

## How to Complete an Eligibility Assessment

1. Log into your profile account on the [ACLP website](#)
2. Click on the My Profile button



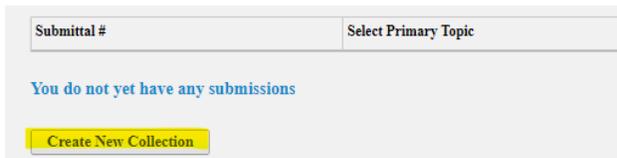
3. From your profile dashboard, click on the navigation menu button in the upper left-hand corner



4. Click on the Start an Eligibility Assessment-NEW



5. Click on the Create New Collection button



6. Read the instructions in the box then click on Pay for Eligibility Assessment

Applicant: Lucille Arsua Lawrence  
Collection: Eligibility Application  
Subcollection: Eligibility Application  
Submittal #: 129174



Instructions



Thank you for your interest in the Child Life Professional Certification Program.

If you are actively enrolled in a degree program at an ACLP-endorsed academic program, contact [certification@childlife.org](mailto:certification@childlife.org) to confirm your status. Otherwise, click Next to continue to pay for your assessment.

7. Choose your payment type from the Payment Options of ACH Real Time or a Credit Care

[Click Here to Submit Payment](#)

\*By paying this fee you agree to the ACLP Code of Conduct.\*

**Shopping Cart Contents**

Item Description	Subtotal
Eligibility Review	80.00
<b>Total to Pay Now</b> 80.00	

**Payment Options**

- select a payment option -

- select a payment option -

ACH Real Time

Credit Card

[NEXT >](#)

8. If you select to pay by credit card, you then will be asked to select the payment type:

**Payment Options**

Credit Card

**Payment Type \***

- select a payment type -

- select a payment type -

American Express

Discover

Mastercard

Visa

9. Click on the CAPTCHA box and select submit

I'm not a robot

reCAPTCHA  
Privacy - Terms

Submit

10. Enter your credit card information on the next screen and then click submit

11. You have now started the eligibility assessment process. Now click on the Click [here](#) to return to the dashboard.

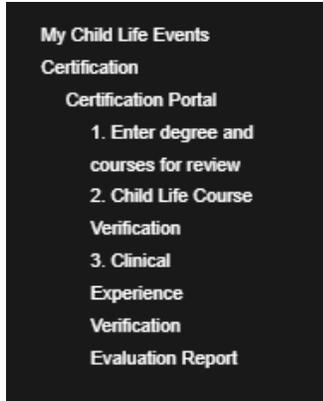
Thank you for your purchase!

Click [here](#) to return to the dashboard.



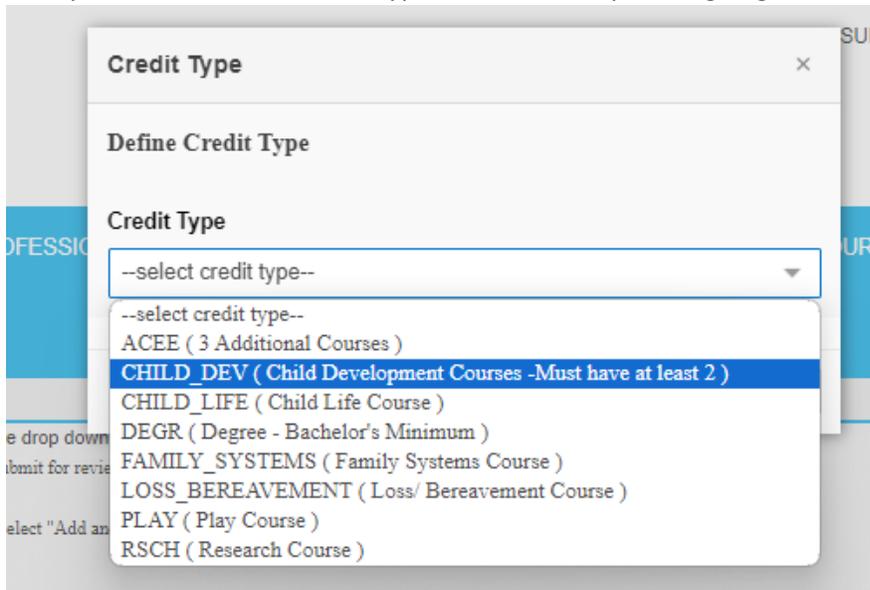
[print statement](#)

12. When you return to your dashboard/navigation menu, the area under the certification portal should have changed, it should now look like this:



13. This is where you will not go in and enter each of your courses to be evaluated. You will next click on the:  
1. Enter degree and courses for review

14. Next you will choose the credit type for the course you are going to enter



(for this example we choose Child Development) Next click the Continue button

15. Here you will fill out the information in each of the areas

Manage Child Development Credits

**Child Development Course**  
Child Development

**Course Title**

**Department Code (i.e. PSY 101)**

**Academic Term (i.e. Fall 2018))**

**Academic Institution**

[Course Description](#)

Please provide a university-generated course description.

16. EXAMPLE BELOW

Manage Child Development Credits

**Child Development Course**  
Child Development

**Course Title**

**Department Code (i.e. PSY 101)**

**Academic Term (i.e. Fall 2018))**

**Academic Institution**

[Course Description](#)

Please provide a university-generated course description.

17. When you are done hit the Save button

18. After you have added the course you will see the next screen which shows you what you have entered.

The screenshot shows a web interface with a blue header bar. A white notification box at the top right contains a green checkmark and the text "Credits added!". Below this, a form titled "Manage Child Development Credits" is displayed. The form includes the following fields and values:

- Child Development Course:** Child Development
- Course Title:** Child Development Birth - Adolescence
- Department Code (i.e. PSY 101):** CHD 101
- Academic Term (i.e. Fall 2018):** Spring 2023
- Academic Institution:** College name

Below the form, there are two blue links: "Course Information" and "Course Description". A note below these links reads: "Please provide a university-generated course description. Description of the course, this can be found on the schools website or you can also use Google or whichever search engine you prefer." At the bottom of the form, there is a section titled "Redirect Links" containing four blue links: "View Evaluation Report", "Main Menu", "Add Another Credits with different Credit type", and "Add Another Credits with same Credit type".

19. Next you will need to click on one of the option in the bottom left hand corner:

The screenshot shows a grey rectangular box containing the text "Redirect Links" in bold. Below this, there are four blue, underlined links: "View Evaluation Report", "Main Menu", "Add Another Credits with different Credit type", and "Add Another Credits with same Credit type".

**View Evaluation report** will take you to your evaluation report and you can see what you have entered

**Main Menu** – this will take you back to your profile page.

**Add Another Credits with different Credit Type** will take you back to the credit type page and you can choose a different credit type to enter, for example Play course; Loss Bereavement/Death Dying course; Research Course, etc. you will see this screen again.

**Add Another Credits with same Credit Type** will take you another page where you can enter the same credit type, such as the other child life course. Or if you were entering the Additional courses, you it will take you to a new page that show the additional courses. Below is an example of what it looks like when you had just entered a Child Development course can choose this option:

**Manage Child Development Credits**

**Child Development Course**

Child Development

**Course Title**

**Department Code (i.e. PSY 101)**

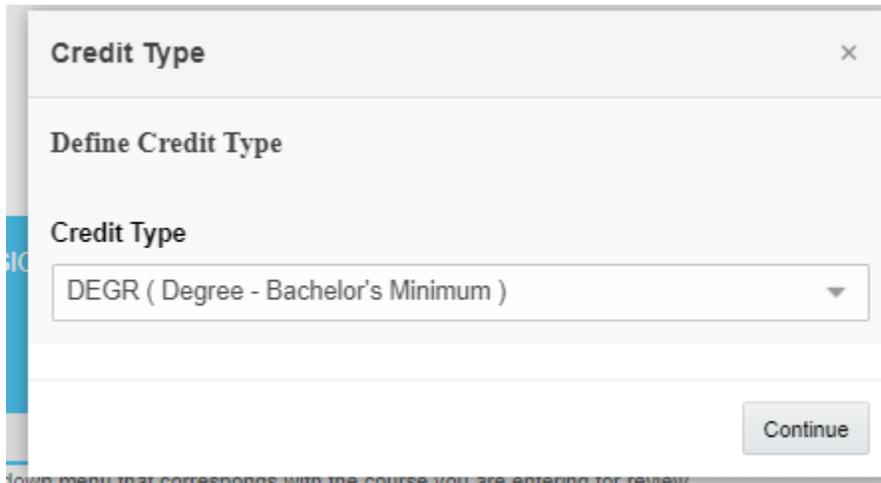
**Academic Term (i.e. Fall 2018))**

**Academic Institution**

**Course Description**

Please provide a university-generated course description.

20. If you have already graduated or have your graduation date you can enter your Degree. You will do this by choosing the DEGR (Degree – Bachelor’s Minimum) from the drop down on the Define Credit Type Screen and then click Continue:



The screenshot shows a dialog box titled "Credit Type" with a close button (X) in the top right corner. Below the title bar, the text "Define Credit Type" is displayed. Underneath, there is a section labeled "Credit Type" containing a dropdown menu. The dropdown menu is currently set to "DEGR ( Degree - Bachelor's Minimum )". At the bottom right of the dialog box, there is a "Continue" button.

low menu that corresponds with the course you are entering for review

21. Here you will enter your Degree, choose your school from the dropdown menu (Choose other if it is not listed and enter the school name), your graduation date and then choose the degree type, then click Save.

**Manage Degree Credits**

**Credit Type**

Degree

**Major**

child Life

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**Degree Details**

🚩 This list is sorted by state/province. If other, please enter your institution name below.

Select the Academic Institution awarding your degree

AL-AUBURN UNIVERSITY ▼

**Graduation Date**

12/31/2024 

**Degree**

BA

BS

MA

MS

PhD

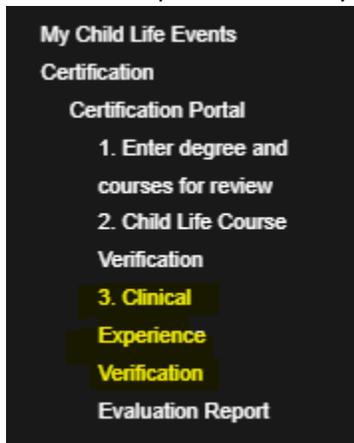
**Save**

22. Once you have entered your courses you will need to have an OFFICIAL transcript sent from your school electronically to [certification@childlife.org](mailto:certification@childlife.org).
- a. When we receive your transcript and upload it to your account, you will receive an automated email letting you know we have your transcript.
  - b. Transcripts then go into a que in the order they were received.
  - c. It normally takes between 10-14 business days for us to review your transcript and the courses you entered. This is a manual process so depending on the number of transcripts ahead of you it may take less time or on occasion more time to review your course.
23. After your transcripts are reviewed you will receive an email from us letting you know you can go in and review your evaluation report to see what was approved. We need to have transcripts supporting any of the courses you entered.
24. In addition to the transcript, you will need to send the [Child Life Course Verification Form](#) for the child life course, this is the only course you need this form for. You can send a hard copy that is filled out by the instructor, you can find the form here, or you can enter the information for verification from your Certification Portal by clicking on

## 2. Child Life Course Verification



25. The last step would be the [Clinical Experience Verification form](#), this is sent in AFTER you are done with your internship. This would be filled out by your clinical internship supervisor. You can also do this from your Certification portal as well by clicking on the 3. Clinical Experience Verification and entering your information.



26. After you have entered your information and we have reviewed the courses you will be able to see what is approved through your Evaluation Report and also on your Profile page.

This is what your profile page will look something like: This is a snap shot not the evaluation report.



[Certification Application Status:](#)

2019 Clinical Requirements - Completed 0 of 600 hours needed  
Additional Academic Courses - 2 of 3 Additional Academic Courses  
Child Development - 2 of 2 Child Development Courses  
Child Life -- Area 1 - Not Yet Passed  
Child Life -- Area 2 - Not Yet Passed  
Child Life -- Area 3 - Not Yet Passed  
Child Life -- Area 4 - Not Yet Passed  
Child Life -- Area 5 - Not Yet Passed  
Child Life -- Area 6 - Not Yet Passed  
Family Systems - 1 of 1 Family Systems Courses  
Loss/ Bereavement - 0 of 1 Loss Bereavement Courses  
Play - 1 of 1 Play Courses  
Research - 1 of 1 Research Courses

[Click here to update your academic and clinical practice profile!](#)

The Child Life areas will not be passed until we receive the Child Life course verification form, once we receive that we will then pass those areas as long as you have already entered your child life course and we have reviewed it. Once this is done it will look like this: : This is a snap shot not the evaluation report.

ACLP Membership: [Click here to join now!](#)

[Certification Application Status:](#)

2019 Clinical Requirements - Completed 0 of 600 hours needed  
Additional Academic Courses - 2 of 3 Additional Academic Courses  
Child Development - 2 of 2 Child Development Courses  
Child Life -- Area 1 - Completed Area 1  
Child Life -- Area 2 - Completed Area 2  
Child Life -- Area 3 - Completed Area 3  
Child Life -- Area 4 - Completed Area 4  
Child Life -- Area 5 - Completed Area 5  
Child Life -- Area 6 - Completed Area 6  
Family Systems - 1 of 1 Family Systems Courses  
Loss/ Bereavement - 0 of 1 Loss Bereavement Courses  
Play - 1 of 1 Play Courses  
Research - 1 of 1 Research Courses

[Click here to update your academic and clinical practice profile!](#)

27. Courses will not be approved until the courses are finished and we have a transcript showing they were taken and passed.
  
28. Your evaluation report is what you will need to submit with your internship application. Log into your account on the website and click on Evaluation Report under the Certification Portal. Your evaluation report will look like the

pictures below. Click on the Print this page and you can save this as a PDF.

CCLS Applicants: Click on the menu in the upper left to enter courses or to start a verification for clinical internships or the child life course.  
Current CCLS's: Click on the menu in the upper left to enter PDU's or to submit an application for recertification.

[Print this page](#)

### Eligibility Test

Member # 1144408

Assessment 2019 Period: 01/26/2024 - 12/31/2099		
Description	Evaluation	Progress
Degree	Not Yet Passed	
Child Life -- Area 1	Passed	Completed Area 1
Child Life -- Area 2	Passed	Completed Area 2
Child Life -- Area 3	Passed	Completed Area 3
Child Life -- Area 4	Passed	Completed Area 4
Child Life -- Area 5	Passed	Completed Area 5
2019 Clinical Requirements	Not Yet Passed	Completed 0 of 600 hours needed
Child Development	Passed	2 of 2 Child Development Courses
Family Systems	Passed	1 of 1 Family Systems Courses
Play	Passed	1 of 1 Play Courses
Loss/ Bereavement	Not Yet Passed	0 of 1 Loss Bereavement Courses
Research	Passed	1 of 1 Research Courses
Additional Academic Courses	Not Yet Passed	2 of 3 Additional Academic Courses
Child Life -- Area 6	Passed	Completed Area 6

### Activity

Search:

3 Credit Units, Eligible Credits, Non Eligible Credits

Credit Units : , Eligible Credits : 14, Non Eligible Credits : 0

Description	Activity	Provider	Eligible	Start and End time	Credits	Date	Transaction Type	Cred Applied For	Actions	Edit
Child Life Documents	TOPIC_1	Child Life Theory & Practice	Y	Instructor name	1	01/26/2024	Verification	1	<a href="#">Delete</a>	<a href="#">Edit</a>
Diversity in the Family		Fall 2023	Y	College Name	1	01/26/2024	3 Additional Courses	1	<a href="#">Delete</a>	<a href="#">Edit</a>
Impact of illness, injury and health care on patients/families	TOPIC_3	Child Life Theory & Practice	Y	Instructor Name	1	01/26/2024	Verification	1	<a href="#">Delete</a>	<a href="#">Edit</a>
Family-Centered Care	TOPIC_4	Child Life Theory & Practice	Y	Instructor Name	1	01/26/2024	Verification	1	<a href="#">Delete</a>	<a href="#">Edit</a>
Therapeutic play	TOPIC_5	Child Life Theory & Practice	Y	Instructor Name	1	01/26/2024	Verification	1	<a href="#">Delete</a>	<a href="#">Edit</a>
Preparation	TOPIC_6	Child Life Theory & Practice	Y	Instructor Name	1	01/26/2024	Verification	1	<a href="#">Delete</a>	<a href="#">Edit</a>
Child Life			N		0	01/26/2024	Degree - Bachelor's Minimum		<a href="#">Delete</a>	<a href="#">Edit</a>
Family Systems		Winter 2023	Y	College Name	1	01/26/2024	Family Systems Course	1	<a href="#">Delete</a>	<a href="#">Edit</a>
Death and Dying in Pediatric Care		Spring 2024	N	College Name	0	01/26/2024	Loss/ Bereavement Course		<a href="#">Delete</a>	<a href="#">Edit</a>
Therapeutic Play		Fall 2023	Y	College Name	1	01/26/2024	Play Course	1	<a href="#">Delete</a>	<a href="#">Edit</a>
Child Life Theory and Practice		Summer 2023	Y	College Name	1	01/26/2024	Child Life Course	1	<a href="#">Delete</a>	<a href="#">Edit</a>
Child Development Birth - Adolescence		Spring 2023	Y	College name	1	01/26/2024	Child Development Courses -Must have at least 2	1	<a href="#">Delete</a>	<a href="#">Edit</a>
Adolescence Development		Spring 2023	Y	College Name	1	01/26/2024	Child Development Courses -Must have at least 2	1	<a href="#">Delete</a>	<a href="#">Edit</a>
Research Methods		Summer 2023	Y	College Name	1	01/26/2024	Research Course	1	<a href="#">Delete</a>	<a href="#">Edit</a>
Medical Terminology		Spring 2023	Y	College Name	1	01/26/2024	3 Additional Courses	1	<a href="#">Delete</a>	<a href="#">Edit</a>
Ethics in Child Life		Spring 2024	N	College Name	0	01/26/2024	3 Additional Courses		<a href="#">Delete</a>	<a href="#">Edit</a>
Scope of Practice	TOPIC_2	Child Life Theory & Practice	Y	Instructor Name	1	01/26/2024	Verification	1	<a href="#">Delete</a>	<a href="#">Edit</a>

1 - 17

Total Eligible Credits: 14  
Total Ineligible Credits: 0



## **Eligibility assessment if attending an Endorsed Program:**

### **Follow steps 1- 11 above.**

1. After you have paid send an email to [certification@childlife.org](mailto:certification@childlife.org) to let us know you are attending an endorsed child life program. Also send the letter from your program signed by the instructor, if you do not have one, let us know and we can send you the form to have filled out.
2. Once we receive the letter, we will change your eligibility assessment to the endorsed program eligibility. With this you only need to send us the letter of endorsed program, your transcript AFTER you have graduated from the program (don't forget to enter that into the assessment) and your clinical verification form. These are the only forms you need if attending an endorsed program.