



**Hello from the Child  
 Life Certification Commission  
 (CLCC)!**

Hello CCLSs,

I hope each of you enjoys some summer holiday experiences. We all need rejuvenating now and again, with a dose of travel adventure or just some comfortable downtime, to recharge our batteries.

The CCLS Connection is once again prepared to answer your questions before you might even know you have them. With this issue please take a few minutes to review some certification news, and some demystifying information about how PDUs are reviewed, including what happens if or when you are randomly selected for a PDU audit. Although it may seem to be a technical yet somehow mystical event, recertification by PDUs, and audits, are based on a clearly defined process. If you are confused or only mildly confident as to how audits happen, you are not alone, and if you need to recertify in 2019, you have a lot of company!

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**Certification Numbers**

Total Current CCLSs: 6016

Residing in:	AK - 9	MS - 22
US- 5553	AL - 76	MT - 4
Australia - 5	AR - 34	NC -216
Canada - 341	AZ - 124	ND - 14
China - 2	CA -530	NE - 40
Georgia - 1	CO - 94	NH - 28
Hong Kong - 9	CT - 70	NJ-179
India - 1	DC - 16	NM -12
Italy - 1	DE - 16	NV - 18
Japan - 54	FL - 260	NY-314
Kenya - 2	GA-182	OH-295
Kuwait - 2	HI - 9	OK - 33
Luxomberg -1	IA - 83	OR - 36
New Zealand - 3	ID - 13	PA -207
Norway - 1	IL - 279	RI - 20
Philippines - 3	IN - 95	SC - 79
Poland - 1	KS - 45	SD - 14
Puerto Rico - 2	KY - 52	TN-154
Qatar - 9	LA - 59	TX-543

In addition to the ACLP Certification staff, the ACLP Certification Commission comprises more than 60 volunteers working for you. With this article, the Communications Committee enthusiastically opens a window onto CLCC's audit processes.

Happy Summer Edition,

Bindy Sweett

Child Life Certification Commission Chairperson

Romania - 1	MA -247	UT - 83
Singapore - 4	MD -103	VA -91
South Africa - 1	ME - 13	VT - 18
Spain - 2	MI - 180	WA -101
Switzerland - 2	MN - 156	WI -112
Taiwan - 5	MO - 164	WV - 8
United Kingdom - 7		

## Important Dates to Remember

### August

10 – Registration deadline for August testing window

15-30 - Testing window

### October

31 – Application deadline for recertification through PDUs

## PDU Audit FAQs

For many, when it comes to re-certification, thoughts of a potential audit of Professional Development Units (PDUs) can be met with confusion and despair. Fortunately, the Child Life Certification Commission (CLCC) provides resources to help support CCLSs through the process. This article will describe the recertification audit process and provide some quick tips to help members be prepared if their application is audited. Here are answers to some frequently asked questions.

### Who gets audited?

There are two levels of audit.

- Content Audit

The first is a review of the content of an application, where the reviewer looks at whether the PDUs are applicable, tied to the Exam Content Outline (domains), and calculated appropriately. Selection of applications for content audit happens automatically by the online system that CCLSs use to submit their applications. Every fifth application submitted (or 20%) is selected as they are submitted.

- Documentation Audit

From those selected for the content audit, 20% are randomly selected for a documentation audit in which the CCLS is required to submit materials documenting participation in the required PDUs. This equates to 5% of total applicants for recertification being required to submit supporting documentation.

### **Who conducts the audit?**

The CLCC Recertification Audit Committee conducts the content review. The committee is comprised of your CCLS peers who receive special training. ACLP staff review materials submitted for the documentation audit.

### **What information do I need to provide if I do get audited?**

It is highly recommended to keep a file of documentation of all PDU activities attended in case of random audit. If audited, you will have 2 weeks to submit your documentation.

Reviewers look for documentation of attendance/participation, not registration. Therefore, registration documents, flyers, and announcements are not accepted.

Each of the PDU types allowed has at least one form of acceptable documentation. The [Recertification Manual](#) lists appropriate forms of documentation for each activity type. The most common forms of documentation include:

- Certificate of attendance
- [PDU Verification Form](#)
- College/university transcript
- Certificates of CEUs
- Report of professional development activities from human resources department

Please note that for ACLP annual conferences, those being audited are required to submit the certificate of attendance that is only available onsite at the conference. If an applicant does not have the certificate of attendance, another form of documentation such as the [PDU Verification Form](#) must be submitted.

### **What happens if I made a mistake on my application? Will I lose my certification?**

CLCC does not want to deny recertification applications! Although every CCLS is held to the same standards, we try to be as supportive as possible. We will work with those who are audited to try to solve any issues with the application.

If your application is audited, you will have the opportunity to remediate any errors. If a reviewer has any questions about the information submitted, ACLP staff will contact you for clarification. You will be able to add additional PDUs (provided they were earned prior to the October 31<sup>st</sup> deadline) or correct PDU entries previously submitted. You will be allowed 2 weeks to resolve any problems.

If an application is denied prior to the registration deadline for the certification exam, the CCLS would be permitted to take the exam. However, if the deadline has passed, the applicant's certification would expire at the end of the year. The only other option would be to appeal to

CLCC for an exception to the requirements. Historically, exceptions to requirements and policies are very rare, but so is the denial of a recertification application. Usually, through the steps mentioned above audited CCLSs have been able to ultimately pass the audit.

### Other Helpful Resources

The [Child Life Professional Certification Maintenance and Recertification Manual](#) details criteria for PDUs that count towards recertification and supporting documentation that is accepted during the audit process.

Information regarding the audit process can also be found in the [Child Life Certification Commission CCLS Policy and Procedure 4.0 Recertification and Recertification Audit](#). This document provides a comprehensive explanation of the recertification process and random audit procedures.

Hopefully this article has served to de-mystify the audit process. If you have any further questions, please contact [certification@childlife.org](mailto:certification@childlife.org).

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## Certification Highlights

### Introducing: Child Life Code of Ethics

There has been confusion in the past about the difference between the “Code of Ethical Responsibility” and the “Code of Professional Practice.” Recently, changes have been made to both.

The name of the Code of Ethical Responsibility has been officially changed to the **Child Life Code of Ethics**. The Child Life Code of Ethics encompasses the 12 principles that define ethical practice, based on primary tenets of ethics. All CCLSs agree to abide by the Child Life Code of Ethics.

The Code of Professional Practice, is now superseded by the [CLCC policy on ethics and disciplinary actions](#) which is more the nuts and bolts of how ethics complaints are handled. It determines how the commission will act on complaints, directs investigations, and provides guidance for applying sanctions and follow up actions.

### Bottom Line

The “Code of Ethical Responsibility” and the “Code of Professional Practice” no longer exist. They have been replaced or renamed as follows:

[Child Life Code of Ethics](#)

[CLCC Policies Manual, Certification Policies 6.0 ETHICS VIOLATIONS AND DISCIPLINARY ACTIONS](#)

Questions may be directed to [certification@childlife.org](mailto:certification@childlife.org).

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## Digital Badges

Digital badges are a way to recognize achievement and are a trusted source for employers and others to verify certification in real time. Last month, the Child Life Certification Commission issued every current CCLS a digital badge.

This badge is a powerful tool for identifying and validating your child life skills, knowledge and competencies, and all the information necessary to verify your certification is imbedded directly into the digital badge image.

A digital badge is a proven way of helping employers recognize one's skill set the same way a CV does. Paper certificates cannot be shared digitally, and since we're all living in a digital world it is helpful for professionals to have credentials that can be shared and validated in a variety of ways.

Through your badge you can also access labor market data that relates to your demonstrated skills including links to real, current open positions that require those skills.

Having a digital badge is new to most of us, so there might be some questions you have as you utilize the many functions of your digital badge

### **How do I claim my digital badge?**

CLCC issued digital badges to all CCLSs on June 21, 2019. On that day, you should have received an email with a unique link to your badge. If you do not see the email, please check your junk/spam folder. Still don't have it? Please contact [certification@childlife.org](mailto:certification@childlife.org), and we can resend the email to you.

Once you click on the link in the email, you will be taken to the website of our partner, Acclaim/Credly, where you will need to create an account. Once completed, there are instructions for many ways to take advantage of this useful tool.

### **What information does the viewer see when they click on the link in my digital badge?**

The badge is web-enabled, meaning anyone who accesses your badge can click on it and learn more about YOUR credential and what you did to earn it. It highlights important skills you've demonstrated and enables the user to see personalized certification dates. With a single click, third parties are directed to a metadata web page showing the requirements for certification. This content helps explain a CCLS's qualifications and lends credibility to their specialized skills.

### **What can I do with my digital badge?**

Share it! That's right; blow your own horn! You've worked hard to earn and maintain the CCLS credential. You deserve to showcase your accomplishment.

### **Can I share my badge on social media sites?**

Yes! Today, networking happens everywhere. Even if you are not actively looking for a new position, sites like LinkedIn can open many unexpected opportunities. One of the things people use social media for is to express what is important to them. Friends, family, and even recruiters can learn a lot through your social media profiles. Allow your followers on Facebook and Twitter to discover what really matters to you!

### **Should I include my digital badge on my resume or CV?**

If you are using a digital resume, then it's a great way to add some interactivity and instant verification for your audience. You would not likely include a digital badge image on a printed copy of your CV or resume.

### **I want to include my digital badge in my signature in Outlook or Gmail, but I am having trouble embedding the link. Can you help?**

A great way to increase visibility for your certification is by adding it to your email signature block. Adding the badge is a 2-step process that involves:

- 1) downloading the badge image and inserting the image into your signature, and
- 2) hyperlinking it to the URL that is specific to your information.

There are step-by-step instructions for doing this at the links below; one is for Outlook users and the other for Gmail.

[Instructions for Outlook](#)

[Instructions for Gmail](#)

For answers to other frequently asked questions, please click [here](#). Additional questions should be addressed to [certification@childlife.org](mailto:certification@childlife.org).

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### **Recertification**

Number of CCLSs due to recertify in 2019: 1186

CLCC is now accepting applications to recertify through Professional Development Units from those CCLSs whose certification will expire on December 31, 2019. **These applications are due no later than October 31, 2019**

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### **CLCC Toolkit Affirming Clinical Experience through Exam Content Outline**

The Child Life Certification Commission (CLCC) is pleased to share a tool we hope will be useful within current internship programs.

As you know, there is a new [Clinical Experience Verification Form](#) (based on the [Exam Content Outline](#)) that must be used to verify completed internships. To help support the transition, CLCC created the attached form ([CLCC Toolkit: Affirming Clinical Experience](#)

[through Exam Content Outline](#)) to help programs track interns' progress throughout the internship. Use of the document is entirely up to your own discretion.

CLCC recognizes that multiple team members are working with interns through clinical supervision, use of the internship modules, and coordination of internship. This form allows for documentation from all team members based on their clinical role with the intern. CLCC recognizes that there may be instances where the opportunity to demonstrate a skill does not present itself during the internship. In such cases, a clinical rotation supervisor should attest the intern was instructed on and exhibited understanding of the skill and relevant concepts.

The [CLCC Toolkit: Affirming Clinical Experience through Exam Content Outline](#) can be used to:

- Track intern hours
- Track each CCLS's witness of demonstration, observation and discussion with interns
- Track interns' progress
- Track timing of skills learned by documenting dates
- Track supervision on more than one rotation
- Track supervision between collaborative sites
- Serve as a memory resource for long term tracking of interns' skills
- Supplement completion of mid-term and final evaluations
- Add to thorough, ethical documentation within internship programs

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### **Thank you CLCC Communications Committee!**

CLCC would like to recognize the team of volunteers who serve on the CLCC Communications Committee and make this newsletter possible! Thank you!

Chair, Geri Sehnert; Chair-Elect, Tracey Craddock

Members:

Amber Hill, Sarah Framarin, Michelle Barksdale, Shannon Meland, Erin Munn

STAY CONNECTED



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