



# Child Life Professional Certification Maintenance and Recertification Manual

Child Life Certification Commission

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Child Life Certification Commission  
Association of Child Life Professionals  
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**These policies are subject to change.  
All of the information in this document and any updates can be found in the  
certification section of our website at [www.childlife.org](http://www.childlife.org).**

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## Introduction

### **Competence**

Competence is defined as the possession of required knowledge and skill or the *capacity* to perform.

At initial certification, individuals are required to demonstrate mastery of concepts relevant to the minimum responsibilities of an entry-level child life specialist and to exhibit the capability to apply these to clinical practice. This basic knowledge and the associated skills needed for its application are defined through periodic Practice Analysis Studies and are assessed through the certification eligibility requirements and the Child Life Professional Certification Examination.

### **Continuing competence**

Continuing competence is the ongoing process of gaining and maintaining aptitude. For the Child Life Professional Certification Program, this is interpreted to mean that individuals who seek to retain the credential must, at a minimum, maintain the level of competence exhibited at the point of initial certification or be committed to augmenting competence through professional development activities.

### **Exam Content Outline**

The [Examination Content Outline](#) delineates the performance domains and tasks involved in current child life practice as well as the knowledge, skills, and abilities needed to successfully perform them. These are identified through Practice Analysis Studies every five to seven years. The [Exam Content Outline](#) is the blueprint used to develop the Child Life Professional Certification Exam.

The level of certification assessed by the certification exam has been defined as minimally-competent, entry-level proficiency. Having successfully completed the Child Life Professional Certification Examination, Certified Child Life Specialists can be expected to possess the capacity to perform the elements defined in the [Exam Content Outline](#).

### **Purpose of Recertification**

The purpose of the recertification process is to promote the continuing competence of CCLS credential holders as the performance of both newly credentialed and seasoned CCLSs reflects on the meaning and credibility of the credential. Recertification is used to preserve the value of the credential over time.

All CCLSs must recertify every five years. In order to do so, CCLSs must demonstrate retention of the level of competence required at initial certification either by 1) retaking the certification exam or 2) taking action to enhance competence through ongoing learning, becoming familiar with evolving practices in the field, and customizing competence relevant to the practice setting and population served.

### **Certification Requirements and Expectations**

CCLSs are required, at a minimum, to retain the level of competence required at initial certification, pay certification maintenance fees, and conform to the Child Life Code of Ethics. Maintenance fees and the Child Life Code of Ethics are discussed in this document.

CCLSs are further expected to:

- Enhance competence through ongoing learning, pursuing high-quality sources of continuing education and engaging in professional development activities.
- Build specialized competence relevant to practice setting and population served.
- Keep current with emerging practices in the field.

### **Use of CCLS Credential and Misrepresentation of Certification**

While certified, child life specialists are permitted to use the initials “CCLS” after their names and the title “Certified Child Life Specialist.” CCLS is a registered certification mark. It is not punctuated with periods. The title Certified Child Life Specialist is always printed in initial capital letters.

The “CCLS” designation and the title “Certified Child Life Specialist” may only be legally used by those who have active certification. Individuals who have not passed the certification exam or who have inactive, lapsed, or expired certification are not permitted to use the credential.

Professional misrepresentation (using the credential without being duly certified) is a serious offense with accompanying legal ramifications. Abuse of the credential will be prosecuted to the full extent of the law and individuals found to misuse the credential will not be permitted to apply for child life certification for a minimum of 3 years.

### Revocation of Certification

Child life certification may be revoked for any reason the CLCC deems appropriate, including but not limited to the following:

- Violation of the Child Life Code of Ethics
- Conviction of a felony or other crime of moral turpitude relating to the provision of child life services.
- Falsification of any information provided to the CLCC
- Cheating on the examination.
- Failure to maintain the confidentiality of the certification examination.
- Failure to pay certification fees; it is the CCLS's responsibility to pay maintenance fees in a timely manner regardless of the receipt of any notifications or reminders from ACLP.
- Failure to successfully recertify during the fifth year of the certification cycle.

### The Certification Cycle

Certification begins on the day an individual passes the certification exam. Certification will expire at the end of the calendar year in which the five-year certification anniversary falls, provided:

- All required fees are paid in a timely manner. Certificants are required to pay certification maintenance fees on or before January 31 of each of the first four years of the certification cycle. In the fifth year, there is no maintenance fee; however, **certificants** must recertify in order to keep the CCLS credential.
- Answers to the background questions and agreement with the Statements of Understanding (attestation) is provided as requested by CLCC. CCLSs are required to make an attestation each year of the certification cycle. For details, see Appendix I.
- CCLSs must recertify in the fifth year of the certification cycle either by retaking the certification exam or through professional development.

### Release of Testing and Certification Information

The exam is a "criterion-referenced" exam which means that CLCC has identified the passing score, establishing the exact point required to meet the minimum standard set. Candidates either meet the criteria or they do not.

Though the numerical score may be of interest to those who passed the exam, it does not provide a standard for ranking individual performance. As a result, CLCC does

not release numerical scores above the cut score. This is common practice in the credentialing industry and was recommended by our partnering test administration agency.

CLCC staff will verify certification status (active, inactive, lapsed, expired), certification issue date, expiration date, and identification number to members of the public as requested via the online CCLS directory.

To protect examinees' privacy, no individual exam results or institution-specific results will be made available. Only the following aggregate data will be available to the general public:

- Group performance data, including number of candidates, number passing, percent passing, and mean score for annually.
- Aggregate testing data, including performance on each domain/sub-domain on the examination.

### Certification statuses

**Active:** an individual with an active certification status has passed the certification exam, paid all required fees, and recertified (if applicable). **Only** individuals with this status may use the credential.

**Individuals with the following statuses are NOT considered certified:**

**Inactive:** an individual with an inactive certification status has a certification maintenance fee overdue. This is a temporary status.

An individual with an inactive status may apply for reinstatement of the credential on or before December 31 of the year in which the payment was due. If the payment is not received by the end of the year, the certification status changes to lapsed.

**Lapsed:** a lapsed certification status is given to an individual who has not paid a required certification maintenance fee. The only way in which an individual with a lapsed status can regain the credential is by re-establishing eligibility for the certification exam under the current requirements and taking and passing the certification exam.

**Expired:** an expired certification status is given to an individual who did not recertify in the fifth year of the certification cycle. The only way in which an individual with an expired status can regain the credential is by re-establishing eligibility for the certification exam under the current requirements and taking and passing the certification exam.

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## Deadlines

### **Certification Maintenance Fees**

Certification Maintenance Fees are due on or before January 31 of each of the first four years of each five-year certification cycle.

<b>Due date</b>	<b>January 31</b>
<b>Grace period (pay with late fee)</b>	<b>February 1—March 31</b>
<b>Reinstatement period (pay with late fee &amp; reinstatement fee)</b>	<b>April 1—December 31</b>

### **Recertification through Exam**

CCLSs with an active status who elect to recertify through examination are bound by the examination deadlines, fees, and other policies in place at that time.

Registration Deadline	Computer-Based Testing Window
January 31	March 15 - 30
June 30	August 15 - 30
September 20	November 1 - 15

### **Recertification through PDUs**

<b>Due date</b>	<b>October 31</b>
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## Fees

### **Certification Maintenance Fees**

ACLP Members	\$50
Non-Members	\$70
Late fee	\$35
Reinstatement fee	\$60

### **Recertification through Examination**

ACLP Members:	\$ 300
Non-Members:	\$ 450

### **Recertification through Professional Development Units**

ACLP Members:	\$ 125
Non-Members:	\$ 225

\*As of 2024; deadlines and fees are subject to change. Please see [www.childlife.org](http://www.childlife.org) for current information.

## Maintaining Certification

### Child Life Code of Ethics

The [Child Life Code of Ethics](#) addresses ethical dilemmas, behavior that reflects on the child life profession, and conduct that may put the general public at risk. All CCLSs are required to provide confirmation of their consent to abide by the code by signing—manually or digitally—the Statements of Understanding (Appendix I) annually. This is done at the time of application for the certification exam, the payment of certification maintenance fees, and application for recertification through professional development. Violation of the Child Life Code of Ethics may be cause for revocation of the CCLS credential or other disciplinary measures.

### Certification Maintenance Fees

**CCLSs are required to pay Certification Maintenance Fees to support the administration of the certification program and to maintain their individual certification.** Certification Maintenance fees are essential to the operation of the Child Life Professional Certification Program. They provide the financial resources needed for the program's operation. **Certification Maintenance Fees are due on or before January 31 of each of the first four years of each five-year certification cycle.**

CCLSs are permitted to pay

certification maintenance fees with an additional late fee during a 60-day grace period (February 1 – March 31).

No maintenance fee is due during the final year of the cycle; however, CCLSs must recertify in the fifth year in order to retain the credential.

To allow CCLSs to anticipate their financial obligations, the deadline for certification maintenance payments does not change from year to year. Ultimately it is the responsibility of all CCLSs to pay their fees and recertify as required. However, CLCC will send email reminders regarding certification maintenance in December and January. CLCC uses email as the primary means of con-

tact. **It is imperative that each CCLS maintain an active, regularly-checked email address on their CLCC user profile especially if relying on CLCC's reminders of payments due.**

The established deadline for certification maintenance payments is January 31 of each of the first four years of each five-year certification cycle. CLCC's automated system begins charging a late fee for all payments received after that date. **Late fees will not be waived based on notification failure.**

Maintenance fees are frequently confused with Association of Child Life Professionals membership dues. Child Life Professional Certification and ACLP membership are completely separate programs, each with distinct fees and associated benefits. ACLP members receive many benefits, including reduced rates on most certification fees; however, membership is not required for certification of child life specialists.

### Reinstatement

If a CCLS fails to make a maintenance payment by April 1 (the end of the late fee grace period), his or her status will change to "inactive." Individuals with this status will not be listed in the online CCLS directory and are not permitted to use the CCLS credential. Through the reinstatement process,

inactive certification status can be returned to "active" status within the

calendar year of the delinquent payment. An application for reinstatement must be submitted along with the maintenance fee, late fee, and a reinstatement fee in order for the credential to be reinstated. If the credential is not reinstated by the end of the calendar year in which the maintenance payment was due, certification is said to have lapsed. If an individual

with a "lapsed" status wishes to regain the credential, eligibility for the exam must be reestablished under the then-current requirements and successfully retake the certification exam. The reinstatement application can be found in Appendix II.

**Certification Maintenance Fees are due on or before January 31 of each of the first four years of each five-year certification cycle.**

## **Certification Maintenance FAQs**

### **When are Certification Maintenance Fees due?**

Certification Maintenance fees are due by January 31 each of the first four years of the five-year certification cycle. Your first payment is due January 31 of the year immediately following the day you passed the certification exam. For example, if you passed the exam in March, August, or November 2023, your first maintenance payment would be due on or before January 31, 2024. You would also have a payment due by January 31 of 2025, 2026, and 2027. In 2028, you would not pay a maintenance fee; however, you would need to recertify and pay the recertification fee in that year.

### **How will I be notified when my payment is due?**

Ultimately it is the responsibility of all Certified Child Life Specialists to pay the maintenance fees every January for the first four years of their certification cycle. However, CLCC will send email reminders regarding certification maintenance in December and January. Therefore it is essential that you keep your user profile up-to-date with an active email address that you check regularly.

### **I just recertified; do I owe the maintenance fee?**

If you just recertified, you did not pay the maintenance fee earlier in the year. The year after you recertify, the certification maintenance fee is due in January. For example, if you recertified in 2024, your next maintenance payment will be due by January 31, 2025 (you did not pay the fee in 2024).

### **I just paid my dues; why do I have to pay again?**

If you recently made a payment to ACLP it is likely that it was for membership in ACLP. Certification maintenance fees are due once a year (January) for the first four years of the certification cycle. ACLP membership dues are paid annually for membership in ACLP. **Certification maintenance fees are separate from Association of Child Life Professionals membership dues.**

### **Don't my ACLP membership dues cover my certification, too?**

Child Life Professional Certification and Association of Child Life Professionals membership are separate programs, each with distinct fees and associated benefits. Certified Child Life Specialists are not required to be members of the Association of Child Life Professionals, just as certification is not a

requirement for ACLP membership. Association of Child Life Professionals members receive many benefits, including reduced rates on all Child Life Professional Certification Program fees.

### **What if my payment is late?**

A late fee is applied to payments that are received after January 31. Late payments will be accepted through March 31, after which certification will become inactive due to non-payment. Individuals who have an inactive certification status are not permitted to refer to themselves as a Certified Child Life Specialist or use the initials "CCLS" after their name. These individuals must apply for reinstatement of the credential by December 31 of the year in which the payment was due. If certification is not reinstated via payment of proper fees by the end of that calendar year, certification will lapse.

### **What happens if I don't pay Maintenance Fees?**

If Certification Maintenance Fees are not paid in a timely fashion, certification will lapse. If certification lapses due to non-payment of maintenance fees, an individual will no longer be permitted to refer to themselves as a Certified Child Life Specialist or use the initials "CCLS" after their name. To regain the credential, individuals with lapsed certification must re-establish eligibility for the certification exam under the requirements in place at the time of application and successfully complete it.

### **Where does my money go?**

CCLSs are required to pay maintenance fees in order to sustain the Child Life Professional Certification Program from which they benefit. The CCLS credential is valuable, providing a professional advantage available only to those who meet the set standard and support the program through the payment of fees. Employers often require the credential for employment with the understanding that credential holders have set themselves apart from non-credentialed practitioners.

Maintenance fees support both the general administration of the credentialing program including staffing and office costs as well as 1) developmental expenses such as Practice Analysis Studies that monitor change to the practice of child life, 2) continual assessment of CLCC policies in relation to credentialing industry best practices, 3) implementation of CLCC leadership decisions, and 4) communications with various stakeholders.

## Recertification

### **General Information**

The five-year recertification requirement is based on a commonly accepted, occupational standard time frame. It encourages CCLSs to remain current in the knowledge, skills, and abilities necessary for continuing competence in the field with the goal of protection of the general public from unskilled individuals entering into an inappropriate therapeutic relationship.

Certificants may recertify by re-examination or by obtaining 60 Professional Development Units (PDUs) as described on the following pages.

Certificants must complete the recertification process prior to their expiration date. See below for deadline information. Although CLCC will send reminders in January of the year recertification is due, it is ultimately the responsibility of the CCLS to submit the application to recertify in a timely manner.

**Please note:** Recertification applies only to current CCLSs with an active certification status. Individuals who were previously certified and allowed certification to lapse or expire are not eligible to recertify and must re-establish eligibility for the exam under the current requirements and successfully complete the certification exam in order to earn the credential.

## Recertification Through Examination

The Child Life Professional Certification Exam is the means by which initial certification is granted and may also be used by CCLSs to demonstrate continuing competence. Each item in the examination item bank is directly related to one of the tasks outlined on the [Exam Content Outline](#).

### **Eligibility**

Individuals who have an [active certification status](#) and are applying to recertify by examination are not required to establish eligibility for the exam. However, CCLSs recertifying by examination are still bound by all other certification examination policies and procedures in place at that time and should read and fully understand the content of the current [Candidate Manual](#).

**Please note:** Individuals who were previously certified and allowed certification to lapse or expire must re-establish eligibility for the exam under the current requirements and successfully complete the certification exam in order to re-gain the credential.

### **To Register to Recertify Through Examination**

1. Log in at [childlife.org](#) and visit your profile.
2. Click on the menu icon (3 horizontal lines on blue background) in the upper left of your dashboard.
3. Click on Register for Certification Exam.
6. Answer the background questions and enter your name to digitally sign the attestation and click Save.
7. Follow the on-screen instructions to submit your payment information.

### ***What happens if I don't pass the exam?***

Applicants for recertification through examination who do not pass the exam are permitted to submit an application to recertify through PDUs within the final year of the certification cycle. Such applications must follow all of the policies outlined previously including deadlines for application. If, however, recertification is not achieved through either method prior to the end of the cycle, the individual's certification will expire at the end of the year. If certification expires, the individual will be required to start the certification process anew by re-establishing eligibility under the then-current requirements and successfully completing the examination.



## Recertification Through Professional Development Units (PDUs)

### Content Requirements

For all professional development activity types, to qualify as a Professional Development Unit (PDU), the content must relate to one of the three professional domains from the [Exam Content Outline](#):

- 1) professional responsibility,
- 2) assessment, and
- 3) intervention.

Recertification through PDUs provides CCLSs the opportunity to choose continuing education and training specific to their individual professional needs.

Certificants choosing the PDU option for recertification must earn a minimum of 60 PDUs within their five-year certification cycle. Of these, a specific number must relate to each domain of the [Exam Content Outline](#) as follows:

- A minimum of 15 PDUs must fall within the Professional Responsibility domain; of these, a minimum of 5 must be related to professional ethics.
- A minimum of 20 PDUs must fall within the Assessment domain.
- A minimum of 15 PDUs must fall within the Intervention domain.
- The remaining 10 PDUs may align with any of the three domains at the discretion of the CCLS.

### Internet-Based Activity Requirements

Many online sessions will be accepted, provided they meet the requirements defined within this document. **Online courses with an interactive component (with an instructor and/or other participants) are allowed. However, internet-based activities that do not include an interactive element MUST have a standardized, post-completion assessment (quiz/test) to be eligible for PDUs.**

In an online training situation, the Certification Commission expects the CCLS to have the opportunity to communicate with the instructor or other participants such as during a webinar.

The “interactive component” does not include asynchronous activities such as posting to discussion boards and emails to and from the instructor. It includes synchronous activities such as web-based conferences/webinars, teleconferences, and live instant message discussions.

Time spent doing assignments for online courses does not count towards PDUs.

CCLSs are required to keep detailed records of the time spent online for the course. If online at a particular time of day for the course, please track those times. If not, please provide a daily estimate and any other information about the time spent completing the session .

## Recertification by Professional Development Units (PDUs)

Certificants choosing the PDU option for recertification must earn a minimum of

### Exam Content Outline Domain Requirements

Performance Domain	Professional Responsibility <small>(Total of 15 PDUs required)</small>		Assessment (Any Task)	Intervention (Any Task)
Task	Professional Ethics	Any Task		
Required Number of PDUs	5	10	20	15

**60 PDUs within their five-year certification cycle.**

Of these, a specific number must relate to each domain of the Exam Content Outline as follows:

The remaining **10 PDUs** may align with any of the three domains at the discretion of the CCLS.

**Recorded Session Requirements**

Recorded conference sessions and webinars will be accepted for PDU credit provided:

- 1) they meet the requirements defined in this document, and
- 2) a standardized learning assessment (quiz/test) is successfully completed.

A quiz on the presented materials helps determine if the participant has met the course objectives and the effectiveness of participation and whether additional study is needed.

**Recorded sessions without an assessment will not be accepted.**

Generally, this means a session without a post-completion written or digital test or quiz is not accepted. Similarly, an observable demonstration of learning that could include a written product or other documentable product would be acceptable.

**Documentation of PDUs**

CCLs may be required to provide evidence of participation in PDU activities and must keep supporting documentation for all PDUs. It is highly recommended that CCLs maintain a file of documentation throughout their five-year certification cycle in the event that their application is selected for audit (see page 18 for additional information).

**Calculation of PDUs**

An explanation of how credit is determined for each of the acceptable activity types may be found on the following pages. This information is also found in the PDU Activity Chart (Appendix III) which specifies the number of PDUs earned for various types of undertakings.

**All PDUs must be recorded in increments of at least 30 minutes or .5 PDU. Units must be rounded DOWN to the next .5 PDU increment. CCLs cannot earn PDUs from sessions that are less than 30 minutes in duration.**

Documentation of PDUs (continued):

Promotional materials and records of registration do not verify attendance and are not accepted.

In some cases, documents may need to be accessed online and printed. Since organizations may not make these available indefinitely, and they may not be accessible at the time of recertification, it is strongly recommended that documents are printed at the time of completion and kept in the applicant's personal PDU file.

**PDU activities without the required supporting documentation will NOT be credited.**

**CCLs cannot earn PDUs from sessions that are less than 30 minutes in duration.**

If your application is selected for random audit, you will be required to submit documentation at that time. **Please do not send your supporting documentation unless it is specifically requested by the CLCC.**

Each of the defined PDU activity types has at least one acceptable form of documentation. The preferred type of documentation for each PDU activity is listed on the PDU Activities Chart (Appendix III). Additional kinds of verification for each of the activity types may be accepted; please see pages 10-16 for further information for each PDU activity type.

The PDU Verification Form (Appendix III) is to be used for specific types of activities. The form should be completed by the recertification candidate's supervisor or an appropriate representative of the organization sponsoring the activity.

Examples					
Session Duration (in Minutes)		Number of PDUs Earned	Session Duration (in Minutes)		Number of PDUs Earned
15–29	=	0.0	90-119	=	1.5
30–59	=	0.5	120-149	=	2.0
60-89	=	1.0	150-179	=	2.5

<b>Formulas for Calculating PDUs</b>	
College/University Classes with a direct connection to the exam content outline	1 credit hour = 3 PDUs
Skills training	5 hours (instruction time only) = 1 PDU
Poster Session Attendance	1 poster session = 1 PDU
All other traditional professional development (live attendance or webinar)	1 educational contact hour = 1 PDU
Self-Paced Learning	1 quiz/test = 1 PDU
Presenting or co-presenting a professional workshop, seminar, or session at a state, national, or international conference	1 hour presentation = 2 PDU
Presenting – Poster Session at a state, national, or international conference	1 poster = 2 PDU
Presenting – Poster Session for a local organization, institution, association, or group on practice area-related topic	1 hour presentation = 1 PDU
Presenting or co-presenting for local organization, association, or group on practice area-related topic	1 hour presentation = 1 PDU
Internship supervision	40 hours of supervision for child life intern = 1 PDU
Publishing	1 article, chapter, or book = 3 PDUs
Professional service - Completion of a research project/study on a child life-related topic	1 research project/study = 3 PDUs
Professional service - Serving on board of directors, committee or task force (for CLCC, ACLP or other related to the psychosocial care of children in a health care environment)	1 year = 1 PDU

**Certificants may accrue PDUs:**

In the initial certification cycle,  
from the exam date through October 31 of the year certification expires.

In subsequent certification cycles,  
from November 1 of the year recertification took place through October 31  
of the year certification expires.

## ACTIVITY TYPES

### Acceptable Activity Types

The following activity types, discussed in greater detail on the following pages, are accepted for professional development activities for recertification:

1. Traditional professional development (conferences, classes, webinars, etc.)
2. Self-Paced Learning
3. Presenting
4. Internship supervision
5. Publishing
6. Professional service

Within these categories, different activities earn a corresponding number of PDUs and documentation requirements vary. Some of these activities have been limited to a specific number of attainable PDUs within the five-year certification cycle to prevent applicants from acquiring a limited range of professional development. For these details, please see the following pages and refer to the PDU Activity Chart, Appendix. III.

The following are **NOT** accepted as professional development activities for recertification:

- **Sessions without a clear relationship to the [Exam Content Outline](#)**
- Blogging, social media presence or social media content development
- Entertainment/social activities or beverage/meal breaks
- Facility/hospital tours
- Internships or Fellowships
- Journal clubs
- Mandatory in-services or training activities including, but not limited to orientation programs and sessions on workplace safety, harassment, first aid, infection control, and other general human resources topics
- Meetings
- Mission/service trips
- Networking sessions- networking sessions or gatherings intended for collaboration, connecting with other professionals, or think-tanks that are not planned educational sessions
- Non-credit/audited academic classes
- Patient care activities, teaching academic courses, and other employment duties
- Podcasts or Interviews - includes podcasts or other audio/video interview formats with or without a quiz.
- Session time devoted to organizational business/
- Travel time

### 1. TRADITIONAL PROFESSIONAL DEVELOPMENT (CONFERENCES, CLASSES, WEBINARS, ETC.)

This activity type includes credit- and non-credit-based learning activities such as:

- College/university classes taken for credit (whether in pursuit of a degree or non-degree seeking) with a passing grade. Non- credit/audited college/ university classes are **not** accepted. College/university classes must directly relate to exam content outline and child life-specific competencies, job roles, or interventions.
  - \* Traditional classroom lectures
  - \* Distance learning
  - \* Hybrid courses
- Certificate program courses
- Professional programming including:
  - \* Continuing Education Unit (CEU) courses
  - \* Seminars
  - \* Workshops
  - \* Professional development sessions (Conference “breakout” sessions)
  - \* Keynote addresses
  - \* General opening and closing addresses
  - \* Intensives
  - \* Lectures
  - \* Poster sessions

- Online professional development sessions:
  - \* Webinars
  - \* Live web casts (with attendance confirmation)
- Online training (with attendance confirmation)
- Employer-based learning:
  - \* Direct participation in in-services and grand rounds specifically related to the Exam Content Outline is eligible.
    - Recorded sessions are **not** accepted unless a standardized learning assessment (e.g., quiz) is successfully completed.
    - Mandatory in-services or training activities such as orientation programs and sessions on workplace safety, harassment, first aid, infection control, etc. are **not** accepted.
- Recorded/archived learning materials with a post-completion assessment (quiz/test) (See special notes regarding recorded/ archived materials on page 8).
- Skills training (see box below for calculations). Skills training refers to training for a discrete skill or task (ex: car seat safety training, de-escalation training sessions); BLS/CPR, first aid, and employer-mandated safety trainings, orientation, or annual mandatories are not accepted.

**Note:** Networking sessions, meetings, session time devoted to organizational business, entertainment, or social activities such as beverage or meal breaks, facility tours, and travel time are not eligible for PDUs.

**CALCULATING PDUS FOR TRADITIONAL PROFESSIONAL DEVELOPMENT**

For college and university classes that are assigned a number of credit hours follow the formula:

**1 credit hour = 3 PDU**

For skills training (see box below), PDUs are calculated as follows:

**5 hours = 1 PDU**

With the exception of college/university course work and skills training, activities of this type follow the formula:

**1 educational contact hour = 1 PDU**

For poster session attendance, regardless of the number of posters being presented at a conference, 1 PDU is earned for reviewing all posters in the session (PDUs are not supplied for individual posters):

**1 session = 1 PDU**

**REQUIRED DOCUMENTATION FOR TRADITIONAL PROFESSIONAL DEVELOPMENT**

Acceptable documentation for this activity type includes:

- Certificate of attendance\*
- Professional sessions within a conference must be listed and applied to domains individually
- PDU Verification Form (Appendix III) from sponsor/employer
- College/university transcript (official or unofficial versions are accepted)
- Certificates of CEUs from other professions
- Report of professional development activities from human resources department

\*Including ACLP conferences. **A copy of the certificate of attendance is required for all ACLP annual conferences.** If a CCLS is unable to provide the certificate of attendance, another form of documentation, such as the PDU Verification Form (Appendix III), is required.

**Skills Training**

This refers to programs that provide training for a discrete task or skill. Generally, these programs are comprised of instruction and practice portions. Only the hours of instruction qualify for PDUs. Any time spent practicing the skill, completing assignments/readings, or other homework is ineligible. Please note employment duties or mandatory in-services or training activities are not accepted for PDUs.

**To calculate the number of PDUs earned:**

5 hours = 1 PDU. A minimum of 2.5 hours is required and would be equivalent to .5 PDUs. An 8-hour training session would equal 1.5 PDUs.

**2. SELF-PACED LEARNING**

Self-paced learning is defined as standardized, self-paced study consisting of a learning experience related to the [Exam Content Outline](#) which has been prepared and programmed by an organization, agency, institution, or association which includes a **standardized learning assessment (e.g., quiz/test)**. *For calculations regarding webinars, see **Traditional Professional Development**.*

This option is available to provide flexibility to those with specialized learning needs and to expand the continuing education opportunities for those whose options may be limited.

**CCLSs may earn a maximum of 10 PDUs per five-year certification cycle for participating in standardized Self-paced learning activities.**

Acceptable examples include:

- Multi-media packages which provide learner participation through tests, papers, reports, etc.
- Self-paced learning modules separate from webinars (without a speaker/presenter)
- Reviewing an edition of the ACLP Bulletin
- Video- or internet-based self-study courses which conclude with a graded quiz
- Literature review which concludes with a graded quiz



## ACTIVITY TYPES (Continued)

Verification of successful completion of the assessment is required if audited. **Self-paced learning that does not include a third-party assessment is not accepted.**

**Please note:** recorded presentations/webinars do NOT fall into this category. They are traditional professional development and follow those guidelines found on the previous page.

### CALCULATING SELF-PACED LEARNING PDUs

A maximum of 10 PDUs may be earned in this manner for each five year certification cycle. Calculation of PDUs of this type follow the formula:

**Successful completion of 1 quiz/test = 1 PDU**  
(Except Focus articles which = .5 PDU)

### REQUIRED DOCUMENTATION FOR SELF-PACED

#### LEARNING

Acceptable documentation for this activity type includes:

- Sponsoring organization's documentation of successful completion of assessment.
- Report of professional development activities from human resources department, indicating that a standardized assessment (test/quiz) was successfully completed.

## 3. PRESENTING

Delivering a professional presentation on topics related to the [Exam Content Outline](#) is accepted in the following formats:

- Workshop, seminar, or session at a state, regional, national, or international conference.
- Poster session at a state, regional, national, or international conference.
- Journal article review or patient case study presentation for colleagues.
- In-service training, instruction, or guest lecture for child life specialists or related professionals in their hospital or workplace (including speeches or lectures for local organizations, associations, or other groups on practice area-related topic).

### **Presenting (continued):**

#### **Notes:**

- CCLSs may earn a maximum of 20 PDUs per five-year certification cycle for presenting activities.
- Credit for each presentation can only be earned once regardless of the number of times the material is presented.
- PDUs for this activity are calculated based on the length of the presentation; time spent in preparation is not included.
- Hours spent teaching/preparing academic courses or advising students are NOT eligible for PDU credit.

### CALCULATING PRESENTING PDUs

A maximum of 20 PDUs may be earned in this manner for each five-year certification cycle (limited to one-time presentation per topic; time spent on preparation cannot be included when calculating PDUs). The following formulas are used to calculate the number of credits earned:

- Presenting or co-presenting at a professional workshop, seminar, or session at a state, regional, national, or international conference

**1 hour presentation = 2 PDU**

- Presenting or co-presenting a professional poster at a state, national, or international conference

**1 poster = 2 PDU**

- Presenting or co-presenting a professional in-service training, instruction, or guest lecture for child life specialists or related professionals in the hospital or workplace

**1 hour presentation = 1 PDU**

- Presenting or co-presenting for local organization, association, or group on practice area-related topic

**1 hour presentation = 1 PDU**

Presenting or co-presenting a professional poster at a local or institutional poster session

**1 poster = 1 PDU**

**REQUIRED DOCUMENTATION FOR PRESENTING**

Acceptable documentation for this activity type includes:

- Copy of program listing that includes: presenter's name; date, length, and location of presentation; and contact person for supporting organization.
- Copy of attendance record /outline of presentation.
- PDU Verification Form from presentation sponsor or applicant's supervisor.

**4. INTERNSHIP SUPERVISION**

Supervision of child life intern students is accepted provided the applicant's primary role is not that of the coordinator of the internship but rather that of the direct floor supervisor or clinical rotation supervisor. Only those who assume responsibility for the training of the intern during his/her rotation and provide direct and formal supervision are eligible for PDU credit. Activities related to the coordination of the internship do not qualify for PDU credit. More information about the duties and requirements of these roles can be found in Appendix V.

Supervision of fellowships and practicums is **not** accepted.

**CALCULATING FIELDWORK SUPERVISION PDUS**

A maximum of 12 PDUs may be earned in this manner for each five-year certification cycle. No PDUs of this type may be earned if "Internship Coordinator" is the applicant's primary role. For direct floor supervisors the formula below is used to calculate the number of PDUs earned:

**40 hours of supervision of child life intern = 1 PDU**

**DOMAIN DESIGNATION FOR FIELDWORK SUPERVISION**

Internship supervision can be designated in the domain categories of Assessment, Intervention, or Professional Responsibility (excluding Ethics).

**REQUIRED DOCUMENTATION FOR FIELDWORK SUPERVISION**

The only acceptable form of documentation for fieldwork supervision is the PDU Verification Form (Appendix III) completed by the applicant's supervisor.

**5. PUBLISHING**

Authoring or co-authoring any of the following on a topic related to the Exam Content Outline is accepted:

- Article published in the *Bulletin* or the *Journal of Child Life: Psychosocial Theory and Practice*.
- Article related to the psychosocial care of children published in a peer-reviewed journal.
- Professional book or chapter on child life-related topic.

**Notes:**

- PDU credit for publishing is earned at the time of publication.

- Books written for children as the primary audience are not eligible for PDUs.
- Self-published works are not eligible for PDU credit.

**CALCULATING PUBLISHING PDUS**

Authoring or co-authoring a published work is accepted per the formula below:

**1 article, chapter, or book = 3 PDUs**

A book with multiple chapters earns PDUs based on the number of chapters written by the CCLS. For example, a book with 3 chapters is equivalent to 9 PDUs.

**REQUIRED DOCUMENTATION FOR PUBLISHING**

Acceptable documentation for this activity type includes:

- Copy of printed article showing the author's name and publication date.
- Copy of title page or table of contents showing the author's name and publication date.

**6. PROFESSIONAL SERVICE**

This activity type includes:

- Completion of a research project/study related to child life practice.
- Serving on board of directors, committee, or task force for ACLP.
- Serving on professional board of directors, committee, ACLP-commissioned educational content development project, or a task force relating to the psychosocial care of children in a health care environment. Term length for committee participation must be greater than or equal to nine months.

**CALCULATING PROFESSIONAL SERVICE PDUS**

Service to the child life profession in the following forms is accepted:

**Completion of a research project/study on a child life-related topic = 3 PDUs**

- Unlimited number of PDUs for research
- If study is published, 3 additional PDUs may be submitted

For the following types of professional service there is a limit of 5 PDUs **each** that can be earned in a 5-year cycle.

**Serving on board of directors, committee or task force for ACLP or CLCC = 1 PDU/year**

## ACTIVITY TYPES (Continued)

Serving on professional board of directors, committee, CLCC, ACLP-commissioned educational content development project, or task force related to the psychosocial care of children in a health care environment = 1 PDU/year

### REQUIRED DOCUMENTATION FOR PROFESSIONAL SERVICE

Acceptable documentation for this activity type includes:

- Copy of conclusion or summary of research project/study.
- CLCC or Association of Child Life Professionals board of directors, committee, or task force roster.
- Verification from board of directors of the sponsoring organization where you served on the board of directors, committee, or task force related to the psychosocial care of children in a health care environment

### **Classification of PDUs Relating to Diversity, Equity, and Inclusion Subject Matter**

The mission of CLCC is to maintain a quality certification program for the child life profession. As the certifying body of ACLP, the CLCC recognizes racial discrimination as a key social determinant of health and driver of racial/ethnic health inequities. The American Academy of Pediatrics statement on the Impact of Racism on Child and Adolescent Health (2019) President Sally Goza, MD, FAAP, states "Racism harms children's health, starting from before they are born... a growing body of research supports this, and we cannot ignore the impact." According to the Child Life Code of Ethics, Certified Child Life Specialists have an obligation to maintain an environment that respects variations in culture, age, gender, race, ethnicity, physical ability, sexual orientation, gender identity/expression, religious affiliation, veteran status, and socioeconomic status.

As CCLS, we recognize that diversity, equity, and inclusion have always been integral to the scope of practice of a CCLS. CCLSs utilize stress assessment and family variables that "focus on support systems and resources, family needs, language and cultural beliefs and values, life stressors, opportunities to understand and participate fully in their health care." (Thompson, 2018, pp. 50). Issues surrounding racism, diversity, equity, and inclusion are implicit throughout all domains of the exam content outline.

ACLP is currently offering many webinars and annual conference opportunities addressing DEI at both the introductory and advanced levels. As stated in the CLCC Recertification Manual, for an educational event to qualify as a Professional Development Unit (PDU), the content must relate to one of the three professional domains from the Exam Content Outline: 1) professional responsibility, 2) assessment, and 3) intervention.

CLCC recognizes that many CCLS are following the ACLP DEI call to action and seeking continuing education and self-reflection opportunities related to DEI.

CLCC supports CCLSs in their quest to further their knowledge and understanding of how racism can impact the practice of and ability to care for children and families that they serve. Therefore, **CLCC is accepting DEI PDUs in any of the 3 domains for recertification: Professional Responsibility, Assessment, and Intervention**, provided that the PDU has met the necessary requirements for PDUs. At this time, CLCC has not placed a limit on the number of DEI PDUs that can be obtained by an individual applying for recertification.

*Reference: Thompson, R. H. (2018). The handbook of child life (2<sup>nd</sup> ed). Charles C.Thomas.*

**New Email?? Make sure your profile contains an  
active email address that is checked on a regular basis!**

**CLCC uses email as its primary means of communicating with CCLSs.**

## WHAT IS ACCEPTED FOR EACH ACTIVITY TYPE

	Traditional Professional Development	Self-paced Learning
<b>Accepted</b>	<ul style="list-style-type: none"> <li>• College/university classes taken for credit with a passing grade</li> <li>• Certificate program courses</li> <li>• Professional programming               <ul style="list-style-type: none"> <li>* Continuing Education Unit (CEU) courses</li> <li>* Seminars</li> <li>* Workshops</li> <li>* Professional development sessions (conference "breakout" sessions)</li> <li>* Keynote addresses</li> <li>* General opening and closing addresses</li> <li>* Intensives</li> <li>* Lectures</li> <li>* Poster presentations</li> </ul> </li> <li>• Employer-based learning               <ul style="list-style-type: none"> <li>* Direct participation in in-services and grand rounds</li> </ul> </li> <li>• Broadcast programming               <ul style="list-style-type: none"> <li>* Webinars</li> <li>* Web conferencing</li> <li>* Live web casts (with attendance confirmation)</li> </ul> </li> <li>• Recorded/archived learning materials with post-completion assessment</li> </ul>	<ul style="list-style-type: none"> <li>• Standardized Self-paced learning which includes a standardized learning assessment</li> <li>• Multi-media packages which provide learner participation through tests, papers, reports, etc.               <ul style="list-style-type: none"> <li>• Self-paced learning modules separate from webinars (without a speaker/presenter) which conclude with a graded quiz</li> <li>• Reviewing an edition of the ACLP Bulletin</li> </ul> </li> <li>• Video- or internet-based self-study courses which conclude with a graded quiz/test</li> <li>• Literature review which concludes with a graded quiz/test</li> </ul>
<b>Limits</b>	<ul style="list-style-type: none"> <li>• Recorded sessions are accepted only if a post-completion assessment is given by the provider and is successfully completed.</li> <li>• Internet-based sessions are accepted only if there is an interactive component or if a post-completion assessment is successfully completed.</li> <li>• Sessions or classes must have a clear link to the exam content outline</li> <li>• Sessions within a conference must be listed individually</li> </ul>	Maximum of 10 PDUs of Self-paced learning per five-year certification cycle
<b>Not Accepted*</b>	<ul style="list-style-type: none"> <li>• Non-credit/audited classes</li> <li>• Networking sessions</li> <li>• Meetings</li> <li>• Session time devoted to organizational business, entertainment, or social activities</li> <li>• Facility tours</li> <li>• Travel time</li> <li>• Internships or fellowships</li> <li>• Mandatory in-services or training activities</li> <li>• Recorded sessions without a successfully-completed standardized learning assessment</li> <li>• Podcasts or interviews</li> </ul>	Self-paced learning that does not include a post-completion assessment

### WHAT IS ACCEPTED FOR EACH ACTIVITY TYPE

	Presenting	Internship Supervision	Publishing	Professional Service
<b>Accepted</b>	<ul style="list-style-type: none"> <li>Delivering a professional presentation</li> <li>Journal article review presentation</li> <li>Patient case study presentation</li> <li>Workshop, seminar, or session at a state, national, or international conference</li> <li>Poster session at a local/instate, national, or international conference</li> <li>In-service training, instruction, or guest lecture for child life specialists or related professionals in their hospital or workplace</li> <li>Speech or lecture for local organization, association, or group on practice area-related topic</li> </ul>	<p>Providing direct supervision* for child life intern students</p> <p>*See Appendix IV for additional information</p>	<p>Authoring or co-authoring any of the following:</p> <ul style="list-style-type: none"> <li>Article in the <i>Bulletin</i> or the <i>Journal of Child Life: Psychosocial Theory and Practice</i></li> <li>Article related to the psychosocial care of children in a peer-reviewed journal</li> <li>Book/chapter on child life-related topics</li> </ul>	<ul style="list-style-type: none"> <li>Completion of a research project/study related to child life practice</li> <li>Serving on the board of directors, a committee, task force, or educational content-development project for ACLP or relating to the psychosocial care of children in a health care environment</li> </ul>
<b>Limits</b>	<ul style="list-style-type: none"> <li>Maximum of 20 PDUs per five-year certification cycle</li> <li>Credit for each presentation can only be earned once regardless of the number of times the material is presented</li> <li>PDUs for this activity are calculated based on the length of the presentation; time spent in preparing the presentation is not included.</li> <li>For poster presentations, PDUs are accrued based on the formula 1 PDU for local/institutional poster OR 2 PDUs for state or national level posters 1 PD</li> </ul>	<p>Maximum of 12 PDUs per five-year certification cycle</p>		<ul style="list-style-type: none"> <li>Maximum of 5 PDUs per five-year certification cycle for <b>each</b> type (ACLP or other organizations) of committee service</li> <li>No limits on the number of PDUs earned through research activities</li> </ul>
<b>Not Accepted</b>	<ul style="list-style-type: none"> <li>Hours spent preparing presentations</li> <li>Hours spent teaching or preparing academic courses</li> </ul>	<ul style="list-style-type: none"> <li>Applicant's primary role may not be that of the coordinator of the internship</li> <li>Supervision of fellowships and practicums</li> </ul>		<p>Working groups</p>

## REPORTING PDUS AND APPLYING FOR RECERTIFICATION

### ADDING PDUS TO YOUR PROFILE

- Visit [www.childlife.org](http://www.childlife.org)
- Login to your profile.
- Click the menu icon (3 horizontal bars on a blue background in the top left of the screen)
- Click on Add PDUs under Certification/Certification Portal
- Click the drop-down menu on Credit Type, select the type of PDU activity you wish to enter.
- 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.
- Click save.

### REVIEWING YOUR PDUS

After you have entered your PDUs, be sure to check your PDU report to ensure you've entered everything properly.

- Visit [www.childlife.org](http://www.childlife.org) and login to your profile.
- Click the menu icon (3 horizontal bars on a blue background in the top left of the screen).
- Click on the PDU report under Certification/Certification Portal.

If you see any errors, you will need to delete the incorrect entry and re-enter it. There is no editing function in the PDU report.

### SUBMITTING YOUR APPLICATION

When your PDU report is complete, you must submit your application and pay the recertification fee.

- Visit [www.childlife.org](http://www.childlife.org) and login to your profile.
- Click the menu icon (3 horizontal bars on a blue background in the top left of the screen).
- Click on Pay for Recertification under Certification/Certification Portal.
- Answer the questions presented and digitally sign.
- Click on Save and Continue.
- Continue with your payment as prompted.

Once submitted you will be notified if your application is accepted or if it is chosen for the random audit. If the latter, you will be provided with additional information at that time.

### **Recertification Checklist**

- ◇ I am in the 5th year of the certification cycle, and I am applying prior to October 31st.
- ◇ I have read the rules and requirements in the Recertification Manual.
- ◇ I have accrued 60 PDUs (total).
  - 15 PDUs in Professional Responsibility domain; of these, a minimum of 5 must be related to professional ethics.
  - 20 PDUs in Assessment domain
  - 15 PDUs in Intervention domain
  - 10 PDUs may align with any of the three domains at the discretion of the CCLS
- ◇ My PDUs are from acceptable activity types.
- ◇ My PDUs do not exceed limits for activity types (ex: 10 PDU limit for Self-Paced Learning).
- ◇ I have documentation for each PDU in case of audit.
- ◇ My PDUs are entered in my online profile (or on the PDU Tracking Form if paying by check).
- ◇ I have submitted my payment of the recertification fee.
- ◇ I have answered the background questions and signed the Statements of Understanding (this is part of the process of submitting the application online or is included on the Application to Recertify if paying by check).

## RANDOM AUDIT

CLCC is responsible for enforcing the set standards for professional development. To accomplish this task and maintain the integrity of the CCLS credential, the committee conducts an annual audit of randomly-selected PDU recertification applications. Specific recertification applications are selected at random not due to any doubt about the honesty or accuracy of an applicant's PDU history.

Every applicant for recertification through PDUs has an equal chance of being audited regardless of previous audit history; a CCLS may be audited more than once in different certification cycles.

**CCLSs can ensure that the audit process is simple and virtually effortless by maintaining complete and accurate documentation of their professional development activities throughout each certification cycle.**

Individual applicants to be audited are identified through a computer-generated, random selection process. These individuals are notified electronically that they must submit copies of their verification documentation for the PDUs reported in their applications. The requested documentation must be received by the ACLP office on or before the specified deadline. **Non-respondents will forfeit their certification.** All submissions become the property of ACLP and will not be returned to the applicant. Applicants should keep original copies of all documentation for their records.

Members of the CLCC will conduct the audit process. All materials will be evaluated according to the same standards and by using identical procedures.

Individuals whose applications are being audited will be contacted when the audit is successful and the recertification application is accepted.

If additional information is required to fully review the application, applicants will be offered the opportunity to remediate any errors or incomplete portions of the application discovered during the audit process. If an application is incomplete, ACLP staff will request the necessary information. If the applicant does not respond on or before the specified deadline, the application for recertification will be denied and certification will expire at the end of the year.

Certificants will be notified of the results of the audit by a letter from the ACLP office as directed by the CLCC. Each audited certificant has the opportunity to either request clarification or appeal audit results within 21 days of the date on the result notification letter. More information can be found below.

If there is no response or question regarding the results within the specified time limit, the results of the audit are considered final. The record of the certificant's PDUs will be recorded in the applicant's file by ACLP staff.

### APPEAL OF RECERTIFICATION AND AUDIT RESULTS

If a CCLS's recertification is not approved or if an audit is unsuccessful, he/she may appeal the decision by submitting a letter to CLCC within 21 days of the date of the letter informing the candidate that their recertification application was not accepted. The request must state the reason for the appeal and be accompanied by any supporting documentation the applicant wishes to submit.

Decisions will be made by a majority vote of the CLCC Appeals Committee. Decisions of the Appeals Committee are final. All appeals and outcomes, along with the complete documentation of each appeal, will be maintained at the CLCC office.

Failure to follow the application directions in this manual is not grounds for an appeal. Appeals based on perceived failures of reminders or notifications of certification renewal will be heard only in extraordinary circumstances.

### WHAT HAPPENS IF MY APPLICATION IS NOT ACCEPTED?

Applicants for recertification through PDUs who fail to complete the process as outlined herein may apply to retake the examination within the final year of the certification cycle. If, however, recertification is not achieved through either method prior to the end of the cycle, the individual's certification will expire at the end of the year. If certification expires, the individual will be required to start the certification process anew by re-establishing eligibility under the then-current requirements and successfully passing the exam.

## APPENDIX I

### Child Life Professional Certification Program Background Questions and Statements of Understanding

Updated March 2019

<i>If you answer yes to any of the following questions, you must submit an explanation on a separate sheet.</i>	<i>Yes</i>	<i>No</i>
Are you presently charged with, or have you ever been convicted of or found guilty of or pled <i>nolo contendere</i> to, any felony or a misdemeanor which relates to the care, health or safety of children or other individuals? Examples include but are not limited to: sexual or other abuse of a patient or child, rape, crimes of violence, possession/use/sale of a controlled substance.		
Have you ever been disciplined by a state board or a health care or child care professional association, or are you presently being disciplined by such an entity?		
Do you or have you during the past three years habitually used alcohol or any drug or substance or had a physical or mental condition which would impair competent and objective professional performance of child life services and/or jeopardize public health and safety?		

**You must agree to these statements of understanding with your signature below.**

- I attest that the information in this application is true and accurate to the best of my knowledge.
- I understand that if requested from the general public, CLCC will confirm my certification status (active, expired, never certified), effective/expiration dates, and identification number.
- I understand that CLCC reserves the right to verify any information I have provided in this application.
- I understand that my application and verification documents become the property of CLCC and will not be returned.
- I understand that my examination results will be released only to CLCC and me.
- I understand that aggregate data will be used for statistical study and review of the examination process.
- I have read, understand, and agree to abide by the ethical, security, confidentiality, and other policies detailed in the Candidate and Recertification Manuals.
- I have read, understand, and agree to abide by the Child Life Code of Ethics and the Social Networking Guidelines found on the ACLP website.
- I understand that when faced with an ethical decision of two conflicting institutional policies regarding social media, I will adhere to the policy that maintains the higher standard.
- I have read and understand the conditions under which my certification can be revoked.
- I acknowledge that I will receive certification-related emails and may not opt out.

**Please sign to confirm that you have read and agree to the above Statements of Understanding:**

*Signature* \_\_\_\_\_ *Date* \_\_\_\_\_

*Printed Name* \_\_\_\_\_ *ID#* \_\_\_\_\_





## APPENDIX III

# Professional Development Units (PDU) Verification Form

### Background

Recertification by Professional Development Units (PDUs) provides Certified Child Life Specialists (CCLSs) the opportunity to choose continuing education and training specific to their individual professional needs.

Certificants choosing the PDU option for recertification must earn a minimum of **60 PDUs within their five-year certification cycle**. Of these, a specific number must relate to each domain of the Exam Content Outline as follows:

Exam Content Outline Domain	# PDUs
1. Professional Responsibility	
Domain 1, Any Task	10
Domain 1, Ethics	5
2. Assessment	20
3. Intervention	15

The remaining **10 PDUs** may align with any of the three domains at the discretion of the applicant.

Certificants may begin to accrue PDUs immediately after they have successfully completed the Child Life Professional Certification Examination and may track them through their ACLP Online User Profile. Recertification applications **must be received no later than October 31st** of the year in which certification will expire. Please see the Recertification Manual for more information.

### Purpose of Recertification

Recertification encourages CCLSs to keep current with the profession and acts as a vehicle to demonstrate commitment to continued growth. It is important that CCLSs be aware of new developments in the field and update their knowledge of best practices.

The recertification process requires CCLSs to document knowledge and skill development over a 5-year period to promote continued competency.

### PDU Activities and Documentation

The following are acceptable types of PDU activities:

- ◆ Traditional Professional Development
- ◆ Self-paced Learning
- ◆ Presenting
- ◆ Internship Supervision
- ◆ Publishing
- ◆ Professional Service

Within these categories, different activities earn a corresponding number of PDUs and require specific types of documentation.

PDU activities require third-party verification. Each type of activity requires a specific kind of documentation. Including, in some cases, the completion of this form.

For these details, please refer to the PDU Activities Chart on page 2 of this form and the Recertification Manual.

### Instructions

This form may be used as documentation of the following PDU activities:

- ◆ Workshops/Courses and Independent Learning
  - ◇ Employer-provided continuing education
  - ◇ Webinars
  - ◇ Workshop/seminar/lecture/professional conference session from university/college or continuing education providers
- ◆ Presenting
  - ◇ Article review or case presentation to staff
  - ◇ Professional in-service training, instruction, or guest lecturer for child life specialists or related professionals

- ◆ Internship Supervision
  - ◇ Direct floor supervisor for child life intern (Internship coordinator cannot be the applicant's primary role)

This form should be completed by either the applicant's supervisor or a representative of the sponsoring organization.

The CCLS participating in the activity should keep this form on file should it be requested by CLCC (in case of audit).

### Important Notes

- ◆ If your professional development activity correlates to more than one domain and task, you must choose ONE domain and task that BEST relates to the content.
- ◆ Recertification applicants are required to have documentation of their participation in all PDUs submitted if requested by CLCC.
- ◆ Recertification applicants should NOT submit supporting materials with their application unless requested by CLCC.
- ◆ A maximum of two (2) PDU activities may be recorded on this form. Additional copies may be submitted.
- ◆ Photocopies of this form are accepted.
- ◆ Applicants are encouraged to keep for their records a copy of this form and all materials submitted to CLCC.

## Professional Development Unit (PDU) Activities

Activity	PDU Value	Verification Documentation
<b>Traditional Professional Development (Conferences, Classes, etc.)</b>		
Association of Child Life Professionals Conference	1 hour = 1 PDU	Certificate of attendance
Association of Child Life Professionals Webinars (live or recorded)	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
<b>Self-paced Learning (Maximum of 10 PDUs per 5-year cycle)</b>		
Reading professional journal article, chapter, ACLP Bulletin or completion of a self-paced module AND passing test provided by sponsoring organization	1 test = 1 PDU	Sponsoring organization's documentation of completion
<b>Presenting (Maximum of 20 PDUs per 5-year cycle)</b>		
Presenting or co-presenting a professional workshop, seminar, or session at a state, national, or international conference (one-time presentation per topic; time spent on preparation cannot be included)	1 hour = 2 PDU	Copy of presentation or program listing that includes: presenter's name; date, length, and location of presentation; and contact person for organization.
Presenting or co-presenting a professional poster session at a state, national, or international conference (one-time presentation per topic)	1 poster = 2 PDU (state/national) 1 poster = 1 PDU (local/institution)	Copy of presentation or program listing that includes: presenter's name; date, length, and location of presentation; and contact person for organization.
Preparing and presenting article review and/or case presentation to staff (one-time presentation per topic)	1 article review/ presentation = 1 PDU	PDU Verification Form from Director/Manager
Presenting or co-presenting a professional in-service training, instruction, or guest lecture for child life specialists or related professionals in their hospital or workplace (one-time presentation per topic; time spent on preparation cannot be included)	1 hour = 1 PDU	Copy of attendance record and outline of presentation, or PDU Verification Form from sponsor/employer
Presenting or co-presenting for local organization, association, or group on practice area-related topic (one-time presentation per topic; time spent on preparation cannot be included)	1 hour = 1 PDU	Copy of presentation or program listing that includes: presenter's name; date, length, and location of presentation; and contact person for organization.
<b>Internship Supervision (Maximum of 12 PDUs per 5-year cycle)</b>		
Direct floor supervisor for child life intern (Internship Coordinator cannot be the applicant's primary role)	1 PDUs per 40 hours of student supervision	PDU Verification Form from employer
<b>Publishing</b>		
Publishing or co-publishing an article in the <i>Bulletin</i> or the <i>Journal of Child Life: Psychosocial Theory and Practice</i>	1 article= 3 PDUs	Copy of printed article
Publishing or co-publishing an article related to the psychosocial care of children in a peer-reviewed journal	1 article = 3 PDUs	Copy of title page or table of contents
Publishing or co-publishing a book/chapter on child-life related topics	1 chapter = 3 PDUs	Copy of title page or table of contents
<b>Professional Service</b>		
Completion of a research project/study	3 PDUs	Copy of conclusion or summary
Serving on board of directors, committee, task force, or educational content-development project for ACLP or CLCC	1 PDU per year <b>(Maximum 5 per 5- year cycle)</b>	Association of Child Life Professionals Roster
Serving on professional board of directors, committee, or task force related to the psychosocial care of children in a health care environment	1 PDU per year <b>(Maximum 5 per 5- year cycle)</b>	Verification from Board of the sponsoring organization

## PDU ENTRY FORM

### Activity 1: Check one PDU type

#### Traditional Professional Development

- Employer-provided continuing education
- Workshops, seminars, lectures, professional conferences, or webinars from continuing education providers, universities or colleges

#### Self-paced Learning

#### Professional Service

#### Presenting

- Article review or case presentation to staff
- Professional in-service training, instruction, or guest lecturer for child life specialists or related professionals

#### Internship Supervision

- Direct floor supervisor for child life intern (Internship Coordinator cannot be the applicant's primary role)

Title		Start Date	
Sponsoring Organization		End Date	
Location (City, State)		Times (Start & End)	
Exam Content Outline (Domain and Subdomain)		Number of PDUs	

### Activity 2: Check one PDU type

#### Traditional Professional Development

- Employer-provided continuing education
- Workshops, seminars, lectures, professional conferences, or webinars from continuing education providers, universities or colleges

#### Self-paced Learning

#### Professional Service

#### Presenting

- Article review or case presentation to staff
- Professional in-service training, instruction, or guest lecturer for child life specialists or related professionals

#### Internship Supervision

- Direct floor supervisor for child life intern (Internship Coordinator cannot be the applicant's primary role)

Title		Start Date	
Sponsoring Organization		End Date	
Location (City, State)		Times (Start & End)	
Exam Content Outline (Domain and Subdomain)		Number of PDUs	

<b>Participant Name</b>		<b>ACLP ID# (if known)</b>	
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By signing this form you attest that the above named individual participated in the PDU activities described above.

<b>Name</b>			
<b>Title</b>		<b>Organization</b>	
<b>Signature</b>		<b>Date</b>	

## APPENDIX IV

### DEFINITIONS OF INTERNSHIP SUPERVISION ROLES

#### CLINICAL INTERNSHIP COORDINATOR:

Individual person who assumes responsibility for developing and implementing the student internship experience.

- Is responsible for the educational development and guidance of the intern in the clinical setting, including:
  - ◆ Demonstrating, modeling & teaching professional behaviors and skills.
  - ◆ Defining action steps to achieve competence relative to Association of Child Life Professionals (ACLP) Standards of Clinical Practice and Competencies (see Official Documents of the Child Life Council/Association of Child Life Professionals).
  - ◆ Setting learning goals/objectives.
  - ◆ Creating and maintaining an effective learning environment.
  - ◆ Providing opportunities for exploring ethical issues.
  - ◆ Providing feedback regarding professional boundaries.
  - ◆ Facilitating the individual's application of theory to practice.
  - ◆ Orienting the individual to the placement site and policies.
  - ◆ Monitoring performance by observing the individual's progress and providing opportunities for discussion, feedback and growth.
- Works with the clinical rotation supervisors throughout the internship to educate, evaluate, mentor, and coach interns who wish to pursue a career in child life.
- Ensures that the internship curriculum is consistent with the ACLP Child Life Clinical Internship Curriculum.
- Ensures educational opportunities for interns are available to help them gain knowledge and experience in relation to the child life competencies.
- Serves as a liaison between the child life department and academic institutions.
- Provides oversight and support in providing accurate and consistent evaluation of all interns enrolled in the internship experience.
- Attests that all conditions and requirements set forth on both pages of the verification form have been met.
- Has weekly meetings with the interns.

#### CLINICAL ROTATION SUPERVISOR:

Person who assumes responsibility of intern during their rotation and provides direct and formal supervision.

Is responsible for the educational development and guidance of the intern in the clinical setting to include:

- ◆ Demonstrating, modeling & teaching professional behaviors and skills.
- ◆ Defining action steps to achieve competence relative to ACLP's Standards of Clinical Practice and Competencies (see Official Documents of the Child Life Council/Association of Child Life Professionals).
- ◆ Setting learning goals/objectives.
- ◆ Creating and maintaining an effective learning environment.
- ◆ Providing opportunities for exploring ethical issues.
- ◆ Providing feedback regarding professional boundaries.
- ◆ Facilitating the individual's application of theory to practice.
- ◆ Orienting the individual to the placement site and policies.
- ◆ Monitoring performance by observing the individual's progress and providing opportunities for discussion, feedback and growth.

It is important for clinical rotation supervisors to:

- Have daily contact with the individual, working at least 80% of the same hours.
- Schedule private, weekly, formal, uninterrupted supervision meetings with the intern.
- Have no dual relationships with the intern (family member, spouse, friend, etc.).
- Arrange for alternate supervision of the intern by another CCLS in his/her absence.
- Monitor the fulfillment of required hours.
- Directly observe the intern in order to monitor and evaluate performance.
- Model for and then observe the intern demonstrating a minimum, entry-level professional competence.

## APPENDIX V



# Application for Child Life Professional Recertification through Professional Development Units (PDUs)

Updated 2024

### APPLICATION DEADLINE: October 31 of the year certification cycle ends

**Candidates are encouraged to track and submit PDUs in their ACLP online user profile. However, this form will also be accepted.**

A PDU is a unit of measure for tracking professional development credits. All PDUs must be recorded in increments of at least 30 minutes or .5 PDU. Hours are rounded down to the next lowest .5 hour increment.

**Conferences must be broken down into individual sessions.** Each conference breakout session attended must be listed as a separate line entry on page 4 of this application.

Additional copies of page 4 may be submitted if more space is required.

Current recertification fees can be found on the ACLP website.

DO NOT send supporting documentation at this time. If randomly chosen for audit, you will be required to submit documentation at that time.

Candidates paying with a credit card are encouraged to track and submit PDUs from their ACLP online user profile. If paying by check, contact [certification@childlife.org](mailto:certification@childlife.org) for additional directions.

You must earn a minimum of 60 PDUs. Candidates for recertification MUST indicate a domain for each PDU. Of these, a specific number must relate to each domain of the Exam Content Outline as follows:

A minimum of **15 of the 60** required PDUs must fall within the **Professional Responsibility** domain; **of these a minimum of 5 must be related to professional ethics** (Domain I, Task 1).

A minimum of **20 of the 60** required PDUs must fall within the **Assessment** domain

A minimum of **15 of the 60** required PDUs must fall within the **Intervention** domain

The **remaining 10 PDUs** may align with any of the three domains at the discretion of the CCLS.

The following activity types will be accepted for PDUs:

- Traditional professional development (conference sessions, college courses, workshops, seminars, etc.)
- Self-paced study
- Presenting
- Internship supervision
- Publishing
- Professional service

Within these categories, different activities earn a corresponding number of PDUs. Some of these activities have been limited to a specific number of PDUs within the five-year certification cycle to prevent applicants from acquiring a limited range of professional development. Please see the Recertification Manual for further information.

**Step 1. Contact Information**

		ID# (if known)	
Name			
<i>Last</i>		<i>First</i>	<i>MI</i>
Address			
<i>Street Address</i>			<i>Apt. Number</i>
<i>City, State</i>		<i>Zip Code</i>	
<i>E-mail</i>		<i>Phone</i>	

**Step 2. Certification History**

Date You Passed the Exam			
Have you previously RECERTIFIED?	Yes	No	In what year?
Current Certification Cycle Expiration Date			

**Step 3. Payment Information**

**\*Please see CLCC website for current recertification fees\***

Payment type <i>(please circle one)</i>	MasterCard	Check	Money order	
Visa				\$
Credit Card # or Check #	Exp Date & 3 Digit Security Code	Name on credit card (if different from applicant)		Amount*
Signature authorizing credit card payment:				

**For office use only—please do not write below this line**

Member	Yes	No	Signed	Yes	No	PM	Rec'd
Invoice #	Batch #		Date Prnt Processed				
# Accepted	Reviewed by		OK to Recertify		Yes	No	
Notes							

**Step 4. Background Questions**

<i>If you answer yes to any of the following questions, you must submit an explanation on a separate sheet.</i>	Yes	No
Are you presently charged with, or have you ever been convicted of or found guilty of or pled <i>nolo contendere</i> to, any felony or a misdemeanor which relates to the care, health or safety of children or other individuals? Examples include but are not limited to: sexual or other abuse of a patient or child, rape, crimes of violence, possession/use/sale of a controlled substance.		
Have you ever been disciplined by a state board or a health care or child care professional association, or are you presently being disciplined by such an entity?		
Do you or have you during the past three years habitually used alcohol or any drug or substance or had a physical or mental condition which would impair competent and objective professional performance of child life services and/or jeopardize public health and safety?		

**Step 5. Statements of Understanding**

- I attest that the information in this application is true and accurate to the best of my knowledge.
- I understand that if requested from the general public, CLCC will confirm my certification status (active, expired, never certified), effective/expiration dates, and identification number.
- I understand that CLCC reserves the right to verify any information I have provided in this application.
- I understand that my application and verification documents become the property of CLCC and will not be returned.
- I understand that my examination results will be released only to CLCC and me.
- I understand that aggregate data will be used for statistical study and review of the examination process.
- I have read, understand and agree to abide by the ethical, security, confidentiality and other policies detailed in the Candidate and Recertification Manuals.
- I have read, understand and agree to abide by the Child Life Code of Ethics and the Social Networking Guidelines found on the ACLP website.
- I understand that when faced with an ethical decision of two conflicting institutional policies regarding social media, I will adhere to the policy that maintains the higher standard.
- I have read and understand the conditions under which my certification can be revoked.
- I acknowledge that I will receive certification-related emails and may not opt out.

<b>Please sign to confirm that you have read and agree to the Statements of Understanding:</b>	
<i>Signature</i>	<i>Date</i>

**Step 5. Record Professional Development Units (PDUs)**

Please list on the following page all of your Professional Development Units. Be sure to complete ALL requested information and write legibly. For assistance with this form, please see the instructions on page 1. We recommend printing a copy of the Exam Content Outline before starting. This can be found on the ACLP website at [www.childlife.org](http://www.childlife.org).

**Examples**

Session Title	Sponsor or Institution	Exam Content Outline Domain	Date(s)	Beginning & Ending Times	Number of Sessions (If Applicable)	Activity Type	# of PDUs
<i>Professional Ethics: In Pursuit of Doing the Right Thing</i>	<i>CLC</i>	<i>I - Professional Responsibility</i>	<i>5/29/21</i>	<i>11:00am - 12:15pm</i>	<i>n/a</i>	<i>Presenting</i>	<i>2.5</i>
<i>The Family</i>	<i>Children's Hospital</i>	<i>II - Assessment</i>	<i>1/24/21-1/25/21</i>	<i>8-9am</i>	<i>2</i>	<i>Traditional</i>	<i>2</i>



**Professional Development Hour (PDU) Tracking Form**

Session Title	Sponsor or Institution	Exam Content Outline Domain	Date(s)	Beginning & Ending Times	Number of Sessions (If Applicable)	Activity Type	# of PDUs
<b>Total # PDUs this Page (additional sheets may be used as necessary)</b>							