



## Association of Child Life Professionals Operational Policy and Procedure

### 1.1 Acceptance of Independent Study Coursework for Examination Eligibility

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#### **RATIONALE**

Candidates for the CLCC professional examination are required to complete specific course work as outlined in the ACLP CLCC eligibility requirements. Because independent study courses vary in structure, including number of hours, type of instruction, and assignments, they are not recommended for eligibility. In rare circumstances, a course generally offered and delivered in classroom or online by the university may not be available. In addition, a student may have specific interests or learning needs outside typical coursework offerings. Where the student makes arrangements with the university to fulfill the course requirements through specific instruction and support by a qualified professor, guidelines for this activity must ensure that the student is receiving an equivalent learning experience to that of classroom or online students. Because unique coursework tailored for a student may not require approval by university administrators, all independent study courses will be reviewed on a case by case basis by CLCC.

#### **POLICY**

Independent study coursework that fulfills the content and supervision described below will be reviewed on a case by case basis to ensure that such courses adequately fulfill the content requirements set forth for eligibility.

#### GENERAL GUIDELINES

- The topic of the independent study course should cover one of the 10 required content areas needed for eligibility (e.g., child development (2), play, research, family systems, child life, loss and bereavement, elective (3), such as medical terminology, medical ethics, anatomy and physiology).
- For a course to count, the required content must be the primary focus of the course.

Supersedes: [If applicable](#)

New/Approved: 05/2020

Revised: xx/xxxx

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- All points within the [Required Content](#) section of each course must be covered within the course.
- Each course may satisfy only one of the requirements; none can be applied to meet two or more of these required courses. For example, a child life course that addresses play may not be used to fulfill both the child life course and the play course requirements. It may be used to meet the child life course OR the play course requirement, but not both.
- Applicants must provide university-generated syllabi with the submission of an independent study. Copies of the course syllabus and schedule that clearly demonstrate how the course covers the needed topics must be included.
- Courses should be offered through departments such as:
  - Child Life
  - Counseling
  - Expressive Therapies (only courses that cover the therapeutic application of play, music, dance, and art will be accepted; fine arts course are NOT accepted)
  - Family Development
  - Family Dynamics
  - Human Development
  - Psychology
  - Therapeutic Recreation

#### ACCEPTABLE HOURS

- A minimum of 3 credit hours or unit equivalency is required.

#### SUPERVISION and GUIDANCE

- Supervision, lectures, readings, assignments and/or testing must be provided and evaluated by a Master's or PhD level instructor.
- Weekly instructional times, either face to face or online, are required for an independent study course to be eligible.
- The required child life course must be delivered by a Master's or PhD level instructor who currently holds the Certified Child Life Specialist credential and has a minimum of 4,000 paid child life clinical experience hours or a minimum of two years of experience teaching child life subject matter.

#### **DEFINITIONS:**

- Independent Study Course- a course that is implemented to meet the needs or interest of a student. Because it is not a routine course, independent study courses do not have a formalized structure.

#### **PROCEDURE**

Supersedes: [If applicable](#)

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The CLCC Certification Director and/or Manager will view and compare submitted coursework based on the title, subject content, and the supervisor's qualifications as required in the policy.

Those courses that include an acceptable title together with content described in the syllabus and in the assignments and/or testing that articulates evidence that the course fulfills the requirements will be accepted and communicated to the applicant.

The applicant has the option to appeal the decision based on the submission of additional evidence.

In the event of an appeal by the candidate the CLCC Appeals Committee will be convened to review the evidence.

Decisions by the CLCC Appeals Committee will be final.

The CLCC will retain documentation of the decision.

## **RESOURCES**

Association of Child Life Professionals 2019 Academic Eligibility Requirements  
<https://www.childlife.org/docs/default-source/certification/2019-eligibility-details.pdf>

Eligibility Appeals Policy  
[https://www.childlife.org/docs/default-source/certification/clcc-policies-manual/3-candidate-policies/2-0-eligibility-appeals.pdf?sfvrsn=2e3b34d\\_4](https://www.childlife.org/docs/default-source/certification/clcc-policies-manual/3-candidate-policies/2-0-eligibility-appeals.pdf?sfvrsn=2e3b34d_4)

## **REFERENCES**

Child Life Professional Certification Maintenance and Recertification Manual  
<https://www.childlife.org/docs/default-source/certification/Recertification/recertification-manual.pdf>

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