



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 www.childlife.org and login to your profile
- After clicking on “My Profile,” click on Certification→Certification Portal

Eligible (and registered) events	Join ACLP
Certification	My Invoices & 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.

MEMBERSHIP



Professional Development 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.
- Hit save.

Manage Traditional Professional Development Credits

Credit Type: Traditional Professional Development

Domain: --select course unit--

Session Title:

Session Type (ex. Conference session):

Organization/Provider:

Start time-End time:

Begin Date (required):

End Date (required):

Number of PDUs:

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.

Report

Recertifying before 2019 Period: 01/01/2012 - 10/31/2017

Description	Evaluation	Progress
Required Number of Credits	Not Yet Passed	0 of 50
Submitted for Recertification	Not Yet Passed	

Individual Information

[Recert Test](#)

Member # 1130916

Activity

1 - 1 of 1

Credit Units: Eligible Credits: 0, Non Eligible Credits: 0

Description	Activity	Provider	Location	Credits	Date	Transaction Type
				0	02/17/2017	Fieldwork

1 - 1 of 1

Total Eligible Credits: 0
Total Ineligible Credits: 0
You Earned 0 Credits During this Period

[Add New Credits](#)
[Previous Period](#) [Next Period](#)

Questions? Email Certification@childlife.org