



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

SUBJECT: 4.0 RELEASE OF CERTIFICATION INFORMATION

LEAD AUTHOR(s): CLCC

CONTRIBUTERS:

POLICY

CLCC will provide Releasable Information when requested by third parties. ACLP staff will verify certification status (active, inactive, lapsed, expired, revoked, or never certified), certification issue date, expiration date, and identification number to members of the public as requested and via the online CCLS directory.

Group performance data including number of candidates, number passing, percent passing, and mean score for each exam administration will be available to the public.

To protect the privacy of individual examinees, no institution-specific exam results will be made available.

At its discretion, CLCC will provide information concerning individuals who have been sanctioned, or had their certification suspended or revoked due to disciplinary actions by CLCC's Ethics Committee. This information may be provided verbally, in writing, and/or via the online CCLS Directory.

If requested, information concerning an individual who has not taken or successfully completed the certification examination, CLCC/ACLP staff may only confirm that as of a given date, the individual is not a Certified Child Life Specialist.

If certification information is requested for an individual who was certified at one time, but no longer holds the credential because certification either lapsed or expired, CLCC/ACLP staff shall provide a statement that as of a given date, the individual is no longer certified and the reason for the termination of certification (i.e. non-payment of certification fees or failure to recertify).

If an applicant or certificant is under formal sanction, suspension, or revocation due to a disciplinary action by the CLCC Ethics Committee, a statement may be released to the public by any reasonable means, including the ACLP website.

New/Approved: 06/2018

Revised:

Title/Manual

CLCC POLICY MANUAL/ADMINISTRATIVE POLICIES/4.0 RELEASE OF CERTIFICATION INFORMATION

If an applicant, candidate, or certificant is under formal investigation, sanction, suspension, or revocation by CLCC, a statement concerning the individual's status to the public. This may identify the individual, the actions taken, and the effective dates of any such actions.

If a member of the public seeks information other than the foregoing information, generally, absent a subpoena or similar legal process, such information will not be released.

Score-related and test-specific information will only be released to the candidate or certificant.

CLCC may release information other than Releasable Information about an individual, at its discretion, upon receipt of a signed, notarized, written request from that individual. In addition, CLCC will release information other than Releasable Information about an individual when required by a legal authority of competent jurisdiction under a duly-issued subpoena, subject to any objection, or as otherwise required by law.

DEFINITIONS

Releasable Information is defined as name, certification status, certification start and expiration dates, certification number, and designation(s).

New/Approved: 06/2018

Revised:

Title/Manual

CLCC POLICY MANUAL/ADMINISTRATIVE POLICIES/4.0 RELEASE OF CERTIFICATION INFORMATION