



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

SUBJECT: 2.0 ELIGIBILITY APPEALS

LEAD AUTHOR(s):

CONTRIBUTERS: CLCC

POLICY

Individuals may appeal denial of eligibility to sit for the examination.

The appeal must include:

- The reason for the appeal
- Any documentation which supports the appeal (e.g. course descriptions, syllabi, supporting letters)

Failure to follow the directions in the Candidate Manual is not grounds for appeal

Appeals based on the perceived failure of the postal system, other delivery methods, or a university transcript office will only be heard in extraordinary circumstances.

PROCEDURE

Appeals are confidential.

ACLP Director of Certification will acknowledge receipt of an appeal within 7 days.

Committee members have an ethical responsibility to recuse themselves from review and decision-making when their impartiality may be compromised.

A minimum of 3 voting Certification Appeals Committee members must be present for consideration of the appeal

Majority vote will rule.

All committee decisions are final.

New/Approved: 06/2018

Revised:

Title/Manual

CLCC POLICY MANUAL/CANDIDATE POLICIES/2.0 ELIGIBILITY APPEALS

Page **1** of **2**

All appeals and outcomes along with the complete documentation of each appeal will be maintained at the ACLP office.

Appeal applicant will be notified via letter of the Certification Appeals Committee decision.

Decision letters will be sent within 7 days of the decision, and within 45 days of receipt of the initial appeal.

New/Approved: 06/2018

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Page **2** of **2**