



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

**SUBJECT: 2.0 ROLES AND QUALIFICATIONS FOR THOSE INVOLVED
IN CERTIFICATION**

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RATIONALE:

- To define the roles and qualifications of people assisting with the Child Life Professional Certification Program (CLPCP).

POLICY

- The CLCC will be made up of volunteers who assist in the development and administration of the CLPCP.
- The ACLP will include staff members whose roles are to assist the CLCC in overseeing the CLPCP.
- The CLCC will utilize vendors and consultants to provide quality certification processes.

DEFINITIONS:

- The Child Life Professional Certification Program (CLPCP) includes all entities related to certification, including exam development, recertification, certification maintenance, appeals, and practice analysis.
- Subject matter experts (SME) are credentialed and experienced child life specialists who demonstrate the knowledge and skills necessary to contribute to the CLPCP.

PROCEDURE

Volunteers:

Role:

- The CLCC is charged with all matters pertaining to the certification of child life specialists. This committee will determine policies and procedures regarding all

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certification matters, including exam development, recertification, appeals and practice analysis.

- Therefore, the volunteers of the CLCC will be Certified Child Life Specialists able to serve as subject matter experts (SMEs).

Qualifications:

- The CLCC will be guided by Commission leadership.
- Volunteers on the CLCC will hold the credential of a CCLS and will be oriented through the CLPCP upon appointment to their role on the CLCC.
- The CLCC will train volunteers on certification and recertification process and areas specific to the appropriate committee or task force.

Employees:

Role:

The Director of Certification is responsible for directing and administering the operational aspects of the CLPCP, including serving as the staff liaison of the CLCC. The Certification Coordinator is responsible for managing the CLPCP, including eligibility for certification examination, certification maintenance, recertification, and exam administration. The Certification Coordinator report to Director of Certification who in turn reports to the Chief Operating Officer of ACLP.

Qualifications:

The Director of Certification and the Certification Coordinator will be hired by the ACLP. Qualifications for these positions include a bachelor’s degree and 3 years of related program experience, with certification experience preferred.

Vendors:

Role:

Vendors and consultants will be utilized to assist the CLPCP when needs are identified by the CLCC.

Qualifications:

Vendors and consultants, who have a specific expertise in any need identified by the CLCC, may be utilized to strengthen the CLPCP.

RESOURCES

- Job Description of Director of Certification
- Job Description of Certification Coordinator

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