



Association of Child Life Professionals Undergraduate Endorsement Applicant Information

Undergraduate Endorsement Fees

Application Fee: \$1750

Annual Maintenance Fee: \$250

Appeals Fee: \$500

Re-Endorsement Fee: \$1750

Application Requirements & Rating

All of the Association of Child Life Professionals' 2019 Certification Eligibility Course Requirements must be currently/actively implemented in the academic program with substantiating syllabi for the Undergraduate Endorsement application to be reviewed.

Undergraduate Endorsement Application requirements are rated as yes, present or no, not present with the total application goal being 100% for earning endorsement.

Evaluation Outcomes

The undergraduate academic program applicant will receive one of three recommendations:

- Endorsement
- Application Extended Pending Edits
- Endorsement Denied

Endorsement:

The undergraduate academic program meets all requirements in the application and will be listed on the ACLP website with recognition of undergraduate academic program endorsement.

Application Extended Pending Edits:

The undergraduate academic program does not meet all requirements of the application and/or does not meet the threshold score in one or more areas of the requirements of the application. Undergraduate academic programs will have one quarter (90 calendar days) to clarify evidence provided and re-submit for endorsement review.

Endorsement Denied:

The undergraduate academic program may choose to either

- Appeal the decision following the appeals process
- Re-apply after a minimum of 12 months from the receipt of the decision with recommended changes in place to meet all requirements.

Appeals Process



Undergraduate academic programs may appeal a denial of endorsement. An adverse endorsement decision is defined as a denial or revocation of endorsement status to an applicant of the ACLP undergraduate academic program endorsement. Endorsement decisions may be appealed by applicant who believe the denial decision was inaccurate. To file an appeal of an adverse endorsement decision, the applicant must initiate the appeals process.

Process and Timeline

The appeal must be submitted in writing to the ACLP office within 60 days (8 weeks) of notification of denial indicating the undergraduate academic program is appealing the decision of the undergraduate endorsement review. Attach a letter explaining the grounds for appeal. List each component that was identified by the reviewers as deficient, and state the specific reason(s) for disagreement with the decision.

- No new evidence may be submitted on the appeal.
- Only materials properly submitted to the undergraduate endorsement reviewers prior to the decision that is the subject of the appeal will be considered in the appeal.

A processing fee of \$250 is necessary to complete the appeals process.

The UERC has 2 weeks to respond to the appeal:

- Yes, there is grounds for an appeal
- No, there is no grounds for an appeal.

If determined there is grounds for an appeal, the UERC will appoint a new panel of reviewers to review the appeal. Appeals Review may be the following quarter or a quarter at a later time (depending on reviewer availability). Upon completion of its review, the panel will either uphold or reverse the decision to deny endorsement and will mail a decision letter to the undergraduate academic program's primary contact. The decision is final and binding. Complete documentation of each appeal and outcome will be maintained along with the undergraduate academic program's application in the ACLP office. The appeal will be dismissed and the clinical internship reviewers' decision will become final in the event of failure to submit the letter of appeal, appeal fee, or grounds for appeal within the required time frame.

Maintenance

Maintaining Endorsement

Once endorsement has been earned through the ACLP, undergraduate academic programs will be expected to submit a maintenance form annually and to complete the renewal process every 5 years. The UERC reviews these annual maintenance forms and renews materials to verify continued fulfillment of required criteria for endorsement. The UERC understands that unplanned circumstances may lead to changes in academic programs following endorsement. Through review of the annual maintenance forms, the UERC strives to identify any areas of concern relating to continued fulfillment of the requirements and to consult with undergraduate academic programs, if necessary, regarding plans to satisfy all requirements.



Circumstances Resulting in Revocation of Endorsement

The ACLP reserves the right to revoke undergraduate academic program endorsement in situations where the program is unable to maintain the requirements for endorsement.

Substantive Program Changes Between Reporting Periods

If an undergraduate academic program undergoes a major change between annual maintenance reporting periods, the UERC must be contacted by email. The UERC may request to see the documentation related to the change in advance of your next maintenance report.

Re-Endorsement

Endorsed undergraduate academic programs must apply for endorsement every 5 years.

Questions and Concerns

Please contact undergraduateendorsement@childlife.org with questions about endorsement.