

## Making Your PDUs Count: A Guide to Entering Your PDUs

It is the responsibility of the CCLS to enter any earned PDUs into their record. This guide is intended to assist you in entering your PDUs and ensuring they count towards your recertification. If you have any additional questions, please email certification@childlife.org.

To enter PDUs toward recertifying

- Visit <u>www.childlife.org</u> and login to your profile
- After clicking on "My Profile," click on Certification → Certification Portal

Eligible (and registered) events	Join ACLP
Certification	My Involces & Receipts
Search the CCLS Directory	ACLP Bookstore
My Account	Donate to ACLP!
🖽 Log Off	

• Click "Add PDUs"

Add PDUs	Pay for recertification
PDU Report	Register for Certification Exam

• Select the type of PDU activity you wish to enter. For more information on classifying your PDU activity as well as category maximums and PDU documentation, please consult appendix III of the Recertification Manual.

*	Credit Type	
select credit type	Credit Type	
Continue		



Professional Deve	lopment Unit (PDU)	Activities			
Activity	PDU Value	Verification Documentation			
Traditional Professional Development (Conferences, Classes, etc.)					
Association of Child Life Professionals Conference	1 hour = 1 PDU	Certificate of attendance			
Association of Child Life Professionals Webinars	1 hour = 1 PDU	Certificate of attendance			
Employer-provided continuing education	1 hour= 1 PDU	Certificate of attendance or PDU Verification Form from sponsor/employer			
Workshops, seminars, lectures, professional conferences, or webinars from continuing education providers, universities or colleges (live or recorded)	1 hour= 1 PDU	Certificate of attendance or PDU Verification Form from sponsor/employer			
Academic coursework	1 credit hour= 3 PDUs	College/university transcript			
Independent Learning (Maximum of 10 PDUs per 5-year cycle)					

(excerpt of appendix III of Recertification Manual)

- Choose the domain your PDU activity falls within.
- Enter all required fields including session name, type, start and end times, etc. Be sure to enter the start and end date for your PDUs. Failure to enter these dates can cause inaccuracies in your PDU Report.

	pment Credits	
Credit Type	Traditional Professional Development	
Domain	select course unit	
Session Title		
Session Type (ex. Conference session)		
	la di	
Organization/Provider		
Start-time-End-time		
Begin Date (required)		
End Date (required)		

\*Please note screen shots may look different if you're recertification cycle is after 2019\*

• Be sure to check and review your PDU Report (Certification→Certification Portal→ PDU Report) to ensure your record accurately reflects the PDUs you've entered.

Recertifying before 2019 Period: 01/01/2012 - 10/3         Description       Evaluation         Recert Test       Evaluation         Member # 1130016       Not Yet Passed         Actions       Not Yet Passed         a III 35       1 - 1 of 1         Credits in Activity       0         Description       Activity         Description       Not Yet Passed         Description       Not Yet Passed         Total Islighte Credits : 0, Non Elighte Credits : 0       0         Description       Activity         Provider       Location         Credit Units : , Elighte Credits : 0       0         Total Islighte Credits : 0       0         Total Islighte Credits : 0       You Earned 0 Credits : 0         You Earned to Credits : 0       You Earned 0         You Earned 1:       Parters						
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Questions? Email Certification@childlife.org