



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

SUBJECT: 4.0 RECERTIFICATION AND RECERTIFICATION AUDIT

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RATIONALE:

CCLSs are required to retain, at a minimum, the level of competence required at initial certification, pay certification maintenance fees, and conform to the CLCC’s Child Life Code of Ethics including the Child Life Code of Ethics.

CCLSs are expected to enhance their competence through ongoing learning; pursuing high-quality sources of continuing education; engaging in professional development activities; and, building specialized competence relevant to practice setting and population served.

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New/Approved: 06/2018
Revised: June 2019
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POLICY

Recertification

Certificants must recertify every five years. Certificants must complete the recertification process prior to their expiration date.

Certificants may recertify by examination or by obtaining Professional Development Units (PDUs).

Recertification by Exam

Certificants recertifying by examination are bound by the certification examination policies and procedures in place at that time, however, they are not required to re-establish eligibility.

Recertification by PDUs

The deadline date for submitting PDUs will be October 31st of the expiration year. Submissions must be received by October 31st.

PDUs must relate to the Exam Content Outline of the Child Life Professional Certification Examination. Applicants must list at least one domain that the PDU activity will help them perform.

All submitted PDU sessions must be verified by written documentation and supplied to CLCC if requested.

When PDUs can be accrued

In the first 5-year certification cycle, PDUs may be accrued starting the day the exam is passed until October 31 of the year that recertification is due.

In subsequent 5-year cycles, PDUs may be accrued from November 1 of the recertification year until October 31 of the year that recertification will again be due.

New/Approved: 06/2018

Revised: June 2019

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Number of PDUs Required

For individuals recertifying prior to 2020, a minimum of 50 PDUs must be accrued, and there are no domain-specific requirements.

For individuals recertifying in 2020 or subsequent years, a minimum of 60 PDUs must be accrued, and the following domain-specific requirements must be met:

- Professional Responsibility: a minimum of 15 PDUS, of which 5 must be in Ethics
- Assessment: a minimum of 20 PDUs
- Intervention: a minimum of 15 PDUs
- The 10 remaining PDUs can be earned in any area

What Activities Count/How Many Hours Can Be Earned During the 5-Year Cycle

CLCC has established the following activity types as eligible for earning PDUS and any maximum number of PDUs that may be earned during the CCLS's 5-year certification cycle:

1. Traditional Professional Development – no limit on the number of PDUs that can be earned:
 - ACLP Annual Conference workshops/sessions
 - Local/Regional child life conference workshops (or others related to the field)
 - Workshops
 - College Courses
 - Webinars
 - Grand Rounds
 - In-services
2. Independent Learning – a maximum of 10 PDUs/cycle can be earned
3. Internship Supervision – a maximum of 10 PDUs/cycle can be earned
4. Presenting – a maximum of 20 PDUs/cycle can be earned
5. Publishing– no limit on the number of PDUs that can be earned
6. Professional Service– no limit on the number of PDUs that can be earned through research; a maximum of 10 PDUs can be earned from committee service – 5 for ACLP committees and 5 for other committees

The following activities are NOT accepted for PDUs:

1. Sessions without a clear relationship to the Exam Content Outline
2. Patient care activities and other employment duties including teaching, preparing for classes, or counseling students
3. Non-credit/audited academic classes
4. Mission/service trips
5. Networking sessions
6. Meetings
7. Facility/hospital tours

New/Approved: 06/2018

Revised: June 2019

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8. Internships
9. Fellowships
10. Mandatory in-services or training activities including
 - orientation programs
 - workplace safety
 - harassment
 - first aid
 - infection control
 - other general human resources topics
11. Session time devoted to organizational business, entertainment, or social activities including beverage or meal breaks
12. Travel time
13. Blog postings
14. Journal clubs

Calculating PDUs

All PDUs must be recorded in increments of at least .5 PDU. They are rounded **down** to the next increment.

For traditional professional development: 1 hour of educational contact = 1 PDU

For independent learning: 1 quiz = 1 PDU

For internship supervision: 40 hours = 1 PDU

For publishing: 1 article or 1 chapter = 3 PDUs

For professional service: 1 research study = 2 PDUs

ACLP BOD/Committee service: 1 year = 1 PDU

Other CL-related committee service: 1 year = 1 PDU

For presenting: the number of PDUs earned depends on the audience/method of presentation

For conference presentations (ACLP and others): 1 hour = 2 PDUs

For posters: 1 poster = 2 PDUs unless the poster is staffed for more than 1 hour in which case 1 hour of staffed time = 1 PDU (a poster is never worth less than 2 PDUs)

For article review/case presentation to staff: 1 article review/presentation = 1 PDU

For in-services: 1 hour = 1 PDU

For presentations to local groups: 1 hour = 1 PDU

New/Approved: 06/2018

Revised: June 2019

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Random Audit – Content

Twenty percent of all submitted PDU applications will be randomly selected for the content audit. The Recertification Audit Subcommittee of CLCC will conduct the content review

Supporting documentation for PDUs MAY be requested from those selected for the content audit if the activity is called into question by the audit reviewer. If the applicant does not respond within 14 days of the date of notification, recertification will be denied and certification will expire at year end.

Certificants will be offered the opportunity to remediate any errors or incomplete portions of the application discovered during the review process.

All materials will be evaluated according to the same standards and by means of identical procedures.

Random Audit – Documentation

Twenty-five percent of the applications selected for the content audit will be randomly selected by ACLP staff for documentation review. ACLP staff will conduct the review of documentation.

Applicants will be notified that their application has been selected and asked to submit supporting documentation for the submitted PDU activities.

Applicants recertifying prior to 2020 must submit documentation for a minimum of 50 PDUs. Applicants recertifying in 2020 and subsequent years must submit documentation for a minimum of 60 PDUs.

Each of the defined PDU activity types has at least one acceptable form of documentation. The preferred type of documentation for each PDU activity is listed on the PDU Activities Chart, Addendum A, page 2.

Receipt for payment to attend sessions or flyers or other advertisements are not sufficient forms of documentation.

For ACLP's annual conferences, registrations are tracked, but we do not have confirmation of attendance. The certificate of attendance should be submitted for these events. If the applicant cannot provide the certificate of attendance, another form of documentation such as the PDU Verification Form (Addendum A) must be submitted.

All submissions become property of ACLP and will not be returned to the applicant.

All materials will be evaluated according to the same standards and by means of identical procedures.

Appeal of Recertification and Audit Results

A written appeal may be submitted to the ACLP office within 14 days of notification of recertification denial.

Decisions will be made by a majority vote of the Appeals Committee.

New/Approved: 06/2018

Revised: June 2019

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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 Appeals Committee members must be present for consideration of the appeal

Majority vote will rule.

Decisions of the Certification Appeals Committee are final and must be acted upon prior to the certificant's certification expiration date or certification will be forfeited.

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

DEFINITIONS:

- Competence – the possession of required knowledge and skill or the capacity to perform.
- Continuing Competence – the ongoing process of gaining and maintaining aptitude.

PROCEDURE

Random Audit – Content

The ACLP database will automatically select a percentage (20%) of applications for audit as they are submitted by CCLs. The CCLs will not initially be aware that their application is being audited.

Applicants will be offered the opportunity to remediate any errors or incomplete portions of the application discovered during the audit process. If an application is incomplete, a communication will be sent to the applicant from the ACLP office requesting the necessary information. If the applicant does not respond within 14 days, the application for recertification will be denied.

The Recertification Audit Subcommittee of CLCC will conduct the content review. For individuals recertifying prior to 2020, reviewers will look for the following:

1. Are 50 or more PDUs reported?
2. Are the reported activities appropriate? (see above for more information)
3. Are PDUs calculated correctly? (see above for more information)
4. Has an appropriate relationship to the Exam Content Outline been established?

For individuals recertifying in 2020 or later, reviewers will look for the following:

1. Are 60 or more PDUs reported?
2. Are the reported activities appropriate (see above for more information)?
3. Are PDUs calculated correctly (see above for more information)
4. Has an appropriate relationship to the Exam Content Outline been established?

New/Approved: 06/2018

Revised: June 2019

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5. Are PDUs distributed appropriately across the Exam Content Outline domains?
 - a. Professional Responsibility: a minimum of 15 PDUS, of which 5 must be in Ethics
 - b. Assessment: a minimum of 20 PDUs
 - c. Intervention: a minimum of 15 PDUs
 - d. The 10 remaining PDUs can be earned in any area

Random Audit – Documentation

Receipt for payment to attend sessions or flyers or other advertisements are not sufficient forms of documentation. Staff should look for documentation of attendance/participation not registration.

SUPPORTIVE INFORMATION

CLCC Maintenance and Recertification Manual

ADDENDUM

A. PDU Activities Chart, CLCC Maintenance and Recertification Manual

New/Approved: 06/2018

Revised: June 2019

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