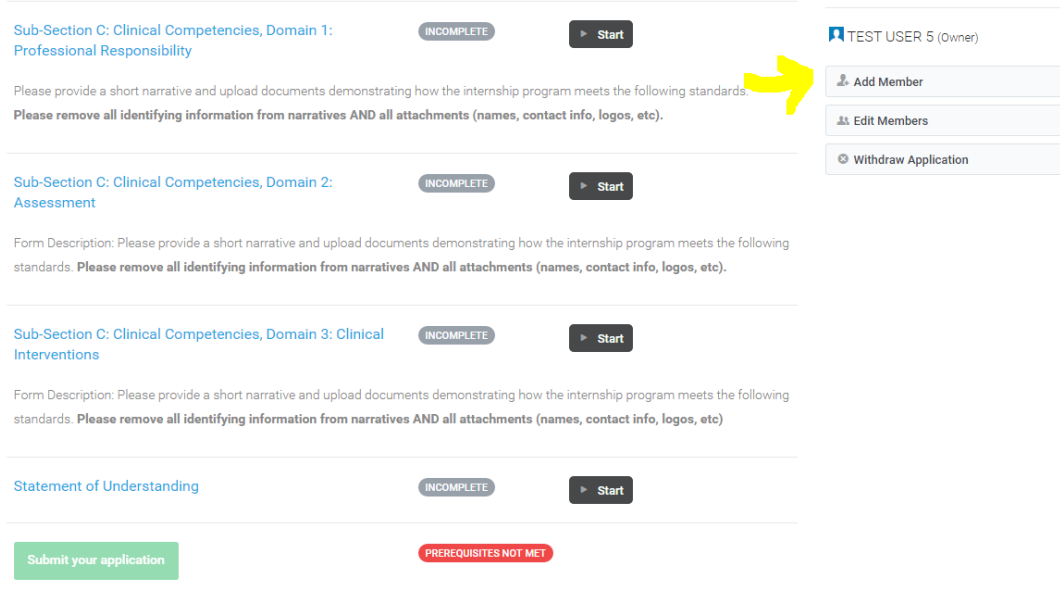
Progress

This submission is **0.0%** complete. You still need to:

- Complete task "Contact Information"
- Complete task "Sub-Section A: Clinical Supervision"
- Complete task "Sub-Section B: Internship Requirements and Structure"
- Complete task "Sub-Section C: Clinical Competencies, Domain 1: Professional Responsibility"
- Complete task "Sub-Section C: Clinical Competencies, Domain 2: Assessment"
- Complete task "Sub-Section C: Clinical Competencies, Domain 3: Clinical Interventions"
- Complete task "Statement of Understanding"
- Submit

4. Adding collaborators

You have the option to add collaborators to work on your institution's application with you. To do so, scroll down on the main application page, and select "Add Member" on the right hand side.



The screenshot shows a web interface for an application. It features three main sections, each with a title, a status indicator, and a 'Start' button. A yellow arrow points to the 'Add Member' button on the right side of the page.

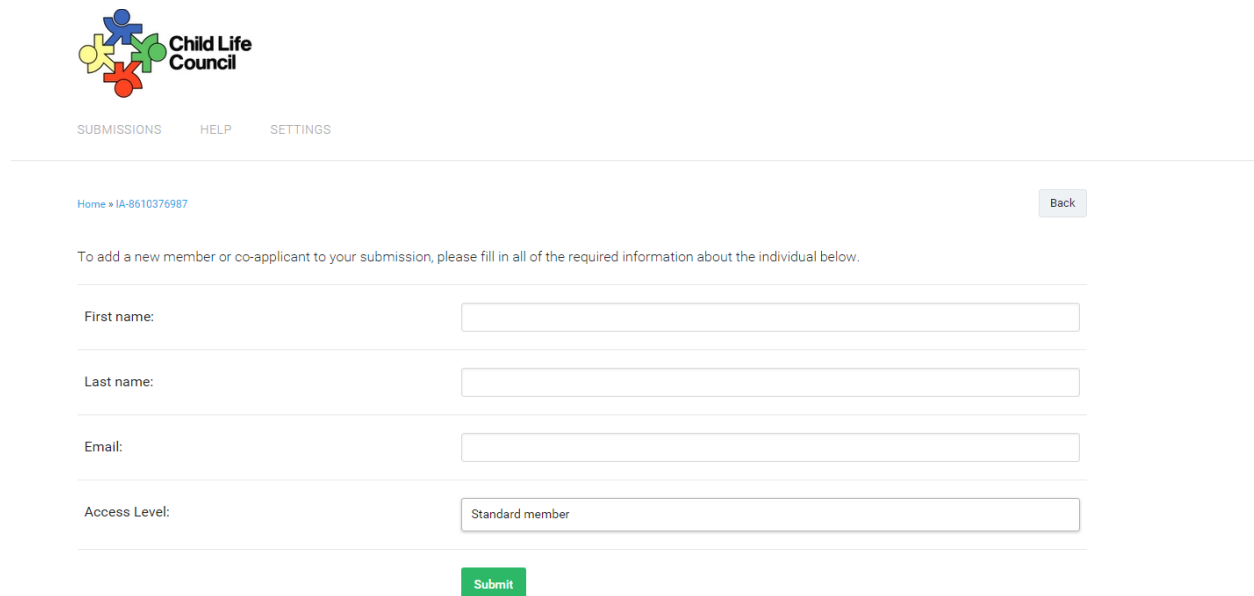
- Sub-Section C: Clinical Competencies, Domain 1: Professional Responsibility** (INCOMPLETE) [Start]
- Sub-Section C: Clinical Competencies, Domain 2: Assessment** (INCOMPLETE) [Start]
- Sub-Section C: Clinical Competencies, Domain 3: Clinical Interventions** (INCOMPLETE) [Start]

Each section includes a 'Form Description' and a note: "Please remove all identifying information from narratives AND all attachments (names, contact info, logos, etc)."

On the right side, there is a user profile for "TEST USER 5 (owner)" with three buttons: "Add Member", "Edit Members", and "Withdraw Application".

At the bottom, there is a green "Submit your application" button and a red "PREREQUISITES NOT MET" button.

On the next screen you will be asked to add their contact information and assign an access level: application owner, standard member (can read and write on application), or read-only member. After submitting this information, your colleague will receive an email inviting them to work on the application with you.



The screenshot shows the 'Add Member' form. At the top left is the Child Life Council logo. Below it are navigation links: SUBMISSIONS, HELP, and SETTINGS. A breadcrumb trail shows "Home > IA-8610376987" and a "Back" button.

The form instructions state: "To add a new member or co-applicant to your submission, please fill in all of the required information about the individual below."

The form fields are:

- First name:
- Last name:
- Email:
- Access Level:

A green "Submit" button is located at the bottom of the form.

5. Narrative Responses and Supporting Documentation

Narrative responses can be typed directly into the text boxes on any form however it is highly recommended to copy and paste these responses from a word file. Please note the 500 word limit on narrative responses.

Narrative Response
500 word limit

Words entered: 0. Max: 500

In addition to a narrative response, you have the option to upload up to 10 supporting documents to demonstrate how your program meets the standard. You do not have to upload all 10. The system will accept any common file type (Word, Excel, Powerpoint, PDF, JPEG, etc). Please use descriptive file names for your supporting documentation. If you are uploading a lengthy file, please use page numbers or other indicators to guide the reviewers to the relevant section for that standard.

Attachment #1

No file chosen

Attachment #2

No file chosen

Attachment #3

No file chosen

Attachment #4

No file chosen

Attachment #5

No file chosen

6. Tracking your progress

There are two ways to track your application progress. The first is the overall application progress bar in the upper right-hand corner of the main application page.

IA-8610376987

Application Round

TASK

STATUS

ACTIONS

Download submission

View Rankings

Progress

This submission is **12.5%** complete. You still need to:

In addition to tracking your overall progress, you will also see a form progress bar at the top of each page of the forms.

Home » IA-8610376987 » Sub-Section C: Clinical Competencies, ...

Back

0%

Sub-Section C: Clinical Competencies, Domain 1: Professional Responsibility

Please provide a short narrative and upload documents demonstrating how the internship program meets the following standards. Please remove all identifying information from narratives AND all attachments (names, contact info, logos, etc).

You do not have to complete an entire form in one sitting. If you scroll down to the bottom of any page of a form and click the “Save & Continue Editing” button, you can leave the form and log out of portal and your progress will be saved. If you leave a form or log out without clicking save, your work will be lost!

Choose File No file chosen

Save & Continue Editing


Next

7. Submitting your application

As you complete application forms, the gray “incomplete” status indicator for each form will turn green to indicate that form is complete. You will still be able to edit responses until the application is submitted.

IA-8610376987

Application Round

TASK	STATUS	ACTIONS
 Contact Information	COMPLETE	View Edit Delete
Sub-Section A: Clinical Supervision	INCOMPLETE	▶ Start
Please provide a short narrative and upload documents demonstrating how the internship program meets the following standards.		
Sub-Section B: Internship Requirements and Structure	INCOMPLETE	▶ Start

[Download submission](#)

[View Rankings](#)

Progress



This submission is **12.5%** complete. You still need to:

- Complete task "Sub-Section A: Clinical Supervision"
- Complete task "Sub-Section B: Internship Requirements and Structure"
- Complete task "Sub-Section C: Clinical Competencies, Domain 1: Professional Responsibility"
- Complete task "Sub-Section C: Clinical Competencies, Domain 2: Assessment"
- Complete task "Sub-Section C: Clinical Competencies, Domain 3: Clinical Interventions"

When all status indicators are green, the “Submit Your Application Button” at the bottom of the main application page will become clickable. Please be sure you and all collaborators are done editing the application prior to clicking submit. You will no longer be able to edit the application once it has been submitted.

Statement of Understanding

INCOMPLETE

[▶ Start](#)



[Submit your application](#)


PREREQUISITES NOT MET

8. Downloading your completed application

When your application is complete and submitted, it is highly encouraged that you download the completed application for your records. To do this, please click the “Download submission” button in the upper right hand corner of the main application page. This will download a zip file that contains all completed forms and supporting documentation.

IA-8610376987

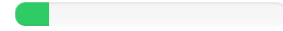
Application Round

TASK	STATUS	ACTIONS
 Contact Information	COMPLETE	View Edit Delete

[Download submission](#)

[View Rankings](#)

Progress



This submission is **12.5%** complete. You still need to:

- Complete task 'Sub-Section A: Clinical Supervision'
- Complete task 'Sub-Section B: Internship Requirements and Structure'

9. Next steps

After you submit your application, CLC staff will check it for completeness and to ensure all identifying information (names, logos, contact info, etc) have been removed from Sub-sections B and C. If your application still contains identifying information, CLC staff will contact you and return your application to the application round so that this information can be removed. Applicants will have up to 5 business days to do this. Applications re-submitted after that point cannot be guaranteed timely processing.

Staff will also verify that your application fee has been received. Applications without payment will not move on to the review stage.

Once the application has been verified as complete and appropriately blinded and the application fee has been received, the application will be sent to the reviewers. Total review time can take up to 90 days. Once the reviewers are finished, CLC staff will communicate official results to applicants. At that time, applicants will be able to log back into the system to download scores and comments from the reviewers. Scores and comments will be accessible by clicking the “Download Submission” button in the upper right hand corner of the main application page. When you download the submission after receiving a decision from the CLC, there will be a new folder of scorecards and comments from the review team in addition to your original application materials. You can also click the “View Rankings” button to see scores and comments, however downloading is recommended as the online view is not very clear.

10. Troubleshooting

If you have questions about application content or standards, please email InternshipAccreditation@childlife.org. Please note that it may take a few days to receive a response if the committee needs to discuss your question.

If you have any technical issues, please contact Fluid Review, the host of our application portal. The easiest way to do this is visiting <http://help.fluidreview.com/contact> by clicking on your name in the upper right hand corner of the main application page and selecting help from the menu.



If you have internship accreditation process questions, please contact Meagan Roloff, MA, CCLS, Manager of Professional Resources & Services at mroloff@childlife.org or (571) 483-4493.