



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

**SUBJECT: RECERTIFICATION EXTENSION REQUESTS FOR
MEDICAL OR NATURAL DISASTER REASONS**

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RATIONALE:

Certificants must renew their certification every five years as a method to ensure they maintain the level of competence demonstrated at initial certification. In some cases, a candidate may experience a serious medical condition, injury, pandemic, natural disaster, or other emergent circumstances during the five-year cycle. Any of these extenuating circumstances may warrant a request for additional time, within the five-year cycle, to fulfil the recertification requirements.

POLICY

If an unforeseen medical condition, injury, pandemic, natural disaster, or other emergent circumstances have affected a certificant's ability to meet recertification deadlines, a detailed written appeal should be submitted to ACLP as soon as possible (preferably 30 days before the recertification deadline, October 1st). All appeals for recertification requests must be submitted by December 31st of the year recertification is due. All official documentation and supporting evidence must be submitted along with the appeal letter. An appeals applicant is encouraged to think through the time frame needed to fully complete the recertification requirements and include this time frame in the documentation before submitting the appeal. The Appeals Committee will then review the appeal and determine a decision. If the appeal is denied, the decision is final. If the appeal is approved, the time extension approved will be deducted from the next five-year cycle. Only one appeal, per incident (medical condition, injury, pandemic or natural disaster), will be considered/reviewed. If the applicant cannot meet the time extension approved a second appeal cannot be submitted and will not be reviewed.

DEFINITIONS:

Supersedes: n/a

New/Approved: 04/2020

Revised: 2/2022

Title/Manual

4.1 RECERTIFICATION EXTENSION REQUESTS FOR MEDICAL OR NATURAL DISASTER REASONS/CLCC POLICY MANUAL,
SECTION 4

Medical Condition: Unforeseen medical illness, injury, or diagnosis

Pandemic: An epidemic of a disease that has spread across a large region, for instance multiple continents, or worldwide.

Natural Disaster: A natural event such as a flood, earthquake, or hurricane that causes great damage or loss

PROCEDURE

- Submit detailed written appeal to ACLP office as soon as possible, preferably 30 days before the recertification deadline, October 31st, but no later than December 31st of the year in which recertification is due.
- Include any and all pertinent or official documentation with appeal letter. This may include but is not limited to a letter from physician, workman's comp information, supporting documentation from employer, letter from local emergency management office describing affected property.
- The applicant must submit a plan to show their current number of accrued PDUs and how they intend to complete the remaining required hours. This plan should be inclusive of the specific timeframe needed to complete the recertification requirements. Note, if the appeal for extension is approved, the CLCC Appeals committee typically will grant up to a 6 month extension.
- Once the appeal is reviewed by ACLP certification staff, materials will be forwarded to the CLCC 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. If an extension has been approved, the timeframe granted begins upon communication of this decision.
- Approved extensions will be deducted from the next five-year cycle, maintaining the dates of original certification cycles. For example, if a certification expiration is for the year 2020, and a 6-month extension is granted to complete the recertification requirements, the certificant's next cycle remains 2021-2025.
- All decisions made by the Appeals Committee are final, as these decisions represent the second tier in the appeals process.

Supersedes: n/a

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SUPPORTIVE INFORMATION

CLCC Professional Operational Policy and Procedure 4.0 Recertification and Recertification Audit

CLCC Professional Operational Policy and Procedure 2.0 Eligibility Appeals

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