



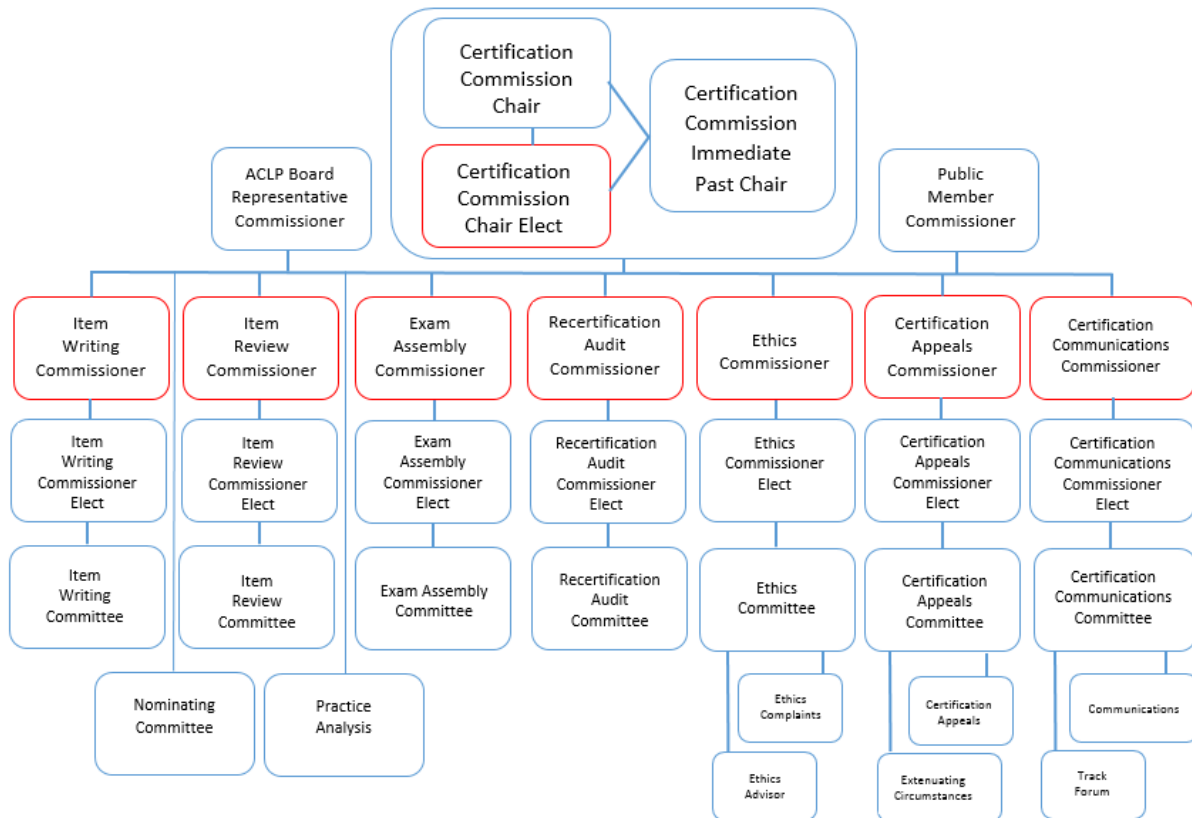
Association of Child Life Professionals Operational Policy

Title: 7.0 NOMINATIONS POLICY AND PROCEDURES FOR ELECTION OF COMMISSION CHAIR-ELECT

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Child Life Certification Commission (CLCC) Structure



New/Approved: 09/2018

Revised: April 2022

CLCC POLICIES MANUAL/GOVERNANCE POLICIES/7.0 NOMINATIONS FOR CHAIR ELECT POSITION

RATIONALE

To define the requirements and process for the nomination and election of the Child Life Certification Commission (CLCC) Chair-Elect.

DEFINITION

The CLCC's nominating and voting processes are consistent and parallel with those of ACLP but are held separately to maintain impartiality. The CLCC elections are not voted by the membership of the ACLP, they are determined by a democratic vote by all volunteers of the CLCC. Inclusion of a Public Member with voting rights provides a further measure of responsibility to the public. Effective public or consumer members also represent the public's, consumer's, or user's perspective and interest; bring new ideas and goals to the certification board to ensure the public's interest is valued; contribute an unbiased perspective; encourage consumer-oriented positions; and bring additional public accountability and responsiveness (NCCA, Standard 2).

POLICY

The CLCC requires that an individual nominated for the position of Commission Chair-Elect must be a Certified Child Life Specialist in good standing. In their years as Commission Chair, they must additionally fulfill the requirements to represent the Commission as a member of the Association of Child Life Professionals Board of Directors. Therefore, this individual must be a member of ACLP in good standing to meet ACLP Board of Directors criteria. The nominee will have experience with certification, recertification, eligibility requirements, item development, practice competencies, and the responsibilities associated with holding the CCLS credential.

The CLCC nomination process is timed partly to align with ACLP Board of Directors' nominations but is made separately by CLCC volunteers. The Commission Chair-Elect must understand the structure and functions of those CLCC committees involved in examination development, such as Item Writing, Item Review and Exam Assembly, how they relate to Job Analyses and the exam rubric, and timelines for exam construction. Experience as a Commissioner for a minimum of 2 years is essential to learning the functions and relationships between all CLCC committees, CLCC reporting methods, communication with stakeholders and overall CLCC functions and expectations.

The Nominating Committee consists of the CLCC Chair, the CLCC Immediate Past Chair, and the CLCC Public Member.

PROCEDURE

Nomination Process

- The formal call for nominations will begin in September.
- Any CLCC volunteer, past or present, who meets the requirements may submit an interest form.
- Commissioners and Committee members can nominate individuals who meet the requirements once the nominee has verified interest.

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Application Process

- Applications completed by Commission Chair-Elect nominees provide evidence of skills that fit the leadership needs of the CLCC.
- A completed application form is submitted to the Nominating Committee in mid-October.
- A resume or Curriculum Vitae that attests to the applicant's suitability for the position is included with the application.
- A letter of recommendation is received by the Nominating Committee.
- Signed documentation of support from employer form letter is received by the Nominating Committee.
- Candidate Self-Assessment is submitted to the Nominating Committee.
- Candidate bio is submitted to the Nominating Committee.

Nominating Committee Process

- The Nominating Committee consists of the CLCC Chair, the CLCC Immediate Past Chair, and the CLCC Public Member, or others familiar with the certification program as identified by the CLCC Chair.
- The Committee reviews all applications.
- The Committee holds interviews with those applicants who meet the requirements.
- The Committee submits a slate of candidates for approval at the November CLCC meeting.
- A vote is held by all CLCC volunteer members in January of the following year.

REFERENCES

Institute for Credentialing Excellence, Standards for the Accreditation of Certification Programs, National Commission for Certifying Agencies, 2016.

ADDENDUMS

- A. CLCC Interview questions and scoring document
- B. CLCC application form
- C. CLCC Documentation of support from employer
- D. CLCC Candidate Self-Assessment

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