



## Association of Child Life Professionals Operational Policy and Procedure

### SUBJECT: 1.0 COMMISSION SCOPE AND RESPONSIBILITIES

**LEAD AUTHOR(s):**

**CONTRIBUTERS: CLCC, Hanchar Consulting Service**

#### POLICY

##### 1.01 CLCC Scope of Authority

The scope of authority of the Child Life Certification Commission (CLCC) is set forth in the Association of Child Life Professionals (ACLPL) By-Laws. The CLCC is a wholly-owned subsidiary of the ACLPL. The CLCC is the entity responsible for general oversight of the Certified Child Life Specialist (CCLS) certification program with authority regarding eligibility, certification and recertification. CLCC, in collaboration with a professional testing service, will oversee the development and administration of the certification examination.

The CLCC may adopt such rules and regulations for the conduct of its business as it shall deem advisable. These areas of authority ensure that the CLCC can clearly focus on its task of developing and maintaining a strong and highly-valued CCLS Certification Program.

##### 1.02 CLCC Certification-Related Authority and Responsibilities

The following duties and responsibilities fall under the purview of the CLCC:

- Establish and implement Policies and Procedures that guide CCLS Certification Program decisions.
- Establish, evaluate, and publish policies and procedures for the development, maintenance, administration, and scoring of the CCLS Certification Program, consistent with NCCA accreditation standards.
  - Key policies in this regard include:
    - CLCC governance policy – composition, terms, voting, etc.
    - Candidate eligibility and registration requirements
    - Eligibility requirements rationale
    - Testing guidelines

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- Eligibility requirements for volunteers and SMEs participating in CCLS exam activities
  - Exam procedures
  - Exam administration/proctoring
  - Exam scoring/reporting
  - Failed candidate retest policy and policy rationale
  - Recertification requirements
  - Confidentiality/conflict of interest for CLCC Members
  - Appeals by exam takers
  - Record retention for exam takers
  - Exam security
  - Candidate verification requirements
- Review and/or revise Policies and Procedures on an annual basis or as needed.
  - Develop and maintain a valid, reliable and legally-defensible assessment
    - Review/Approve expert panel of SMEs used to conduct periodic Job Analysis (JA) study. The CLCC will review and be responsible for the final selection of the SMEs recommended by psychometricians and certification staff in this regard assuring that autonomy remains in the selection process and that no undue influence exists regarding the selection process or the applicant recommended.
    - Review/Approve the final JA report and subsequent exam content outline as presented by the psychometricians.
    - Review/Approve the final Cut Score study report as presented by the psychometricians.
    - Review/Approve final Technical Report concerning the quality of the exam as presented by the psychometricians.
  - Ensure the trust of the public is served through the CCLS Certification Program
  - Acquire, develop, disseminate, and preserve data and other valuable information relative to the functions and accomplishments of the CLCC.
  - Represent and include the interests of those parties and stakeholders affected by the CCLS Certification Program.
  - Establish, evaluate, and implement requirements for certification and recertification for those who hold the CCLS credential.
  - Uphold the Mission and Purpose of the CLCC and CCLS Certification Program to address the issues of certificants and the stakeholders whom they serve.
  - Oversee the administration of the CCLS Certification Program including the program's volunteer personnel, policy implementation, and administrative procedures.

### 1.03 Limitations:

The following duties and responsibilities do not fall under the purview of the CLCC:

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- The CLCC will not establish policies related to, or participate in, the development or delivery of educational content designed to prepare individuals to take the CCLS certification examination.
- The CLCC will not accredit, approve, or endorse educational or training programs designed to prepare individuals for certification.
- During their term(s) of service, members of the CLCC will not participate in the development or delivery of any educational program designed or intended to prepare individuals to take the CCLS certification examination.
- Members of the CLCC that participate in creating and/or reviewing content for the examination, including serving as examiners, item writers, item reviewers, job analysis and/or cut score study panelists, may be subject to additional restrictions as established in these policies and procedures.

#### 1.04 CLCC Fiduciary Responsibilities

The CLCC will adhere to the ACLP Fiduciary Responsibilities document as follows.

Those in positions of responsibility and authority in the governance structure of an association - both volunteers who serve without compensation and employed staff - have a fiduciary duty to the organization, including duties of care, loyalty and obedience. In short, this means they are required to act *reasonably, prudently and in the best interests of the organization*, to *avoid negligence and fraud*, and to *avoid conflicts of interest*. In the event that the fiduciary duties of care, loyalty or obedience are breached, the individual breaching the duty is potentially liable to the association for any damages caused to the association as a result of the breach. This fiduciary duty is a duty to the association as a whole; even those who only serve on a particular commission, committee or task force owe the fiduciary obligation to the entire association.

##### 1. **Duty of Care**

This duty requires officers and commissioners to exercise *ordinary and reasonable care* in the performance of their duties, exhibiting honesty and good faith. Officers and commissioners must act in a manner which they believe to be *in the best interests of the association*, and with such care, including reasonable inquiry, as an ordinarily prudent person in a like position would use under similar circumstances. The "business judgement rule" protects officers and commissioners from personal liability for actions made in poor judgment if there is a reasonable basis to indicate that the action was undertaken with due care and in good faith.

##### 2. **Duty of Loyalty**

This is a duty of faithfulness to the association. This means that officers and commissioners must give undivided allegiance to the association when making decisions affecting the association. In other words, officers and commissioners cannot put personal interests above the interests of the association. Personal interests may include outside business, professional or financial interests, interests arising from involvement in other organizations, and the interests of family members, among others. Officers and

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commissioners should be careful to disclose even *potential* conflicts of interest to the commissioner the Child Life Certification Commission and should recuse themselves from deliberation and voting on matters in which they have personal interests. For pervasive and continuing conflicts - such as a commissioner of the association concurrently serving on the board of a competing association - resignation from the individual's association leadership post or from the outside conflicting responsibility may be required. Officers and commissioners can have business dealings with the association, but such transactions must be subject to considerable scrutiny. In such event, officers and commissioners must fully disclose any personal interests to the Child Life Certification Commission, and the terms of any transaction must be fair to the association. In addition, state nonprofit corporation statutes frequently provide specific procedures for dealing with transactions in which officers or commissioners have conflicts of interest.

### 3. **Duty of Obedience**

This duty requires officers and commissioners to act in accordance with the organization's articles of incorporation, bylaws and other governing documents, as well as all applicable laws and regulations.

**Reliance on experts.** Unless an officer or commissioner has knowledge that makes reliance unwarranted, an officer or commissioner, in performing their duties to the organization, may rely on written or oral information, opinions, reports, or statements prepared or presented by: (i) officers or employees of the association whom the officer or commissioner believes in good faith to be reliable and competent in the matters presented; (ii) legal counsel, public accountants, or other persons as to matters which the officer or commissioner believes in good faith to be within the person's professional or expert competence; or (iii) in the case of reliance by commissioners, a committee of the board on which the commissioner does not serve if the commissioner believes in good faith that the committee merits confidence.

**Willful ignorance and intentional wrongdoing.** Commissioners cannot remain willfully ignorant of the affairs of the commission or the association. Moreover, officers and commissioners acting *outside of or abusing* their authority as officers and commissioners may be subject to personal liability arising from such actions. Furthermore, officers or commissioners who, in the course of the association's work, *intentionally* cause injury or damage to persons or property may be personally liable, even though the activity was carried out on behalf of the association.

## **REFERENCES**

ACLPL Fiduciary Responsibilities document

## **ADDENDUM A**

Child Life Certification Commission Participation Agreement

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