



Association of Child Life Professionals Operational Policy and Procedure

SUBJECT: 5.0 EXAM PREPARATORY MATERIALS (SEPARATION OF EXAM DEVELOPMENT AND EXAM PREPARATION)

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RATIONALE:

- To describe the safeguards in keeping the exam development and exam preparation materials separate.
- In order to protect certification impartiality and foster autonomy, exam development and exam preparation materials will be kept separate. Keeping the two separate prevents any undue influence between the two, which in turn protects the integrity of the exam and allows the CLCC to function autonomously.

POLICY

- The ACLP will provide a committee charged with creating and distributing exam preparation materials.
- The committee will create the study guide and practice exam without any influence or exam materials from the CLCC.
- The CLCC will provide the [Child Life Professional Certification Candidate Manual](#) as a guide for the ACLP and exam candidates.
- Volunteers and staff members working with the CLCC will not be a part of the exam preparation materials development.
- Anyone who has previously served on the CLCC will wait at least 3 years before volunteering for the ACLP committee charged with the creation of exam preparation materials..

DEFINITIONS:

- Exam development refers to the development of the Child Life Professional Certification Exam by the CLCC, including item writing, item reviewing, exam assembly, and practice analysis.

New/Approved: 06/2018

Revised:

Title/Manual

CLCC Policies Manual, EXAM PREPARATORY MATERIALS

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- Exam preparation materials include the online practice test and the study guide available through ACLP for exam candidates to utilize as they prepare to sit for the certification exam.
- Exam candidates are those individuals who meet the requirements as demonstrated by the eligibility assessment and are preparing to sit for the certification exam.

PROCEDURE

- The ACLP will create a committee charged with creating and distributing exam preparation materials.
- The committee will not include volunteers or staff members from the CLCC.
- The CLCC will provide information about the exam through the [*Child Life Professional Certification Candidate Manual*](#).

RESOURCES

Child Life Professional Certification Candidate Manual

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