



Association of Child Life Professionals Child Life Certification Commission Operational Policy

TITLE: 3.4 Certification Exam Reference Review

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RATIONALE

The Child Life Professional Certification Examination utilizes a list of references to validate exam items. This list of references reflects recent and salient literature of the child life field. To ensure that the most up to date and strongest literature is used to support the development of the exam, a review of references will be completed on a cycle.

POLICY

The CLCC will have a mandatory review and update of references on the same cycle as the Job Analysis (i.e., every five years). After a Job Analysis, the CLCC will make the necessary revisions to the references to utilize the new Exam Content Outline determined from the Job Analysis in exam development. Chairs for the Exam Development Committees (e.g., Item Writing, Item Review, and Exam Assembly) will review the references prior to item writing to determine any needed revisions to align the exam with the new Exam Content Outline. Any revisions will be made prior to June or when item writing is scheduled to begin. The revised reference list will be used for item writing, item reviewing, and exam assembly. In addition, re-referencing of any items that are impacted by the updated list of references will be made by the January immediately following exam assembly. The chairs and chairs-elect of these committees will note problems with references (e.g., no reference to fit the item on the exam blueprint, old reference on item pulled from the item bank for assembly) during each of their committee tasks.

After exam development is completed, the chairs of the committees will meet (annually) again to discuss any additional needed revisions to the reference list.

Revisions to the reference list can occur outside of mandatory review after a Job Analysis if deemed necessary after annual reviews. Any changes made to references will be only be made after the annual review and approved prior to the use of the (new) exam form and beginning of item writing (i.e., June).

Supersedes: n/a

New/Approved: 05/2020, [date of first approval](#)

Revised: xx/xxxx

Title/Manual

3.4 CERTIFICATION EXAM REFERENCE REVIEW, CLCC POLICIES MANUAL, SECTION 2 – GENERAL CERTIFICATION POLICIES

PROCEDURE

- After the completion of a Job Analysis, a mandatory review of references will be conducted by the chairs of the exam development committees.
- Any revisions to the references will be made prior to the beginning of item writing (i.e., June).
- During exam development, any additional references needs will be identified by the chairs of exam development committees.
- After exam development, the chairs of the exam development committees will meet annually to discuss any reference needs and make recommendations.
- Revisions to references can be made outside of the mandatory review if recommended by the chairs of the exam development committees.
- Any revisions made to references must go before the commission and require approval by vote.

RESOURCES

Exam Content Outline
Current References list
Exam Development Job Descriptions

Supersedes: [n/a](#)

New/Approved: 05/2020, [date of first approval](#)

Revised: xx/xxxx

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