



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

SUBJECT: 9.0 CLCC COMMITTEES

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POLICIES:

9.01 Standing Committees

The CLCC has the authority if necessary, to appoint standing committees. Standing committees of the CLCC are permanent committees that meet on a regular basis to complete the ongoing work of the Commission. The current standing committees of the CLCC are: Executive Committee, Certification Appeals Committee, Ethics Committee, Item Writing Committee, Item Review Committee, Exam Assembly Committee, Recertification Audit Committee, and the Certification Communications Committee. All standing committees report to the CLCC. All Chairs of standing committees are members of the CLCC appointed by the CLCC Chairperson or elected by the members of CLCC. All members of all standing committees (voting and non-voting) are required to sign confidentiality/conflict of interest statements to ensure that confidentiality, autonomy and impartiality are maintained regarding the certification program.

The Chair of each standing committee serves as a voting member of the CLCC. Except in the cases of the Executive Committee and Certification Appeals Committee, standing committee members are appointed by the chair of each standing committee.

Upon entry into the Commission, all CLCC members must serve as an Item writer for a minimum of 1 year before moving into other positions.

Executive Committee

The Executive Committee of the CLCC will be comprised of the Commission Chairperson, the Chairperson-Elect, and the Immediate Past Chairperson. The Executive Committee may act in place and stead of the CLCC between Commission meetings. Actions must be reported at the next Commission meeting and recorded in the official minutes. Actions that amend or modify the CLCC Policies Manual shall be submitted to the CLCC for ratification by mail, email, or at the next CLCC meeting.

Nominating Committee

The Immediate Past Chairperson shall chair the Nominations Committee during his/her year in office.

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Certification Appeals Committee

The Certification Appeals Committee of the CLCC evaluates and makes recommendations on challenges made by individuals regarding exam eligibility, special testing accommodations, testing irregularities, internships under extenuating circumstances approval, and recertification requirements.

Ethics Committee

The Ethics Committee of the CLCC is charged with evaluating and making recommendations for action regarding ethical issues and other concerns faced by CLCC. The committee shall operate as an impartial review body. Should the impartiality of any committee member be challenged at any point in the course of a review, the individual shall recuse himself or herself immediately.

Item Writing Committee

The Item Writing Committee of the CLCC is responsible for developing suitable exam items based on the current Job Analysis Exam Content Outline.

Item Review Committee

The Item Review Committee of the CLCC is responsible for reviewing new exam items developed by the Item Writing Committee. It is also responsible for periodic review of the exam's item bank.

Exam Assembly Committee

The Exam Assembly Committee of the CLCC will be responsible for the construction, review and finalization of exam forms which will be used in the assessment of candidates applying and meeting the criteria for certification. It is the responsibility of the Exam Assembly Committee to ensure that the items within the exam forms meet the exam content outline, that duplicate items do not appear within the same form, and that clueing of items is not present.

Recertification Audit Committee

The Recertification Audit Committee is responsible for all activities related to recertification (criteria/requirements for recertification, purpose, rationale, etc.), continuing education for recertification, and audit review of recertification applications

Certification Communications Committee

The Certification Communications Committee is charged with communicating with the public regarding the certification program, including publication of the CCLS newsletter three times per year and monitoring the ACLP forums for certification-related posts.

9.02 Task Forces

Task forces address specific short-term issues. The CLCC Chairperson will have the authority to appoint and dissolve task forces as needed based on the activities of the CLCC.

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PROCEDURES:

Executive Committee:

A majority of the Executive Committee members shall constitute a quorum at any duly-called meeting of the committee.

The current CLCC Chairperson also chairs the Executive Committee.

The CLCC Chairperson shall have the authority to call such meetings of the Executive Committee as the business of the CLCC may require, or upon request of the members of the Executive Committee.

Nominating Committee

The Director of Certification/Staff Liaison will provide submitted nominations to the committee after the October 15th deadline. The Nominating Committee reviews submissions and develops a slate of candidates by December 15th. ACLP staff shall provide the online survey mechanism by December 31st for voting in January of the following year.

Exam Development

In conjunction with the examination administration agency, the ACLP Director of Certification will oversee the entire examination development process and act as liaison with the testing agency.

Members of all certification examination development committees must wait until the next Job Analysis has been completed before sitting for the examination. If certification is scheduled to lapse before that time, recertification must be established by Professional Development Units (PDUs).

Members of the Item Review and Exam Assembly Committees must refrain from teaching courses or in-services addressing the specific content of the CLC examination until a new Job Analysis has been completed.

Members of all certification examination development committees will maintain certification.

All terms begin in June and end in May.

Item development will be performed annually to ensure a robust Item Bank and to promote the security of the certification examination.

Item Writing Committee:

The committee is led by the Item Writing Committee Chair (a member of the CLCC).

Membership on this committee consists of a minimum of seven CCLS-certified Subject Matter Experts (SMEs) in good standing.

Applications will be evaluated, and item writers will be selected during the annual call for volunteers.

Item writers will be appointed as required to maintain a functioning committee.

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To ensure that members of this committee are skilled in item writing, Item Writers undergo training and are assigned a Coach. The Coaches' role is to support through guidance, review, and feedback throughout the stages of item writing.

Items are written to ensure that the correct answer is accurately identified, that each item does not discriminate against one group of examinees or another, and that the distracters (incorrect answers) are plausible, but indeed wrong. The difficulty level of the item is also rated.

Item Writers apply stringent criteria in developing items: the content of each item must be well-documented and representative of best practice; and items must be clearly written and easily understood.

Each item must be supported by at least one published reference identified by CLCC.

To ensure that there are no biases in the item writing and item review process, item writers serving on the Item Writing Committee cannot serve on the Item Review Committee and vice versa.

Committee members will rotate off the committee in a staggered fashion annually.

Item Review Committee

The committee is led by the Item Review Committee Chair (a member of the CLCC).

Membership on this committee consists of at least seven CCLS-certified Subject Matter Experts (SMEs) in good standing.

Item Reviewers are appointed by the CLCC Chairperson.

Item Reviewers apply stringent criteria in evaluating items: the content of each item must be well-documented and representative of best practice; and items must be clearly written and easily understood.

Items are rated for relevance, importance and criticality. To be accepted, an item must be judged relevant to certification level (minimally-competent, entry-level) performance; it must also be judged to tap knowledge critical in differentiating adequate from inadequate job performance. Finally, it must be decided whether lack of knowledge tested could result in performance errors that could cause harm (physical, emotional, financial, etc.) to patients, the public, the child life specialist, etc.

Items are reviewed to ensure that the correct answer has been accurately identified, that each item does not discriminate against one group of examinees or another, and that the distracters (incorrect answers) are plausible, but indeed wrong. The difficulty level of the item is also rated.

Each item must be supported by at least one published reference identified by CLCC.

Once the items are developed, reviewed, validated, and accepted, they are submitted to the test administration agency, which performs a psychometric and editorial review. The final versions of the items are then entered in the Item Bank for possible use on future examinations.

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To ensure that there are no biases in the item writing and item review process, item reviewers serving on the Item Review Committee cannot serve on the Item Writing Committee and vice versa.

CCLSs who teach child life or related subjects in an academic setting may not serve on this committee.

Committee members will rotate off the committee in a staggered fashion annually.

Exam Assembly Committee

The committee is led by the Exam Assembly Committee Chair (a member of the CLCC). Membership on this committee consists of at least five CCLS-certified Subject Matter Experts (SMEs) in good standing.

Exam forms will be developed annually to ensure consistency with rubric and security of the certification examination.

The Exam Assembly Committee convenes annually in January to assemble exam forms for the upcoming year. This process is completed via a series of webinar conferences facilitated by our test administration vendor. Typically, 3 to 4 of these sessions will be conducted over a 3- to 4-week period. Each session is usually scheduled for 3 to 4 hours.

Committee members will receive draft exam forms prior to each session. Members review each draft and submit comments to the testing agency before the next webinar conference.

The form is finalized, and each question is assigned a key word.

The Child Life Professional Certification Exam is comprised of 150 multiple-choice questions. 125 of these are scored items, 25 are “pre-test” items. The latter do not affect candidates’ scores. Statistical data is collected on these items to assess whether they should be included on future exam forms as scored items. As the exam form nears a final draft, the testing agency will provide 25 possible pre-test items for review along with one of the draft exam forms. Members review the pre-test items as well and submit comments to the testing agency.

The committee assesses each accepted item for psychometric soundness, fairness, and content-validity, using the same review process as the item development committees.

When reviewing the draft exam forms and pre-test items, committee members identify items that are duplicates or cue one another (bad pairs). Members also look for over- or under-representation of topics. Any item that might present problems is reported to the testing agency.

CCLSs who teach child life or related subjects in an academic setting may not serve on this committee.

Exam Assembly Committee members will rotate off the group in a staggered fashion each year.

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Recertification Audit Committee

The committee is led by the Recertification Audit Committee Chair.

Membership on this committee consists of a minimum of five CCLS-certified Subject Matter Experts (SMEs) in good standing.

The Recertification Audit Committee reviews recertification applications submitted by Certified Child Life Specialists to determine if applicants meet the needed standards for recertification, including number of required hours and appropriate domain criteria.

Recertification audits are completed through the ACLP online portal.

The committee meets as needed via video/teleconference or through email.

Committee members will rotate off the committee in a staggered fashion annually.

Ethics Committee

The committee is led by the Ethics Committee Chair; the group also includes the Committee Chairs of CLCC, the ACLP Executive Director (non-voting), and the Director of Certification (non-voting).

The committee meets as needed via teleconference or through email in response to formal, written complaints. Committee actions are guided by the CLCC Certification Policy 6.0 Ethics Violations and Disciplinary Actions.

Provided the court-mandated requirements have been met, alcohol-related and other minor infractions will be reviewed by the Director of Certification with no additional action by the committee.

Legal consultation is sought as deemed necessary on a case-by-case basis.

A majority of voting membership on this committee shall form a quorum.

The majority vote will rule. All votes will be recorded in the Ethics Committee's monthly report. Committee correspondence and actions are officially and permanently recorded by the Director of Certification.

Ethics issues not related to certification will be referred to the ACLP Board of Directors.

Committee members will rotate off the committee in a staggered fashion annually.

Appeals Committee

The committee is led by the Certification Appeals Chair. The committee includes a Chair Elect, at least three previous CLCC Chairpersons, at least two additional CCLSs, the ACLP Executive Director (non-voting), and the Director of Certification (non-voting).

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The Certification Appeals Committee shall operate as an impartial review body. Should the objectivity of any committee member be challenged at any point in the course of a review, the individual shall recuse himself or herself immediately.

Three voting membership of this committee shall form a quorum and majority vote will rule.

Appointments to the Appeals Committee are made by the outgoing CLCC Chairperson and the CLCC Chair-elect.

The committee meets as needed via video/teleconference or through email.

The first appeals decision is made by the certification staff of ACLP, by review of the CLCC eligibility, certification, and recertification policies. Once appeals are reviewed by the ACLP certification staff, materials are forwarded to the Appeals Committee Chair and Chair-Elect who in turn make the decision whether to proceed with a review by the entire committee.

Within 21 days of the decision to proceed with a full Appeals Committee review, notification of acceptance or denial of the appeal shall be made.

All decisions made by the Appeals Committee are final, as these decisions represent the second tier in the appeals process.

This committee will serve for all certification appeals and requests for internships under extenuating circumstances (CLCC Candidate Policies 3.0 Application for Approval of Internship Under Extenuating Circumstances).

Certification Communications Committee

The committee is led by the Certification Communications Committee Chair.

Membership on this committee consists of a minimum of at least four CCLS-certified individuals.

The committee meets as needed via video/teleconference or through email.

The committee monitors certification-related items on the ACLP forums and communicates key information to ACLP members regarding certification matters. Responsibility will be divided among the committee members. Each committee member will sign up for three months of the year to serve as the forum monitor.

While monitoring the forum, the committee member will read forum posts and create a response to any posts that are related to certification or recertification.

Before responding on the forum, the monitor will email a draft to the other committee members for verification and proofreading. Other committee members will read drafts and provide feedback in a timely manner.

When possible, forum monitors are asked to respond within three days of the original posts.

Forum monitors will post responses once the Director of Certification provides approval.

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To create communication pieces, such as the CCLS newsletter, the Chair and Chair-Elect will decide on a topic of current interest.

The committee will work on the publication, with the Chair and Chair-Elect drafting the piece.

The whole committee will review the piece and offer edits and comments.

The finalized version will be shared with the Commission Chair, Commission Chair Elect, and Director of Certification for approval.

9.03 Committee Development/Annual Member Needs Assessment

An annual needs assessment is required to determine the number of volunteers CLCC will require to continue to move forward with the mission and tasks assigned and to maintain quality standards. This is the process by which CLCC will assess vacancies in their roster and areas requiring growth. Though the information required by the annual needs assessment is not required until the Spring, CLCC defined steps that need to take place in advance of this assessment. Therefore, these preparatory steps are outlined below.

Each November, the CLCC Chair and Chair-Elect will assess the needs of the Commission (e.g., chair roles, willingness to continue, potential vacancies of committee Chairs or Chairs-Elect). In conjunction with the committee Chairs and Chairs-Elect, they will assess the needs of the committees to determine the needs and potential vacancies of each committee.

Committee Chairs will assess and recommend candidates for the following year's election.

In December, CLCC Committee Chairs will send a year-end greeting to their committee members including a 6-month update of CLCC news. In addition, committee members will be asked to report their interest in continuing their service to CLCC with the goal of each Committee Chair compiling a report for the CLCC Chair and Chair Elect with the following information:

- Names of those members discontinuing their services to CLCC.
- The number of seats to be filled for first year and/or for second year.
- Recommendations for any other adjustments.
- Recommendations for Chair Elect candidates from within the Committee for any CLCC committee.

Chairs will submit reports to the CLCC Chair by the second Monday of January.

During the January CLCC meeting, the reports will be evaluated. Chair reports will be summarized. A vote on the slate for the new roster will be completed.

A summary report outlining the CLCC volunteer needs will be sent to the CLCC Director of Certification by January 31st.

Volunteer recognition and appointment letters will be sent by the CLCC Chair. Included in this letter will be the ACLP VIF Form and the committee orientations documents which will ask volunteers to provide a signed statement confirming full understanding and agreement to the

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time and commitment required for this role. Volunteers will also be asked to provide a similar statement from their supervisors; the Chair and Chair-Elect will be required to commit to a greater volunteer time commitment. Responses will be submitted to the Director of Certification by April 1st.

All Committee Chairs will send welcome letters by May 15th. These shall include applicable CLCC Committee Orientation, supplemental documents as outlined within the orientation document, and an overview of committee task schedules.

RESOURCES

- ACLP VIF Form
- Committee Orientations Documents
- CLCC 5-Year Plan

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