



Association of Child Life Professionals

**Undergraduate Academic Endorsement
Application Manual**

2025

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Introduction

The Association of Child Life Professionals (ACLP) defines endorsement of academic programs in child life as an assurance that the program meets the standards and requirements outlined in the Standards for Academic and Clinical Preparation Programs found in the most current Official Documents of the Child Life Council. Endorsement is a voluntary process of self-study and external review intended to evaluate, enhance, and publicly recognize academic programs that meet the standards prescribed by ACLP. The endorsement is not intended to prescribe a program's educational goals or the process by which they should be attained. The purpose of this process is to recognize academic programs that meet the minimum standards required for endorsement as defined by the ACLP.

The Endorsement Review Committee (ERC)

Endorsement Review Committee (ERC) members serve as application reviewers for undergraduate academic program endorsement. ERC reviewers are Certified Child Life Specialists who have completed an application process and were selected to objectively review documents from undergraduate academic programs to determine the eligibility of applicants for undergraduate academic program endorsement. ERC reviewers are current ACLP members, with 10 years of combined clinical (minimum of 5 years clinical experience), academic, and leadership experience and demonstrated experience in academic program evaluation.

Reviewers receive applications to review from the ACLP staff who ensure that assignments are distributed equally across reviewers. Working independently of one another, the 3 reviewers carefully review and assess each application, score each assigned section, and provide meaningful feedback.

It is expected that undergraduate endorsement reviewers work in a shared governance model and reach a consensus regarding endorsement status. If consensus cannot be reached, the ERC chair or co-chair (if the chair is already a reviewer) will provide an additional review to make the final determination.

Benefits of Undergraduate Academic Endorsement

This framework establishes alignment with other functions and processes of the ACLP in promoting the knowledge, skills, and competencies of students moving toward a profession in Child Life.

In this respect, the Undergraduate Academic Endorsement process provides:

- Students with the knowledge that their undergraduate education meets the eligibility requirements to apply for and write the Child Life Certification Exam
- Universities the opportunity to develop and affirm a program of undergraduate education that prepares students to meet the eligibility requirements to apply for and write the Child Life Certification Exam
- ACLP endorsement that the undergraduate academic program meets the minimum standards required for endorsement as defined by the ACLP
- Program visibility: acknowledged on the website, certificate, and endorsed program seal

Undergraduate Endorsement Application Overview

The Association of Child Life Professionals (ACLP) defines endorsement of undergraduate academic programs in child life as an assurance that a program meets the standards and requirements outlined in the Standards for Academic and Clinical Preparation Programs found in the most current Official Documents of the Child Life Council. Endorsement is a voluntary process of self-study and external review intended to evaluate, enhance, and publicly recognize undergraduate academic programs that meet the standards prescribed by ACLP. The endorsement is not intended to prescribe a program's educational goals or the process by which they should be attained. The purpose of this process is to recognize academic programs that meet the minimum standards required for endorsement as defined by the ACLP below.

Undergraduate academic programs that meet the following expectations will be considered for endorsement:

1. A major, minor, or concentration/emphasis/focus/specialization in child life
2. Employment of at least 1.0 FTE faculty member who:
 - Holds an advanced degree
 - Is a currently Certified Child Life Specialist (CCLS)
 - Is involved in child life program decision-making and curriculum development

3. CCLS faculty member or other adjunct CCLS professor(s) cover curriculum focused on children in the healthcare environment in the following ACLP-required topics of study:
 - Child Life Documents
 - Scope of practice
 - Impact of illness, injury, and healthcare on patients/families
 - Family-Centered Care
 - Therapeutic play
 - Preparation
4. Additional curriculum including components of all theoretical foundations and applied areas of study corresponding to the 2019 academic eligibility requirements as established by the CLCC. <https://www.childlife.org/docs/default-source/certification/2019-eligibility-details.pdf?sfvrsn=4>

Please note that ALL components listed in appendices A, B, C, and D of this application package are required for endorsement; however, the organizational structure of courses, subject matter, and delivery methods are left to the discretion of each academic program.

Applicants are required to submit their Intent to Apply Form at least fourteen days (14) before the start of the enrollment period to ensure adequate time for access and preparation. The open and closed periods are as follows:

Quarter 1: Winter OPEN Term: November 22, 2024
Winter CLOSING Term: January 31, 2025

Quarter 2: Spring OPEN Term: February 19, 2025
Spring CLOSING Term: April 30

Quarter 3: Summer OPEN Term: June 20, 2025
Summer CLOSING Term: July 31, 2025

Quarter 4: Fall OPEN Term: August 22, 2025
Fall CLOSING Term: October 31, 2025

Upon submitting the Intent to Apply Form, applicants will receive an email within 3-5 business days with an introduction and detailed instructions for creating an OpenWater account to begin the endorsement application process.

Access to the application portal (OpenWater) is available for a limited time. Review the open enrollment and closing dates listed above and check your OpenWater home page for your specific application deadline.

Endorsement applications are reviewed quarterly, with due dates assigned based on the enrollment period or prior agreement. Decisions are issued within 90 days of submission. The Endorsement Review Committee reviews all applications, and decision letters are sent via email upon completion.

If endorsed, the academic program will receive ACLP endorsement for a term of five years, contingent upon the annual submission of required maintenance materials. If denied, applicants will be notified and granted a 30-day grace period to access the application portal and address deficiencies identified during the review. Failure to submit corrections within 30 days, or failure to provide sufficient evidence to satisfy the review requirements, will result in a denial of the application.

Applicants whose applications are denied may either appeal or reapply. Formal appeals must be submitted in writing via email to the ACLP Endorsement Office within 30 days of the date of the endorsement decision.

Program Standards Review and Maintenance Cycle

In keeping with best practices for credentialing programs, the ACLP Endorsement Review Committee will conduct a full review of graduate endorsement program standards every five years. If revisions are made, all endorsed programs, applicants, and prospective applicants will be notified. Programs that have not submitted a completed application will be subject to the updated standards immediately. Currently endorsed programs will continue their existing five-year cycle under the standards in place at the time of their application, provided annual maintenance requirements are met. Upon reapplication, programs must comply with the most current standards.

Undergraduate Endorsement Application Scoring Details

Each undergraduate endorsement application is reviewed independently by 3 trained reviewers serving on the Endorsement Review Committee. Reviewers do not assign weighted scores to their review but rather evaluate whether required contents are present (see scoring rubric below). At least 2 of the 3 assigned reviewers must indicate that an element is present for a “passing” score to be granted for that item. All required content must be present within each section to receive undergraduate endorsement.

Sub-Section I	Scoring	Documentation
Institution Administrative Parameters	Yes/No	<p>Required:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Letter of support from Dean/Chair/Administration <input type="checkbox"/> Student program plan or coursework pathway <input type="checkbox"/> CVs of full-time CCLS faculty member and instructor of required child life course (if different) <input type="checkbox"/> Copy of current CCLS certification for full-time CCLS faculty member AND instructor of required child life course (if different) <p>Recommended:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Evidence of EBP and research <input type="checkbox"/> Program Assessment – process & evaluation path <input type="checkbox"/> Program review results <input type="checkbox"/> Survey of students in clinical practice <input type="checkbox"/> Survey of clinical supervisors <input type="checkbox"/> Evidence of financial support <input type="checkbox"/> Degree program catalog entry <input type="checkbox"/> Sample teaching survey <input type="checkbox"/> Correspondence with clinical supervisors <input type="checkbox"/> Syllabi <input type="checkbox"/> Assignment instructions <input type="checkbox"/> Research collaboration documentation
Sub-Section II		
Student Guidance on Professional Development	Yes/No	<p>Recommended:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Student program plan/checklist <input type="checkbox"/> Student advisement supporting documents <input type="checkbox"/> Program learning objectives or goals
Sub-Section III		
Curriculum Review	Yes/No	<p>Required:</p> <ul style="list-style-type: none"> <input type="checkbox"/> <u>Completed course requirements spreadsheet</u> <input type="checkbox"/> Individual course syllabi <p>Recommended:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Program of studies or curriculum flowsheet <input type="checkbox"/> Course catalogue descriptions

Interpreting Your Undergraduate Endorsement Review Scorecard

All applicants who have successfully submitted their Undergraduate Endorsement application will receive an application scorecard after their application has been processed and reviewed (this process takes approximately 3 months). The

Undergraduate Endorsement scorecard describes which of the following application statuses has been granted:

- **Endorsement approved:** The undergraduate academic program meets all required standards in Sub-sections I, II, and III. The undergraduate academic program will be listed on the ACLP website with recognition of endorsement approval, and receive a certificate and an endorsement seal.
- **Application extended pending edits:** The undergraduate academic program has not sufficiently documented all required standards in Sub-sections I, II, and III. The Undergraduate academic program will have 30 calendar days to make the suggested changes to the academic program and re-submit for endorsement.
- **Endorsement denied:** The undergraduate academic program does not meet all required standards in Subsections I, II, and III, and requires programmatic changes rather than additional documentation. If the endorsement is denied, the undergraduate academic program may choose to either:
 - Appeal the decision following the appeals process (see additional information on the appeals process below)
 - Re-apply after a minimum of 12 months from the receipt of the decision with recommended changes in place

If, after reviewing, applicants have additional questions regarding application or scoring, please reach out to undergraduateendorsement@childlife.org

Scorecard Components

The Undergraduate Endorsement scorecard is comprised of two primary components:

1. **Subsection Overview:** The first few pages of your scorecard are the subsection overview. The subsection overview details whether your application passed each of the individual standards within Subsections I, II, and III. If your application did not pass a standard, the overview also highlights any additional evidence or materials you may need to submit to pass that criterion within the subsection. Please note that all required items must pass in each subsection to be recommended as endorsed. The subsection overview is a great resource to help you pinpoint key strengths and areas for growth within your application.
2. **Application Outcome:** The final pages of your scorecard, your application outcome, summarize the overall status (pass or fail) of Subsections I, II, and III, and provide the comprehensive status (approved, denied, or application extended pending edits) of your application. This section of the scorecard is a great resource for a quick snapshot of your application and endorsement status.

As you review your scorecard, it is important to examine both the sub-section overview and the application outcome. Together these components will provide you with a thorough understanding of how your application was reviewed and scored.

Interpreting Your Scorecard

To determine whether your application was approved, please consult the application outcome at the bottom of the final page of your scorecard. This will let you know whether your overall application was approved, denied, or extended pending edits. Once you have determined the overall status of your application, you can review the sub-section overview to learn more about the strengths and areas for growth within your application.

FAQs

How do I tell if my application was approved?

To determine whether your application was approved, please consult the application outcome at the bottom of the final page of your scorecard. Beneath this heading, you will see either recommended for endorsement, denied, or application extended pending edits.

Do I need to submit all required documents to pass?

Yes. Our application scoring process is extremely thorough and involves several strategic layers of review. Each subsection must meet all requirements to pass.

My application is extended pending edits. What does that mean?

If your application is designated as "extended pending edits," it means the initial submission did not meet all the requirements for endorsement. However, the reviewers believe the missing elements may be addressed with additional documentation. This designation allows you an opportunity to amend and resubmit your application for further review.

To proceed, carefully review your decision letter for detailed instructions on the next steps, including key deadlines for resubmission. Additionally, consult your scorecard, which provides specific feedback on areas where additional information or clarification is needed. This will help you identify and address any gaps in your application to ensure it meets the standards for endorsement.

Appeals and Grievances Policy

The Association of Child Life Professionals (ACLP) Board of Directors has approved a process through which academic programs may appeal a denial of endorsement, or final a grievance related to an endorsement decision. An "appeal" refers to a formal

complaint filed by an endorsement applicant concerning the process by which an endorsement status was granted or revoked. A “grievance” refers to a formal complaint filed by a third party concerning either the conduct of Endorsement Review Committee members or evidence of an endorsed program’s failure to maintain the requirements of endorsement as established by ACLP. To file an appeal or grievance related to an endorsement decision, the applicant must initiate the process below.

Process and Timeline

Prior to initiating the formal process for appeals and grievances, concerns should first be taken up with the chair of the Endorsement Review Committee within fifteen (15) business days of decision receipt or grounds of grievance. In the event that this communication does not resolve the concern, a formal appeal or grievance letter must be submitted in writing via email by the applicant/appellant to the ACLP office within fifteen (15) additional business days. A processing fee of \$750 is also required to complete the appeal process, and there is no processing fee to file a formal grievance. Failure to submit an appeal/grievance letter within the required time frame, the required fee (only applicable to appeals), or the grounds for the appeal or grievance will result in a dismissal of the complaint. In the case of appeals, dismissal also renders the Endorsement Review Committee’s endorsement decision to become final at that time.

The following information must be included in an appeal or grievance letter:

- Names of the parties involved
- A clear statement of the nature of the appeal or grievance
- A narrative of findings based on undergraduate or graduate endorsement standards, or policies and procedures related to endorsement (as applied to the institution or parties involved)
- Evidence on which the appeal or grievance is based, including all supporting documentation
- Explanation of the grounds of the appeal or grievance
- Description of previous communication with the Endorsement Review Committee
- Explanation of desired outcome

Only materials properly submitted to the Endorsement Review Committee (ERC) as part of the applicant’s endorsement application will be considered in the appeal. No new or external evidence may be submitted related to appeals. Grievances may include external evidence if related to the grounds of the grievance. The chairs of the Endorsement Review Committee will respond within two weeks of receipt to

determine whether [1] yes, there are grounds for appeal or [2] no, there are no grounds for appeal.

If the Endorsement Review Committee agrees there are grounds for appeal, a subcommittee of its members will be designated to review the concerns as submitted. The subcommittee will exclude individuals involved in the initial review of the endorsement application in question or those with actual or perceived conflicts of interest. The Endorsement Review chair will submit a copy of the appeal or grievance statement to each member of the designated subcommittee, as well as to the academic institution involved, the chair of the department involved, and others within the academic facility as requested by the appealing/grieving party. A meeting of the designated subcommittee and involved parties will be convened within 10 business days of the date on which the formal appeal or grievance letter is filed. Only the parties named in the appeal or grievance, designated subcommittee members, and witnesses invited by the designated subcommittee will attend meetings related to the filing. Either party is welcome to seek one support person who must be a faculty member, administrator, or student in the school or college in question. However, this support person shall not act as an advocate or have a role in discussions. Additionally, no legal counsel shall be involved in discussions, meetings, or deliberations.

The committee reserves the right to request additional testimony from witnesses who may have information pertinent to the appeal or grievance. The committee also may, at its discretion, communicate with the Child Life Certifying Commission (CLCC) when ethics violations are observed either in the appeal or grievance or the conduct of those engaging in this review process (both applicants and reviewers). The subcommittee will decide on the matter by a confidential vote governed by a simple majority. All parties will be notified, in writing, within five (5) business days of the decision, and the decision shall be immediately implemented. Complete documentation of each appeal outcome will be maintained along with the Undergraduate Endorsement application in the ACLP office. Should the grieving/appealing party wish to contest this decision, a secondary review process may be initiated.

Secondary Review Process for Appeals and Grievances

A grieving/appealing party that wishes to contest the appeal or grievance decision made by the Endorsement Review Committee may choose to submit a written request for review by the ACLP Board of Directors. This request must be made in writing within 15 days of the Endorsement Review Committee's decision. The ACLP Board of Directors, staff, or Endorsement Review members may consult legal counsel at any point in the investigation of alleged policy or procedure violations related to an

appeal or grievance. However, involved parties are not expected to be represented by counsel and no forum hearings are held.

The ACLP Board of Directors shall review and render a decision through a majority vote within 30 days of receipt of the request for secondary 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 appealing/grieving party shall be notified of the decision within five (5) business days of the decision. The decision shall also be reported to the Endorsement Review Committee and is binding on all involved parties. Complete documentation of each appeal outcome will be maintained along with the Undergraduate Endorsement application in the ACLP office.

Appeal and Grievance Letter Template

Your Full Name]
[Your Program/Institution Name]
[Your Address]
[City, State, ZIP Code]

[Date]

To:
Endorsement Review Committee
Association of Child Life Professionals (ACLP)
[ACLP Address]
[City, State, ZIP Code]

Subject: Appeal/Grievance Regarding [Specify Issue, e.g., Application Decision, Policy Interpretation]

Dear Members of the Endorsement Review Committee,

I am submitting this formal [appeal/grievance] regarding [specific issue, e.g., the decision on my program's endorsement application, procedural concerns]. This

request is made in accordance with ACLP's policies and procedures for endorsement appeals and grievances.

Parties Involved:

- **Applicant Name:** [Your Name/Institution Name]
- **Relevant ACLP Representatives or Committee Members:** [If applicable]

Nature of the Appeal/Grievance:

[Provide a clear and concise statement of the issue being appealed or the grievance being filed.]

Findings Based on Endorsement Standards, Policies, or Procedures:

[Explain how the endorsement standards, policies, or procedures apply to the case. Clearly reference specific undergraduate or graduate endorsement standards and how they relate to the issue.]

Supporting Evidence:

[Include all relevant documentation supporting the appeal or grievance. This may include official correspondence, policy excerpts, previous decisions, or any other relevant material.]

Grounds for the Appeal/Grievance:

[Provide a detailed explanation of why an appeal or grievance is being filed, referencing specific standards, policies, or procedural inconsistencies.]

Previous Communication with the Endorsement Review Committee:

[Summarize any prior discussions, emails, or meetings related to this matter, including dates and key points of communication.]

Desired Outcome:

[Clearly outline the resolution you are seeking, such as reconsideration of a decision, clarification of a policy, or specific corrective action.]

[Your Full Name]

[Your Title/Position]

[Your Program/Institution Name]

Maintaining Your Endorsement

To uphold academic standards and integrity, the ACLP Board approved the following maintenance process for endorsement:

Academic programs will be recognized as ACLP-endorsed for 5 years, pending annual submission of maintenance materials. Once endorsement has been established through the ACLP, academic programs will be expected to submit yearly maintenance materials and complete an endorsement renewal process every 5 years. An Annual Maintenance Form must be submitted. Additional materials may also be requested or needed depending on changes noted in the Annual Maintenance Form.

Annual Endorsement Maintenance Fee: \$275

Re-Endorsement Fee: \$2000

The Endorsement Review Committee (ERC) receives and reviews annual maintenance forms and materials to verify continued fulfillment of endorsement requirements. The ERC understands that unforeseen circumstances can lead to changes in academic program structures following endorsement. ACLP reserves the right to revoke an endorsement of an academic program if a program becomes unable to meet the required criteria for endorsement.

Substantive Program Changes Between Reporting Periods

If your program undergoes substantive changes between annual maintenance reporting periods, please email UndergraduateEndorsement@childlife.org. Depending on the nature of the change, the committee may request to see documentation related to the change in advance of your next maintenance report. Once the information is reviewed, the academic program will be granted one of the following statuses:

- **Endorsement maintenance approved:** The undergraduate academic program continues to meet all required standards in Subsections I, II, and III and continues endorsed status. The program will remain listed on the ACLP website with recognition of endorsement approval.
- **Endorsement maintenance pending edits:** The undergraduate academic program has reported changes that challenge the capacity of the program to continue meeting standards in Subsections I, II, and III. The undergraduate academic program will have up to 12 months to make the needed changes to the academic program and resubmit for endorsement.
- **Endorsement maintenance denied:** The previously endorsed undergraduate academic program can no longer be identified as endorsed and is eligible to re-apply for endorsement after a period of 12 months has passed.

Membership Communication

The Endorsement Review Committee strives to have clear and open communication with the ACLP membership. Some ongoing forms of communication consist of the following: Association Updates webinars, Newsletters, ACLP *Bulletin* articles, the ACLP website, and blog posts. The email link provided on the website (undergraduateendorsement@childlife.org) is open to anyone for questions.

Messages sent to this address are received within the ACLP office and typically answered by ACLP staff. If needed, the staff member forwards the request/inquiry to the ERC chair and chair-elect for further information. In addition to these resources, representatives from the ERC, typically the chair and/or chair-elect, are available for questions during the Association Updates and ACLP Round Table at the annual ACLP conference.

Undergraduate Endorsement FAQs

How should I proceed if I have more supporting documents than the attachment space allows?

If you have more supporting documents than the application portal allows for attachments, you should compress the documents into a single zipped file. The portal only accepts zipped files, so this step is necessary to ensure all required materials can be uploaded within the portal's constraints.

To create a zipped file:

- Gather all your supporting documents into a single folder.
- Right-click the folder and select “Compress” or “Send to > Compressed (zipped) folder.”
- Upload the zipped file to the application portal.

What is the purpose of the Intent to Apply form?

The Intent to Apply form notifies ACLP that your program is ready to pursue endorsement. This form must be submitted before your program can be granted access to the application portal. Once submitted, an ACLP staff member will contact your program with instructions to begin the application process.

How does ACLP maintain a fair and equitable review process?

Reviewers are selected by the Endorsement Review Committee (ERC) and must meet rigorous qualification standards. They receive training to ensure they fully understand the review process. Each application is assigned to three reviewers, and all reviewers are required to sign and complete conflict of interest forms to maintain neutrality in the review process. Reviewers work independently to complete their evaluations. For each standard or competency, it must be marked as passed by at least two of the three reviewers for it to be considered passed. This structured approach is designed to ensure that all applications are given a fair opportunity to demonstrate evidence of mastery of the standards.

How does ACLP/ERC protect the privacy and confidentiality of submitted documents (such as syllabi, CVs, etc.)?

Reviewers are required to sign forms when joining the committee and prior to beginning application reviews. These forms acknowledge that reviewers will have access to the intellectual property of applying programs, such as syllabi, CVs, and other documents, and prohibit them from using, repurposing, or benefiting from these materials. All application documents are stored in OpenWater for the duration of the application cycle, during which ACLP, the reviewers assigned to the application, and the applicant have access to the materials. After the application cycle ends, the documents are only accessible to ACLP.

Which sections of the application should omit names, logos, or identifying details?

Since the application is not a blind review, identifying information such as names and logos may be included in any part of the application.

What is the deadline?

After the academic program completes an Intent to Apply Form, the ACLP office will assign a due date coinciding with the open enrollment window. Applications are reviewed quarterly.

What types of supporting documentation can be used to demonstrate the competencies?

Applying programs should assess which materials (e.g., course syllabi, CVs, rubrics, assignments, lecture notes) best demonstrate mastery of the competencies. The same document may be used to show mastery of multiple competencies. For a list of potential supporting documentation, refer to the application scoring details section of

the manual. This list is not exhaustive, and programs may submit other types of documentation. Programs are also encouraged to submit a plan of study or similar document to help reviewers track how competencies are met in required versus elective courses.

When will I be notified of the endorsement decision?

Each applying program is assigned an application due date based on the enrollment period or a prior agreement. The Endorsement Review Committee reviews applications and issues decisions within 90 days of submission. Decision letters are sent via email once the review is complete, which may take up to 90 days after the end of the application enrollment period.

How will I receive notification of the endorsement decision?

All communication will be handled through the ACLP office. Once a decision is made, an ACLP staff member will notify the academic program via email.

If our program is not granted endorsement, can we re-apply? If so, when?

Yes, an academic program may reapply after 12 months have passed since the endorsement decision.

Can two certified child life specialists split the duties of the required full-time (FTE) academic program faculty?

The criteria state that there must be at least one 1.0 FTE faculty member who:

- Holds an advanced degree
- Is a certified child life specialist (CCLS)
- Is involved in child life program decision-making and curriculum development.

Can a child life academic faculty member be part-time?

The criteria state that there must be at least one 1.0 FTE faculty member (see previous question). However, additional child life faculty may be part-time.

What does a narrative look like?

Please refer to the endorsement page on the ACLP website for a narrative example. Page link: [Undergraduate Endorsement Overview & Resources](#)

Is a supporting document required for each content element?

Endorsement Review Committee members are trained to evaluate various forms of evidence supporting each required element. While a separate supporting document is not required for each element, reviewers must clearly determine how the requirement is met within the academic program. The narrative section should be used to explain how the element is incorporated and where supporting evidence can be found.

Do the criteria restrict full-time child life academic faculty from taking a sabbatical?

Self-care and continuing education are important and supported by the ACLP and ERC. Child life faculty may take a sabbatical or other extended leave. If the child life faculty is planning on an extended leave, the academic program must consider an interim full-time child life faculty member (who meets the criteria) to teach appropriate courses, provide student advising, and be available with input for curriculum planning.

APPENDIX A

Intent to Apply Form Overview



Undergraduate Endorsement Intent to Apply Form

**Click here to complete and submit the form: [Intent-to-Apply Form](#)
Forms submitted outside the provided portal will not be accepted.**

Academic Institution

Institution Name:	
Degree (including concentration, if applicable):	
Mailing Address:	

Primary Contact

Name:	
Title:	
Email:	
Phone:	
Mailing Address:	

Secondary Contact

Name:	
Title:	
Email:	
Phone:	
Mailing Address:	

Statements of Understanding

I, _____, attest that the information on this form is true and accurate and hereby acknowledge the information provided below.

- Applications are reviewed quarterly. The inability to submit all required documentation within the set timeframe provided may result in delays. ACLP is unable to guarantee application if the submission is past the quarterly deadline.
- A completed Endorsement Application and an accompanying \$2000 fee must be submitted to initiate the application review process.
- To reinitiate the application review process following a denial after an appeal, the applicant must submit a completed Endorsement Application along with a non-refundable reduced fee of \$750.
- Submission of endorsement application materials does not guarantee endorsement. Upon application review completion, an official decision outcome letter will communicate if endorsement has been granted.
- Maintaining endorsement will involve submitting annual documentation to demonstrate that the program continues to meet the standards set by the ACLP and includes a maintenance fee of \$275.

The signature below confirms that the above information on this form is true and accurate to the best of my knowledge.

Primary Contact Signature: _____

Date: _____

Click here to complete and submit the form: [Intent-to-Apply Form](#)

For assistance, please email the ACLP office at undergraduateendorsement@childlife.org

APPENDIX B

Undergraduate Academic Endorsement Program

Application Checklist

Please complete this checklist prior to submitting your Undergraduate Academic Endorsement Application to ensure all required materials are present.

- ☐ Ensure that your program meets all requirements for endorsement.
- ☐ Submit an [Intent-to-Apply Form](#)
- ☐ Create an ACLP account by contacting the ACLP membership department at membership@childlife.org.

Include the following supporting documents in the submitted application files:

Inclusion:	Document
<input type="checkbox"/>	Copy of Undergraduate Program Description from the College/University Course Catalog
<input type="checkbox"/>	Copy of the Undergraduate Degree Plan
<input type="checkbox"/>	Verification of College/University Accreditation

<input type="checkbox"/>	Letter from Dean/Chair of Academic Unit/Department verifying a faculty member who participates in program and curriculum development and meets the following requirements: <ul style="list-style-type: none"> • Holds an Advanced Degree • Current Child Life Certification • Minimum 1.0 FTE
<input type="checkbox"/>	Curriculum Vitae for all individuals teaching within the program, inclusive of adjunct instructors
<input type="checkbox"/>	Copy of course catalog description and syllabi (or course outline) for each course listed in Section III A&B

☐ Upload all narratives and supporting documentation to the application portal at OpenWater

☐ Export a PDF of the original application and supporting documents for your records.

☐ Send a nonrefundable administrative review fee of \$2000.00 (USD) to the Association of Child Life Professionals.

- Applications submitted online will not be processed or reviewed until the fee is received. Application fee can be paid online or by check made out to the Association of Child Life Professionals (with Undergraduate Endorsement in the memo line) to the address below.

Association of Child Life
Professionals
Attn: Undergraduate Endorsement
8843 Greenbelt Road, #261
Greenbelt, MD 20770-2255

Undergraduate Endorsement – Example Narrative
Sub-section I: Institutional Administrative Parameters

Standard E

Describe how the undergraduate academic program utilizes research with students

- Coursework including evidence-based practice and EBP statements from the Association of Child Life Professionals
- Literature reviews
- Participation in or conducting research
- Other related research emphasis

(Official Documents, p. 15, I.E.)

Narrative Information:

Students in our program are exposed to and involved in research in several ways. First, as can be seen in the attached syllabus for PSY 210 Research with Children, students not only cover research design and interpretation (p. 4 course outline) but also complete their independent literature review (see literature review assignment description pg. 5) which they are then required to present at our college's fall student research symposium (see assignment description pg. 5; also attached student research symposium flyer). Students must also complete a 1 credit hour seminar in research ethics and issues (see attached syllabus for RES 101) for graduation (see also attached program of studies document, page 2 where "RES 101" is listed as a requirement). Students are also exposed to opportunities to serve as research participants in university projects for extra credit (see PSY 210 syllabus page 7) and

are encouraged to attend our regional child life conference, which is financially covered by our institution (see attached departmental conference travel agreement pg. 5).

Document Uploads:

Please upload syllabi, course descriptions, and any other supporting materials (e.g. - assignments, assessments, etc.) in a zip file following the attachment label instructions.

- 1: PSY 210 RESEARCH SYLLABUS Attachment
- 2: RESEARCH SYMPOSIUM FLYER Attachment
- 3: RES 101 SYLLABUS Attachment
- 4: CHILD LIFE PROGRAM OF STUDIES Attachment
- 5: CHILD LIFE CONFERENCE TRAVEL AGREEMENT

APPENDIX C

Undergraduate Academic Endorsement Application Overview

Complete Application Online: [Undergraduate Academic Endorsement Application Page](#)

Forms submitted outside the provided portal will not be accepted.

Name of College/University:	
College/University Address:	
President of College/University:	
Undergraduate Academic Program Applying for Endorsement (e.g., Bachelor of Science in Human Development, Child Life Concentration)	
Which label best describes the child life component of your Undergraduate Academic Program?	
<input type="checkbox"/> Major <input type="checkbox"/> Minor <input type="checkbox"/> Concentration/Emphasis/Focus/Specialization	
Academic Unit/Department of Program:	Chair of Academic Unit/Department:

Primary Contact Person Name:	Title:
Mailing Address:	

Preferred Phone:	
Email address:	
Fax:	

Secondary Contact Person Name:	Title:
Mailing Address:	
Preferred Phone:	
Email address:	
Fax:	

Undergraduate Academic Endorsement Application (Cont'd)

Statement of Understanding

- I attest that the information enclosed in this application is true and accurate to the best of my knowledge.
- I read, understand, and agree to abide by the Child Life Code of Ethics and understand the expectation that all child life professionals teaching at this academic institution will abide by this code of Responsibility.
- Upon endorsement, I understand that if requested from the public, the ACLP will confirm the following: endorsement status (current, expired, never endorsed), and effective/expiration dates.
- I understand that the ACLP reserves the right to verify any information I have provided in the application.
- I understand that once materials are submitted, the application and supporting documents become the property of the ACLP and will not be returned.
- I understand that evaluation scores will be released to the ACLP, the primary contact person, and the secondary contact person listed on this application.

Primary Contact Signature: _____

Primary Contact Printed Name: _____

Date: _____

Dean/Chair of Academic Unit/Department Signature: _____

Dean/Chair of Academic Unit/Department Printed Name: _____

Date: _____

Undergraduate Academic Endorsement Application (Narrative Portion)

*Please note that many of the standards below correlate to the *Official Documents of the Association of Child Life Professionals* (2002), specifically, Chapter 5: Academic and Clinical Preparation Programs. Corresponding sections, if applicable, are noted in parenthesis following each standard.

I. Institutional and Administrative Parameters

The institution (college or university) that offers an undergraduate academic program demonstrates in its overall organizational structure and plans sufficient support to enable quality education for students.

Standard A	
Describe how the sponsoring institution:	
<ul style="list-style-type: none"> a. Supports the goals and purposes of the undergraduate academic program b. Supplies appropriate financial support c. Provides sufficient facilities, including offices, classrooms, libraries, and clinical space 	
(Official Documents, p. 14, I.A.)	
Narrative Information: 300 words maximum, upload relevant documents (no external links)	Document Uploads
Standard B	
Describe how the undergraduate academic program:	
<ul style="list-style-type: none"> a. Represents a cohesive design for study with sound theoretical and scholarly bases b. Provides courses and clinical applications that are organized in a logical sequence with thoughtful partnering for learning and practicing the implementation of theories 	
(Official Documents, p. 14, I.B.)	
Narrative Information 300 words maximum, upload relevant documents (no external links)	Document Uploads
	<u>Suggested documents:</u> course catalog, student

	program plan, etc.
Standard C	
Describe how the qualifications of the faculty and staff directly related to the courses they teach, or clinical experience supervised, including:	
<ul style="list-style-type: none"> a. For all faculty <ul style="list-style-type: none"> 1. Backgrounds of study 2. Professional experience b. For faculty teaching child life required topics of study only <ul style="list-style-type: none"> 1. Current child life certification 2. A minimum of 4,000 hours paid experience OR a minimum of two years experience teaching child life subject matter (Beginning in 2022, those without teaching experience who wish to initiate a child life course will only be considered qualified if they have a minimum of 4,000 hours paid child life experience). 	
<i>(Official Documents, p. 14, I.D.)</i>	
Narrative Information 300 words maximum, upload relevant documents (no external links)	Document Uploads
	<u>Required:</u> Resumes/CVs for all faculty involved with the undergraduate program
Standard D	
Describe how the undergraduate academic program completes a self-evaluation of its components at least every five years. Methods for self-evaluation should include:	
<ul style="list-style-type: none"> a. Curriculum review b. A survey of current and former students in clinical practice c. A survey of clinical supervisors 	
<i>(Official Documents, p. 15, I.F.)</i>	
Narrative Information 300 words maximum, upload relevant documents (no external links)	Document Uploads
	<u>Suggested documents:</u> sample survey, program review results, correspondence with clinical supervisors
Standard E	

Describe how the undergraduate academic program utilizes research with students <ul style="list-style-type: none"> a. Coursework including evidence-based practice and EBP statements from the Association of Child Life Professionals b. Literature reviews c. Participation in or conducting research d. Other related research emphasis (Official Documents, p. 15, I.E.)	
Narrative Information 300 words maximum, upload relevant documents (no external links)	Document Uploads
Standard F	
Explain how the Certified Child Life Specialist(s) within the undergraduate academic program is involved in program and curriculum development. <ul style="list-style-type: none"> a. Child life faculty member has input in curriculum changes b. Advocates for curriculum changes to align with certification requirements and recommendations of the Association of Child Life Professionals c. Collaborates with faculty to ensure appropriate content is included across curriculum 	
Narrative Information 300 words maximum, upload relevant documents (no external links)	Document Uploads
	N/A

II. Student Guidance on Professional Development

The undergraduate academic program ensures that students are provided with guidance and direction in career and professional development.

Standard G	
Describe how the undergraduate academic program provides ongoing, systematic evaluation and guidance to students. <ul style="list-style-type: none"> a. Advising sessions at regular intervals <ul style="list-style-type: none"> i. Coursework selection ii. Volunteer experiences iii. Internship application guidance b. Student program plan c. Resume help/career center/interview skills 	

<i>(Official Documents, p. 15, II.C.)</i>	
Narrative Information 300 words maximum, upload relevant documents (no external links)	Document Uploads
	N/A
Standard H	
1. Describe how the undergraduate academic program keeps abreast of professional requirements in order to guide students, including <ul style="list-style-type: none"> a. Internship standards b. Academic requirements c. Certification requirements d. Strategic plan and ACLP initiatives 2. Describe how the standards and requirements are reflected in your program learning outcomes.	
<i>(Official Documents, p. 15, II.D.)</i>	
Narrative Information 300 words maximum, upload relevant documents (no external links)	Document Uploads
	N/A

III. Curriculum Review

The undergraduate academic program ensures that students' education meets ACLP certification requirements and addresses all subjects required for endorsement.

Standard I	
1. Describe how your courses align with 2019 certification required courses for the Association of Child Life Professionals. 2. Describe how your courses address the undergraduate endorsement required subjects.	
Narrative Information 300 words maximum, upload relevant documents (no external links)	Document Uploads
	<u>Required:</u> <u>Course Requirement Sheet</u> , course syllabi






APPENDIX D

Application Portal Navigation Guide - OpenWater Edition



1. Creating Your Account
2. Accessing the Application Portal and Starting Your Application
3. Narrative Responses and Supporting Documentation
4. Working Through the Application Sections
5. Tracking Your Progress
6. Submitting Your Application(s)
7. Downloading Your Completed Application
8. Next Steps
9. Troubleshooting

Professionals

Welcome [redacted]
Home
 My Applications
All (4)
Incomplete (3)
Complete (1)
My Judging Assignments
 My Profile
 Change Password
 Admin Panel
 Log Out

[Home](#) / [My Applications](#) / 4256 [redacted]

2025 ACLP Undergraduate Academic Endorsement Program

[Contact Information](#) [Program Overview](#) [Curriculum I](#) [Curriculum II](#) [Supporting Documents](#)

[Statement of Understanding](#)

I. Institutional and Administrative Parameters

The institution (college or university) which offers an undergraduate academic program demonstrates in its overall organizational structure and plan that there is sufficient support to enable quality education of students.

Standard A *

Describe how the sponsoring institution supports the goals and purposes of the undergraduate academic program, supplying appropriate financial support, and sufficient facilities, including offices, classrooms, libraries, and clinical space.

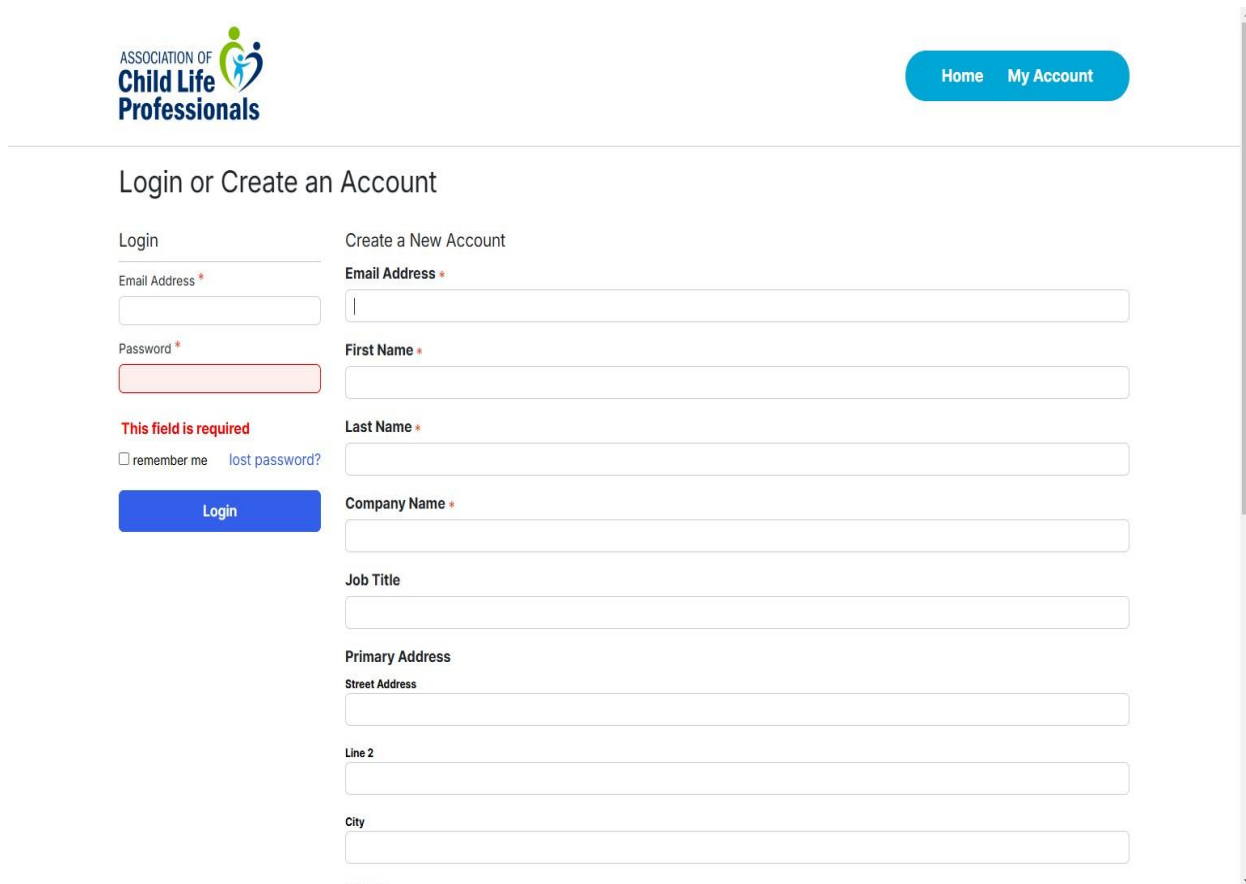
Word count: 0 / 300

1. Creating Your Account

As a first-time applicant or new OpenWater account user, you will be asked to create an account for your institution using the designated contact information. This individual will be considered the primary contact person for all things related to your endorsement application and will receive all communication sent from the ACLP.

To create an account, click “My Account”. Only the primary contact for your program will have access to the portal. Once an account is created, the login credentials can be shared with the secondary contact person for the submission work collaboration/support.

The following link will take you to the account registration/applicant page:
<https://childlife.secure-platform.com/endorsement/account/login>



The screenshot shows the 'Association of Child Life Professionals' website. At the top left is the logo, and at the top right are 'Home' and 'My Account' buttons. The main heading is 'Login or Create an Account'. Below this, there are two columns. The left column is for 'Login' and contains fields for 'Email Address' and 'Password'. The 'Password' field has a red border and a message 'This field is required'. Below the password field are links for 'remember me' and 'lost password?'. A blue 'Login' button is at the bottom of this column. The right column is for 'Create a New Account' and contains fields for 'Email Address', 'First Name', 'Last Name', 'Company Name', 'Job Title', 'Primary Address' (with 'Street Address' and 'Line 2' sub-fields), and 'City'. A 'Country' field is partially visible at the bottom.

2. Accessing the Application Portal and Starting Your Application

After creating your account, you can begin your submission when the application window opens. The main application screen will display all applications (Graduate and Undergraduate), along with the status and due dates for each application once you start completing them. To complete an application, click on the name of the endorsement you are pursuing.





[Home](#)
[My Account ▾](#)

Welcome TEST USER

- My Profile
- Change Password
- Log Out

Program	Status	Deadline	Action
2025 ACLP Graduate Academic Endorsement Program	Opens on 2/4/2025 12:00 AM	4/30/2025 11:59 PM	Not Yet Open
2025 ACLP Undergraduate Academic Endorsement Program	Opens on 2/4/2025 12:00 AM	4/30/2025 11:59 PM	Not Yet Open

Current Timezone: Eastern Time (US & Canada)








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3. 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 limit on narrative responses.

Professionals

Welcome [redacted]

Home

My Applications

All (4)

Incomplete (3)

Complete (1)

My Judging Assignments

My Profile

Change Password

Admin Panel

Log Out

Home / My Applications / 4256 - [redacted]

2025 ACLP Undergraduate Academic Endorsement Program

Contact Information

Program Overview

Curriculum I

Curriculum II

Supporting Documents

Statement of Understanding

I. Institutional and Administrative Parameters

The institution (college or university) which offers an undergraduate academic program demonstrates in its overall organizational structure and plan that there is sufficient support to enable quality education of students.

Standard A

Describe how the sponsoring institution supports the goals and purposes of the undergraduate academic program, supplying appropriate financial support, and sufficient facilities, including offices, classrooms, libraries, and clinical space.

Word count: 0 / 300

In addition to a narrative response, you are required to upload supporting documents in Zip files to demonstrate how your program meets the standard. 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.

Standard A: Evidence Upload

Please upload your evidence for this standard as a .zip file.

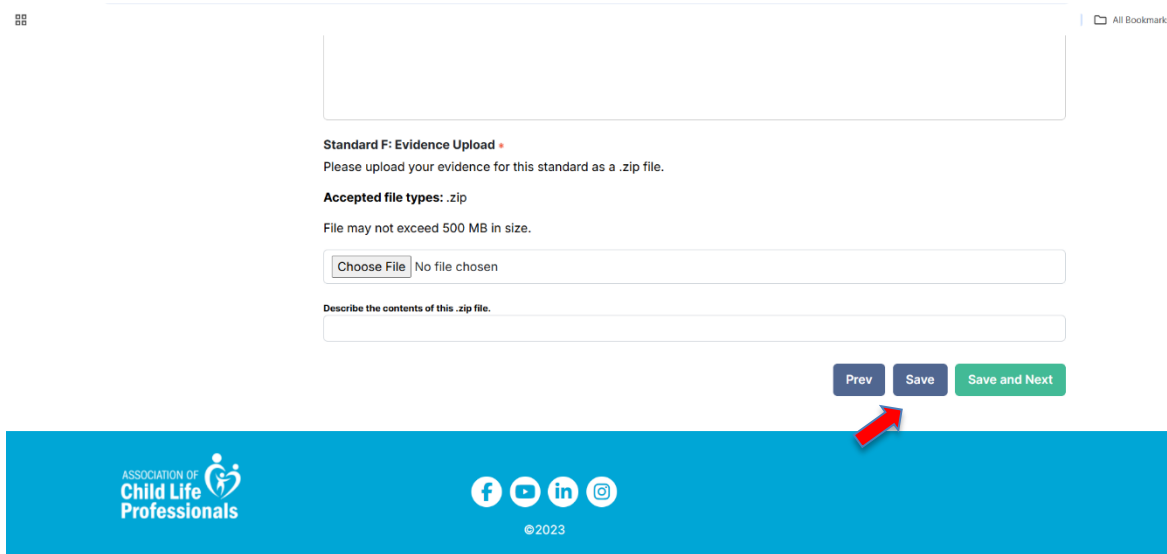
Accepted file types: zip

File may not exceed 500 MB in size.

Choose File No file chosen

4. Working Through the Application Sections

You do not have to complete the entire form in one sitting. If you scroll down to the bottom of any page of a form and click “Save”, you can leave the form and log out of the portal and your progress will be saved. **If you leave a form or log out without saving your entries, you will risk losing your progress!**



Standard F: Evidence Upload •

Please upload your evidence for this standard as a .zip file.

Accepted file types: .zip

File may not exceed 500 MB in size.

Choose File No file chosen

Describe the contents of this .zip file.

Prev Save Save and Next

ASSOCIATION OF
Child Life
Professionals

f yt in ig

©2023

5. Tracking Your Progress

To view all current applications pending submission, click on “My Applications” followed by “Incomplete”. To finish and submit your application, click on “Edit” to navigate to the incomplete portions of the application.

Association of Child Life Professionals

Admin Controls: [Edit Page](#)

Home My Account

Welcome [Redacted]

- Home
- My Applications
- All (2)
- Incomplete (2)
- My Judging Assignments
- My Profile
- Change Password
- Admin Panel
- Log Out

Program	Status	Deadline	Action
2025 ACLP Graduate Academic Endorsement Program	Opens on 2/4/2025 12:00 AM	4/30/2025 11:59 PM	Not Yet Open
2025 ACLP Undergraduate Academic Endorsement Program	Opens on 2/4/2025 12:00 AM	4/30/2025 11:59 PM	Not Yet Open
Current Timezone:		Eastern Time (US & Canada)	

Association of Child Life Professionals

f y in

6. Submitting Your Application(s)

To submit your application once all necessary and required components are uploaded and entered, click on “Save and Finalize”. Be sure you and all application 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.**

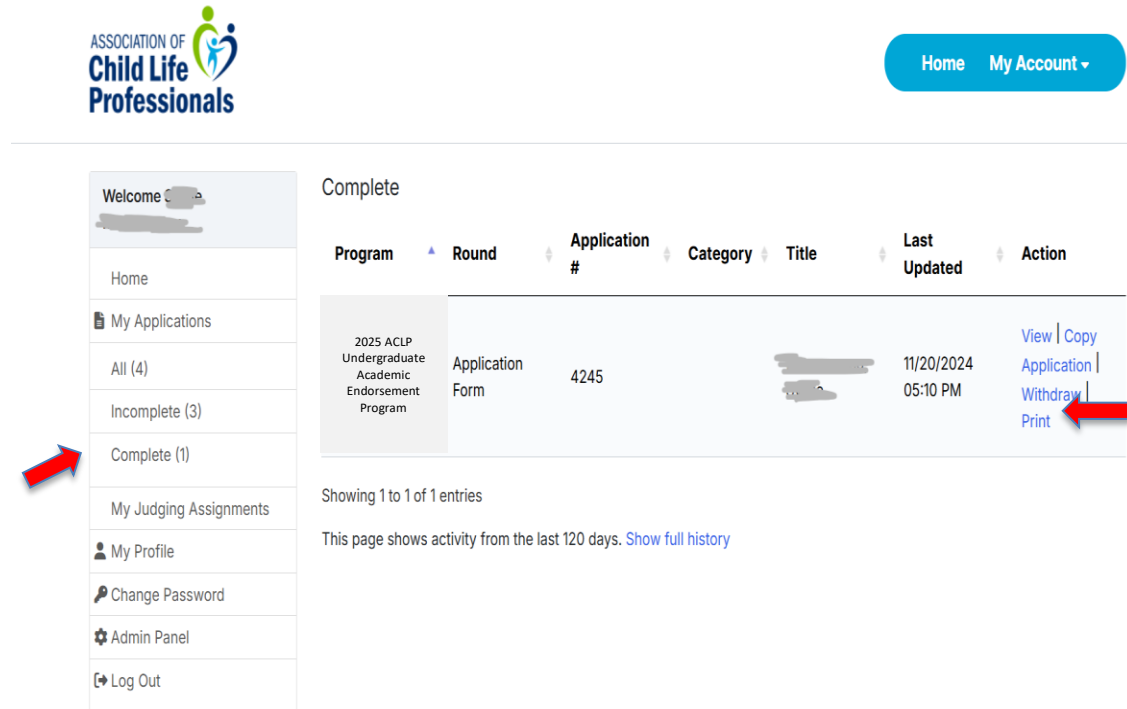
The screenshot shows a web browser window with the URL `childlife.secure-platform.com/endorsement/organizations/main/submissions/details/106318?edit=False&ignoreCategoryClosedWarning=False`. The form contains the following fields:

- Date ***: A text input field.
- Dean or Chair of Academic Unit/Department Signature ***: A large text area for a signature.
- Clear**: A blue link below the signature field.
- Dean or Chair of Academic Unit/Department Name ***: A text input field.
- Date ***: A text input field.

At the bottom right of the form are three buttons: **Prev**, **Save**, and **Save and Finalize**. A red arrow points to the **Save and Finalize** button. The footer of the page features the Association of Child Life Professionals logo and social media icons for Facebook, Twitter, LinkedIn, and Instagram.

7. 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, click on “My Applications” followed by “Complete”. Once on the completed application tab, click the “Print” button in the upper right-hand corner of the completed tab page.



The screenshot shows the user interface of the Association of Child Life Professionals. On the left is a sidebar menu with options: Home, My Applications, All (4), Incomplete (3), Complete (1), My Judging Assignments, My Profile, Change Password, Admin Panel, and Log Out. A red arrow points to the 'Complete (1)' option. The main content area is titled 'Complete' and displays a table with one application entry. The table has columns: Program, Round, Application #, Category, Title, Last Updated, and Action. The entry is for the '2025 ACLP Undergraduate Academic Endorsement Program' with application number 4245, last updated on 11/20/2024 at 05:10 PM. The Action column contains links for View, Copy, Application, Withdraw, and Print. A red arrow points to the 'Print' link.

Program	Round	Application #	Category	Title	Last Updated	Action
2025 ACLP Undergraduate Academic Endorsement Program	Application Form	4245			11/20/2024 05:10 PM	View Copy Application Withdraw Print

Showing 1 to 1 of 1 entries

This page shows activity from the last 120 days. [Show full history](#)

8. Next steps

After you submit your application, ACLP staff will check it for completeness. If your application is incomplete, ACLP staff will contact you with a reminder of the application closure date. Applications submitted after the enrollment window will not be considered.

Applications without payment will not move on to the review stage.

Once the application has been verified as complete and the application fee has been received, the application will be sent to the reviewers. Staff will verify that your application fee has been received.

Total review time can take up to 90 days. Once the reviewers are finished, ACLP staff will communicate official results to applicants.

9. Troubleshooting

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

APPENDIX E**Undergraduate Endorsement Annual Maintenance Form**

Name of Academic Program	Name of Faculty Coordinator
Date of Endorsement Approval	Annual Maintenance Report Date
Phone Number	E-mail Address

Year	Total Enrollment in Program Since Last Report Submission	Total Graduates of Program Since Last Report Submission	Is child life internship completion required for graduation?
	Spring	Spring	Yes/No
	Fall:	Fall:	
	Summer:	Summer:	
	Other:	Other:	

Section A

Please confirm your academic program upholds the following required criteria for endorsement. ALL criteria must be met to maintain endorsement.

- List all majors, minors, or concentrations within the undergraduate degree program in child life or related fields that include a concentration in child life.**

Applicable Course	Required or Elective

2. Employment of at least 1.0 FTE faculty member who:
 - Holds an advanced degree
 - Is a Certified Child Life Specialist (CCLS)
 - Is involved in child life program decision-making and curriculum development

Faculty Member Information:

First & Last Name:

Credentials:

Email Address:

Course(s) Led:

3. **CCLS faculty and other adjunct professor(s) cover curriculum standards that address the child life core competencies. Please list all that is applicable below**

-
-
-
-
-
-

4. Additional curriculum including components of all theoretical foundations and applied areas of study corresponding to the 2019 academic eligibility requirements as established by the CLCC.

I confirm that the above-named academic program continues to reflect the required criteria listed.

Signature of Faculty Member

Section B

Please accurately and completely answer the following questions. If the academic program has not had any or does not anticipate any changes in the next 12 months, please mark N/A under the corresponding question.

1. Have there been changes in the past 12 months to your endorsed program that may require Association of Child Life Professionals consultation relevant to maintaining endorsement status? (e.g. major increase/decrease in program curriculum)
 - a. Any changes you anticipate?
 - b. What current discussions? Climate? Circumstances?
2. Describe how you have addressed these changes to maintain endorsement status.
3. Have there been changes to Certified Child Life Specialist faculty in the past 12 months, or do you anticipate changes in the next 12 months, that could affect your program's endorsement status?
4. Describe how you have addressed these changes to maintain endorsement status.
5. Please describe any substantive changes in curriculum or coursework within your program (those requiring departmental or university approval). Please provide any syllabi for new or adapted courses within your program related to endorsement (including title and objectives).
6. Describe how you have addressed these changes to maintain endorsement status.
7. Please describe any other changes you are aware of that may impact your program's endorsement status.