



**Association of Child Life Professionals
Child Life Certification Commission
Operational Policy and Procedure**

SUBJECT: 13.0 CONFIDENTIALITY AND CONFLICT OF INTEREST

LEAD AUTHOR(s):

CONTRIBUTERS: CLCC, Hanchar Consulting Service

POLICIES:

13.01 Confidentiality

Members of the CLCC, all volunteers, staff and any other individuals having access to confidential CCLC Certification Program information are required to sign a Volunteer Participation Agreement (Confidentiality and Conflict of Interest Agreements) stating that they will not disclose any confidential information related to the Certification Program or its activities.

Confidential information includes, but is not limited to, the following:

- Applicants' or certified individuals' confidential information
- Documents and/or materials related to the CCLC Certification Program that might be presented during CLCC meetings
- Exam development and/or exam maintenance information
- Exam results
- Scoring
- Exam security
- Certification examination
- Legal matters related to the CCLC Certification Program or the CLCC
- Financial matters related to the CCLC Certification Program or the CLCC

Confidential information (non-public information including, but not limited to, name, address, Social Security Number, bank account numbers, financial or financial aid information, student numbers, medical information, certification numbers, etc.) is protected by federal, state and local statutes. To protect privacy, the database of personal information is accessible only by designated staff and contractors operating under the Volunteer Participation Agreement.

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Title/Manual

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A CCLC candidate or certificant information including their demographics, exam registration and testing information is confidential. Written authorization by the candidate or certificant is needed to release their information (excluding certification status and dates of certification).

13.02 Conflict of Interest

Members of the CLCC, all volunteers, staff and any other entity having access to the CCLC certification information are required to sign a Volunteer Participation Agreement (Confidentiality and Conflict of Interest Agreements) stating that they agree to fully and promptly disclose to the CLCC and the CLCC Certification Director/Staff Liaison any existing or potential conflicts of interest related to a personal, professional, business or financial nature, and will refrain from participation in any decision on such matters. This includes avoiding potential and actual conflicts, as well as perceptions of conflicts.

Conflicts of interest may include, but are not limited to, the following:

- Deriving personal profit or gain for an individual's participation in CCLC Certification Program activities.
- Affiliating themselves to other organizations that could conflict with the activities of the CCLC Certification Program or the business of the CLCC.
- Changing employment that could conflict with the activities of the CCLC Certification Program or the business of the CLCC.
- Working on educational materials (Study Guide, practice tests, etc.) used or to be used to help candidates prepare for the CCLC exam.

PROCEDURES

Annually, the Director of Certification will provide the Volunteer Participation Agreement (Confidentiality and Conflict of Interest Agreements) to all volunteers, contractors, and staff for their signatures. These will be collected and retained on file during the period of participation.

ADDENDUM

Volunteer Participation Agreement (Confidentiality and Conflict of Interest Agreements)

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