

# Application for Child Life Professional Recertification through Professional Development Units (PDUs)

Updated June 2019

## APPLICATION DEADLINE: October 31 of the year certification cycle ends

Candidates are encouraged to track and submit PDUs in their ACLP online user profile. However, this form will also be accepted.

A PDU is a unit of measure for tracking professional development credits. All PDUs must be recorded in increments of at least 30 minutes or .5 PDU. Hours are rounded down to the next lowest .5 hour increment.

Conferences must be broken down into individual sessions. Each conference breakout session attended must be listed as a separate line entry on page 4 of this application.

Additional copies of page 4 may be submitted if more space is required.

### *If you are applying for recertification in 2019:*

You must earn a minimum of 50 PDUs during your current five-year certification cycle. You are not required to have PDUs in each of the exam domains. However, candidates for recertification must indicate a domain for each PDU. In your next certification cycle you will be required to meet the following requirements.

### *If you are applying for recertification in 2020 or subsequent years:*

You must earn a minimum of 60 PDUs. Candidates for recertification MUST indicate a domain for each PDU. Of these, a specific number must relate to each domain of the Exam Content Outline as follows:

A minimum of **15 of the 60** required PDUs must fall within the **Professional Responsibility** domain; **of these a minimum of 5 must be related to professional ethics** (Domain I, Task 1).

A minimum of **20 of the 60** required PDUs must fall within the **Assessment** domain

A minimum of **15 of the 60** required PDUs must fall within the **Intervention** domain

The **remaining 10 PDUs** may align with any of the three domains at the discretion of the CCLS.

Current recertification fees can be found on the ACLP website.

DO NOT send supporting documentation at this time. If randomly chosen for audit, you will be required to submit documentation at that time.

Candidates paying with a credit card are encouraged to track and submit PDUs from their ACLP online user profile. If paying by check, submit all pages of this form with payment to:

Association of Child Life Professionals  
1820 N. Ft. Myer Dr. Suite 520  
Arlington, VA 22209  
571-483-4482 (FAX)

The following activity types will be accepted for PDUs:

- Traditional professional development (conference sessions, college courses, workshops, seminars, etc.)
- Independent study
- Presenting
- Internship supervision
- Publishing
- Professional service

Within these categories, different activities earn a corresponding number of PDUs. Some of these activities have been limited to a specific number of PDUs within the five-year certification cycle to prevent applicants from acquiring a limited range of professional development. Please see the Recertification Manual for further information.

**Step 1. Contact Information**

		<b>ID# (if known)</b>	
<b>Name</b>			
<i>Last</i>		<i>First MI Maiden</i>	
<b>Address</b>			
<i>Street Address</i>			<i>Apt. Number</i>
<i>City, State</i>			<i>Zip Code</i>
<i>E-mail</i>		<i>Phone</i>	

**Step 2. Certification History**

<b>Date You Passed the Exam</b>			
<b>Have you previously RECERTIFIED?</b>	<b>Yes</b>	<b>No</b>	<b>In what year?</b>
<b>Current Certification Cycle Expiration Date</b>			

**Step 3. Payment Information**

**\*Please see ACLP website for current recertification fees\***

<b>Payment type</b> <i>(please circle one)</i>	<b>MasterCard</b>	<b>Check</b>	<b>Money order</b>
			\$
<i>Credit Card # or Check #</i>	<i>Exp Date &amp; 3 Digit Security Code</i>	<i>Name on credit card (if different from applicant)</i>	<i>Amount*</i>
<b>Signature authorizing credit card payment:</b>			

**For office use only—please do not write below this line**

<b>Member</b>	<b>Yes</b>	<b>No</b>	<b>Signed</b>	<b>Yes</b>	<b>No</b>	<b>PM</b>	<b>Signed</b>	<b>Rec'd</b>
<b>Invoice #</b>	<b>Batch #</b>		<b>Date Pmt Processed</b>					
<b># Accepted</b>	<b>Reviewed by</b>		<b>OK to Recertify</b>			<b>Yes</b>	<b>No</b>	
<b>Notes</b>								

### Step 4. Background Questions

<i>If you answer yes to any of the following questions, you must submit an explanation on a separate sheet.</i>	Yes	No
Are you presently charged with, or have you ever been convicted of or found guilty of or pled <i>nolo contendere</i> to, any felony or a misdemeanor which relates to the care, health or safety of children or other individuals? Examples include but are not limited to: sexual or other abuse of a patient or child, rape, crimes of violence, possession/use/sale of a controlled substance.		
Have you ever been disciplined by a state board or a health care or child care professional association, or are you presently being disciplined by such an entity?		
Do you or have you during the past three years habitually used alcohol or any drug or substance or had a physical or mental condition which would impair competent and objective professional performance of child life services and/or jeopardize public health and safety?		

### Step 5. Statements of Understanding

- I attest that the information in this application is true and accurate to the best of my knowledge.
- I understand that if requested from the general public, CLCC will confirm my certification status (active, expired, never certified), effective/expiration dates, and identification number.
- I understand that CLCC reserves the right to verify any information I have provided in this application.
- I understand that my application and verification documents become the property of CLCC and will not be returned.
- I understand that my examination results will be released only to CLCC and me.
- I understand that aggregate data will be used for statistical study and review of the examination process.
- I have read, understand and agree to abide by the ethical, security, confidentiality and other policies detailed in the Candidate and Recertification Manuals.
- I have read, understand and agree to abide by the Child Life Code of Ethics and the Social Networking Guidelines found on the ACLP website.
- I understand that when faced with an ethical decision of two conflicting institutional policies regarding social media, I will adhere to the policy that maintains the higher standard.
- I have read and understand the conditions under which my certification can be revoked.
- I acknowledge that I will receive certification-related emails and may not opt out.

<b>Please sign to confirm that you have read and agree to the Statements of Understanding:</b>	
<i>Signature</i>	<i>Date</i>

### Step 5. Record Professional Development Units (PDUs)

Please list on the following page all of your Professional Development Units. Be sure to complete ALL requested information and write legibly. For assistance with this form, please see the instructions on page 1. We recommend printing a copy of the Exam Content Outline before starting. This can be found on the ACLP website at [www.childlife.org](http://www.childlife.org).

#### Examples

Session Title	Sponsor or Institution	Exam Content Outline Domain	Date(s)	Beginning & Ending Times	Number of Sessions (If Applicable)	Activity Type	# of PDUs
<i>Professional Ethics: In Pursuit of Doing the Right Thing</i>	<i>CLC</i>	<i>I - Professional Responsibility</i>	<i>5/29/14</i>	<i>11:00am - 12:15pm</i>	<i>n/a</i>	<i>Presenting</i>	<i>2.5</i>
<i>The Family</i>	<i>Children's Hospital</i>	<i>II - Assessment</i>	<i>1/24/14-1/25/14</i>	<i>8-9am</i>	<i>2</i>	<i>Traditional</i>	<i>2</i>

## Professional Development Hour (PDU) Tracking Form

Session Title	Sponsor or Institution	Exam Content Outline Domain	Date(s)	Beginning & Ending Times	Number of Sessions of Sessions	Activity Type	# of PDUs
<b>Total # PDUs this Page (additional sheets may be used as necessary)</b>							