The child life profession is a dynamic, challenging, and often competitive discipline that demands excellence from its practitioners. In traditional hospital settings and beyond, child life specialists are responding to a wide variety of complex issues by applying their unique body of knowledge and skills. As child life professionals are continually challenged to demonstrate their value and expertise to satisfy employer expectations, those individuals who have documented a basic mastery of child life theory and practice – and have the initiative to learn new skills – will become increasingly valuable to their organizations.

The Certified Child Life Specialist (CCLS) credential is the exclusive designation issued by the Child Life Council (CLC), the leading membership association serving child life professionals. Certification is a vital step for child life specialists looking to sharpen their professional edge. The CCLS credentialing program is a rigorous, examination-based professional certification credential. The requirements for certification are based on academic and clinical experiences, and successful completion of the Child Life Professional Certification Examination.

Why Become Certified?

There are many benefits associated with becoming a Certified Child Life Specialist:

- **Professional Identity:** Earn the exclusive right to identify yourself as a Certified Child Life Specialist (CCLS), the only credential issued in the child life profession.
- **Recognition:** Achieve formal acknowledgement of your professional accomplishment.
- **Advancement:** Benefit from enhanced career opportunities, with the potential for increased salary.
- **Respect:** Validate your specialized knowledge and expertise to peers, management and other interdisciplinary colleagues.
- **Growth:** Dedicate yourself to continued professional excellence through education and professional development.
- **Esteem:** Improve your credibility with hospital administrators and the general public.
- **Passion:** Demonstrate your commitment to the child life profession.
- **Pride:** Enjoy elevated self-esteem and satisfaction in your work.

Contents:

- About Certification 2
- Eligibility 3
- Completing the Application 8
- Exam Fees 10
- Application Deadlines 10
- Application Results 12
- About the Exam 14
- How to Prepare for the Exam 15
- Exam Day Policies 16
- After the Exam 18
- CLC Membership 19
- Code of Ethical Responsibility 20
- Exam Content Outline 21
- Forms 22

Please read this document carefully!

Any questions should be directed to certification@childlife.org.
What is child life certification?

Child life certification is the process by which, after verification that an individual has met predetermined and standardized criteria, he/she is granted a time-limited recognition and use of the Certified Child Life Specialist (CCLS) credential.

The Child Life Professional Certification Program is administered by the Child Life Certifying Committee (CLCC), CLC staff, and a professional testing agency. The program fosters uniform standards of practice and ethical conduct among child life specialists, while it enhances the status and credibility of the profession. In addition, child life certification promotes protection for the general public from untrained individuals entering into an inappropriate relationship with children and families.

To achieve the CCLS credential, each candidate must satisfy all educational and experiential requirements established by the CLCC, and must demonstrate an acceptable level of knowledge of child life theory and practice by successfully completing the Child Life Professional Certification Examination.

The eligibility requirements for the exam are applied fairly, impartially, and consistently with applicable laws, including all US government nondiscriminatory statutes and laws.

Certification is granted independently of a candidate’s membership in CLC.

The Child Life Certifying Committee

The CLC Board of Directors has charged the Child Life Certifying Committee (CLCC) with the development and administration of the Child Life Professional Certification Program. The leadership of this standing committee is selected through popular vote by members of CLC.

CLCC sets rigorous standards for the assessment of individuals who aspire to enter and/or advance in the child life profession through the certification and recertification processes, and grants, for a period of five years, the CCLS credential to candidates who successfully complete the certification or recertification requirements.

How do I become a Certified Child Life Specialist?

Applicants for certification must establish eligibility before they are seated for the Child Life Professional Certification Examination. Eligibility requirements are explained on the following pages.

Those who successfully complete the exam become certified for a five-year period. During this five-year cycle, CCLSs are required to pay maintenance fees, and in the fifth year of the cycle they must recertify, either by retaking the exam or through verification of required Professional Development Hours (PDHs).

There are no exceptions made to the requirements. Establishing eligibility for, taking and passing the Child Life Professional Certification Examination is the only way to become a Certified Child Life Specialist.

Code of Professional Practice

Application for the CCLS credential and maintenance thereof both require compliance with the Code of Professional Practice which includes the Code of Ethical Responsibility, a body of ethical principles which is derived primarily for the benefit and protection of infants, children, youth and families in settings where the potential for damaging stress or trauma exists. The Code of Ethical Responsibility may be found on page 20.

The Code of Professional Practice also makes allowances for consumers and others to report complaints related to the behavioral conduct of CCLS credential holders and contains policies regarding the criminal background of applicants and certificants.

All applicants and credential holders are required to acknowledge their agreement to abide by the Code of Professional Practice which can be found on the CLC website.

Candidates and certificants who fail to abide by the code may have their certification suspended or revoked.
Overview of Eligibility

There are three components of eligibility for the certification exam. All three requirements must be met prior to the application deadline for the exam administration.

1. Minimum of Baccalaureate Degree:
Applicants must have either completed a bachelor’s degree, or be in the final semester of study for that degree. (See below for frequently asked questions.)

2. Course Work:
Applicants must have completed a total of 10 college-level courses in child life or a related department/subject. (See Page 4 for more details.)

Note: All applicants for the fall 2013 and subsequent exams will be required to successfully complete a minimum of one child life course taught by a Certified Child Life Specialist as part of this requirement.

3. Clinical Child Life Experience:
Applicants must complete a minimum of 480 hours of child life clinical experience under the direct supervision of a Certified Child Life Specialist who meets specific qualifications (See page 6 for more details).

Eligibility Component 1
Minimum of Baccalaureate Degree
Applicants must have either completed a bachelor’s degree, or be in the final semester of study for that degree.

Frequently Asked Questions—Baccalaureate Degree

Do I need a degree in child life to obtain certification?
You are not required to obtain a degree in child life in order to be eligible to take the Child Life Professional Certification Exam. Your bachelor’s degree can be completed in any field of study.

How can I locate a college or university that offers a child life degree? Which schools have the best child life programs?
For those interested in obtaining a degree specific to child life, the Students & Educators section of the CLC website offers resources designed to help you make important decisions about choosing an academic program, including a self-reported list of child life academic programs in the United States and Canada, and a guide to selecting an academic program. Please note, because CLC does not currently offer an accreditation program for academic institutions, we cannot provide you with official or unofficial opinions regarding the relative merits of a child life academic program. We encourage you to contact a program supervisor directly for more information, and to determine which academic program is right for you.

If I’m still in school working on my bachelor’s degree, when can I take the exam?
If you are enrolled in school and your anticipated graduation date is in: the first administration of the exam for which you may apply is:
May/June Spring
July/August Fall
December Fall
Eligibility Component 2
Course Work

Applicants must have completed a total of 10 college-level courses in child life or a related department.

Note: All applicants for the fall 2013 and subsequent exams will be required to successfully complete a minimum of one child life course taught by a Certified Child Life Specialist as part of this requirement.

Courses that are accepted fall into three categories:

1. Any course that is offered by the college/university departments listed below will count toward the course work requirement. Applicants are NOT required to take a course in each of these fields, but rather a total of 10 courses in one or more of the listed departments:
   - Child Life
   - Child Development
   - Family Development
   - Human Development
   - Family Dynamics
   - Psychology
   - Counseling
   - Sociology
   - Therapeutic Recreation
   - Expressive Therapies (only courses that cover the therapeutic applications of play, music, dance, art will be accepted; fine arts courses are NOT accepted)

2. Courses offered by the following college/university departments will be considered on a case-by-case basis. Only those with a clear connection with the Exam Content Outline (see page 21) will be accepted.
   Candidates may be required to supply supporting documentation such as course descriptions or syllabi for courses from these departments.
   - Education (Methods courses for specific subjects, student teaching and other non-related education courses are not accepted.)
   - Nursing
   - Social Work
   - Recreation Administration

3. Courses on the following topics will be accepted regardless of college department:
   - Death & Dying
   - Biomedical Ethics
   - Cultural Diversity (Courses in world religions or that pertain to a single culture do not fall into this category.)
Do the courses have to be part of a degree program?

The required courses can be taken as part of or in addition to a degree program. Check with your college/university about enrollment requirements.

Can I take the courses at a community or junior college?

Yes, courses from any fully-accredited college or university are accepted. Check that your academic institution has been accredited by an organization recognized by either the US Department of Education or the Council on Higher Education Accreditation.

I don't know if the classes I've taken will count; can my course work be reviewed before I apply for the exam?

If you are unsure if your course work meets the eligibility requirements, you may submit a request for a Course Work Review. CLC will review up to 15 completed courses to determine if they would be accepted on an exam application. There is a $35.00 US fee for this service. Complete the online application and submit your transcripts (either official or unofficial) to the CLC office.

IMPORTANT NOTES ABOUT THE COURSE WORK REVIEW SERVICE:

No course work reviews will be conducted during the month of May.

Transcripts submitted for this purpose cannot be used for documentation for your exam application.

The course work review fee is non-refundable and cannot be applied to the examination fee.

Am I required to take any child life-specific courses?

Currently, applicants are not required to take any courses specifically in child life. However, starting with the fall 2013 exam administration, all candidates must complete at least one child life course and that course must be taught by a Certified Child Life Specialist (CCLS).

How is the child life course defined?

A working group of CCLSs defined the curriculum requirements for this course. The required areas of study and other requirements are outlined on the Child Life Course Verification Form (see the final page of this document). The complete policy can be found at:


How do I find a child life course taught by a CCLS?

The required course may be completed at any fully-accredited academic institution provided the required curriculum and instructor requirements are met. There is a list of academic institutions that have reported that they are offering a child life course taught by a CCLS in the Students & Educators section of the CLC website. CLC is not responsible for, nor does it endorse, the content or quality of any of these courses. Prospective students are encouraged to contact the institutions listed at the following link for specific information: http://childlife.org/StudentsInternsEducators/AcademicStudents/ChildLifeCourse.cfm

How do I know if the child life course I take will be accepted?

CLC does not pre-approve, recommend or require specific courses to meet the educational requirements for exam eligibility. It is therefore recommended that you contact your academic institution and/or instructor to verify the content of courses and your instructor’s credentials. It is incumbent on the instructor to confirm on the Child Life Course Verification Form (see the final page of this document) that the child life course curriculum has been satisfied.
Eligibility Component 3
Clinical Experience

All exam applicants must complete a minimum of 480 hours of child life clinical experience under the direct supervision of a Certified Child Life Specialist.

Clinical experience hours may be earned through a child life internship or fellowship only.

Paid work experience, volunteer, and practicum hours are not accepted to meet the clinical experience requirement. Other types of work experience (outside the child life profession) may not be substituted for any of these hours.

In order to be eligible to supervise an exam applicant’s 480 hours of child life clinical experience, a Certified Child Life Specialist must:

- Maintain child life certification throughout the supervisory period
- Have a minimum of 4,000 hours of paid child life clinical experience prior to the start of the supervisory period
- Take responsibility for the educational development and guidance of the candidate in the clinical setting

Important Change:

All applicants are now required to complete the required clinical experience through a child life internship or fellowship; paid work experience is no longer accepted.

Frequently Asked Questions—Clinical Experience

How do I get the clinical experience?

As the certifying body for child life specialists, CLC is limited as to the level of assistance we can provide for internship placement. We encourage candidates to contact facilities directly to locate programs and determine if they are qualified for placement. It is the prerogative of the hiring institution to set the requirements for internship positions, which vary among institutions.

The CLC Directory of Child Life Programs can be a helpful tool in locating potential sources of clinical experience. The online version of the directory is now available through CLC Community. Child life programs from around the world have provided key contact information and details about their respective organizations, including internship information. This is only accessible to members of CLC. For more information about membership, please visit http://www.childlife.org/Membership/.

Can I use hours that I have worked as a child life specialist or child life assistant to meet the clinical experience requirement?

The required clinical experience hours must be earned through a structured learning experience such as a child life internship or fellowship. Paid work experience is no longer accepted to meet this requirement.

Can I use hours that I have worked with children outside the child life profession to meet the clinical experience requirement?

Other types of clinical experience may not be substituted for any portion of the clinical hours. All 480 hours must be obtained doing the work of a child life specialist (regardless of job title).

What if my internship ends after the exam application deadline?

A minimum of 480 hours must be completed on or before the exam application deadline. If the internship is longer than 480 hours, the internship does not have to be complete by the deadline. If you will not have completed 480 hours by the exam application deadline, you must wait and apply for the next exam administration.
Can I obtain the hours at more than one site?

Yes. If an institution is offering a term shorter than 480 hours, then you will need to acquire additional hours at another facility. You must submit a Clinical Experience Verification Form (see final pages of this document) signed by your supervisor from each site where you obtained your clinical training.

Do the clinical hours I completed in the past still count?

Yes, provided that the hours meet the current requirements and can be documented on a current Clinical Experience Verification Form (see final pages of this document). Please note that older versions of this form do not include all of the necessary elements to establish eligibility under current requirements, and will therefore not be accepted.

Prior to 2006, supervisors were not required to meet a minimum number of paid child life work experience hours. If a candidate was deemed eligible prior to 2006 using clinical experience under a supervisor who does not meet the new requirements outlined above, they forfeited their eligibility effective January 1, 2006.

**General Eligibility Frequently Asked Questions**

Do I need to be a member of the Child Life Council to be eligible for certification?

Candidates for certification are not required to be members of the Child Life Council. However, CLC members receive discounted rates on publications to prepare for the exam, examination fees, and certification fees once certified.

I have already established eligibility, but didn’t take (or pass) the exam. Am I still eligible?

Provided that the eligibility requirements have not changed since you established eligibility, you would still be eligible to sit for the exam. Only Steps 1-7 (see pages 8-11) of the application process are required in these cases.

I was previously certified, or had provisional certification, which has lapsed or expired. Am I still eligible to take the exam?

All candidates must meet the current eligibility requirements regardless of past certification status. CCLSs whose certification has lapsed or expired must re-establish eligibility by starting the application process anew. They must complete all portions of the exam application and pay the initial exam fee.

I have already established eligibility under the current requirements and need to take the exam again. What do I need to submit?

Candidates who established eligibility under the current eligibility requirements, may skip step 8 of the application process (submitting supporting documentation).

Please note that CCLSs whose certification lapsed or expired MUST begin the application process from the beginning, submitting all necessary documentation in order to re-establish eligibility.

Contact certification@childlife.org for more details.
Completing the Exam Application

The application for the Child Life Professional Examination is available online for those paying by credit card (Visa or MasterCard). Completing the application online will give you instantaneous confirmation of your application submission. If you are paying by check, online application is not available.

Whenever possible, we recommend that candidates use the online application process; however, paper copies of the application will also be accepted. If you choose to mail your application, we strongly recommend that you use a delivery service that will provide you with confirmation of the receipt of your application. Although we do accept faxed applications, we discourage this method because it tends to be unreliable and fax transmissions are often difficult to read.

Whether you apply online or through the mail, the application process will consist of 8 steps:

1. Providing Contact Information
2. Select Your Exam Administration/Request Special Accommodations
3. Documenting Baccalaureate Degree
4. Documenting Course Work
5. Documenting Clinical Experience
6. Statements of Understanding/Background Questions
7. Payment
8. Supporting Documentation: In addition to the exam application form, all applicants are required to provide appropriate supporting documentation.

Step 1. Providing Contact Information

Please provide accurate contact information. It is your responsibility to notify CLC of any changes, so that your certification-related correspondence is properly directed. CLCC and CLC are not responsible for delays due to mail forwarding. You can make updates to your information directly in your user profile.

Please be aware that most communication from CLCC will be conducted via email. It is therefore essential that we have your most current email address, one that is checked regularly. We recommend adding childlife.org to your list of safe senders.

2. Select Your Exam Administration/Request Special Accommodations

Online Application Tip: Select your exam administration from the drop down box.

For upcoming deadlines, locations, and exams dates please visit the certification section of our website.

Each year the exam is held in the spring and in the fall. The spring exam takes place in conjunction with the Annual Conference on Professional Issues in May or June; this administration is a traditional paper-and-pencil exam and takes place in the hotel where the conference is being held. The fall exam administration is a computer-based exam that may be taken at over 300 geographically-diverse testing centers during a two-week testing period.

All examination sites are fully accessible and compliant with the Americans with Disabilities Act. Special testing accommodations require documentation and are scheduled subject to approval upon review of the required documentation. Candidates for whom Eng-

Apply Online!

IMPORTANT ONLINE APPLICATION INFORMATION

If you have a record in the CLC database (membership, course work review, previous certification, etc.), please log in prior to starting the application process. You can then access the application process through your user profile.

If you do not log in, you will not receive appropriate member discounts, and any previously submitted information may not be correctly recorded.

If you do not remember your login information, please click on the Forgot Password? link for a reminder.

If you are applying for a new membership or membership renewal along with your application for the certification exam, you must make your membership payment FIRST in order to receive the member discount on exam fees.
lish is a foreign language and/or those with a visual, orthopedic, speech or hearing impairment, other health or physical impairment, a specific learning disability, or a psychological or mental disorder that requires modifications to the usual testing environment can apply for special accommodations. Only those candidates who have been granted this approval in advance will receive special accommodations during testing.

**Online Application Tip:** To request a special accommodation select “Yes” from the drop-down menu. Provide a brief description of the accommodation you are requesting in the box provided.

To complete your request you must complete the Special Accommodations Application Packet found at [http://www.childlife.org/files/SpecialAccommodationsPacket.pdf](http://www.childlife.org/files/SpecialAccommodationsPacket.pdf)

In order to be considered for a special accommodation, this packet must be submitted with your application or with your supporting documentation if you have applied online.

**Step 3: Documenting your Bachelor's Degree**

Indicate the degree you have received or anticipate receiving, the name of the institution and the location (city and state/province).

Please note that if you are establishing eligibility with an anticipated graduation date you are required to send confirmation from the school registrar stating the anticipated graduation date. After your degree has been conferred you are also required to submit an official transcript showing the date you received your bachelor’s degree. Exam scores are not finalized until this documentation is received.

See page 3 for degree requirement FAQs.

**Step 4: Documenting your Course Work**

Applicants are required to list 10 courses to be reviewed by CLCC on the application. DO NOT write “refer to transcript” in this space. We recommend that candidates list two alternate courses as well, in case any of the 10 listed is not accepted. For each of the courses, indicate the university course number, course title, institution where the course was taken, the term during which it was taken, and the year in which it was taken. An example of a correctly documented entry is:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Institution</th>
<th>Term</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 101</td>
<td>Intro. to Psych.</td>
<td>Sample Univ</td>
<td>Fall</td>
<td>2008</td>
</tr>
</tbody>
</table>

See pages 5 for course work requirement FAQs.

**Step 5: Documenting your Clinical Experience**

For any applicable clinical experience, indicate the name of the institution where you completed your training, its location (city, state/province), the start and end dates, your CCLS supervisor, and the number of hours earned. Indicate if the hours were performed as part of an internship or fellowship. Please note that starting with the fall 2012 exam administration, paid work is no longer accepted to fulfill this requirement.

You may submit hours from multiple institutions to achieve the minimum total of 480 hours.

**ALL 480 HOURS MUST BE COMPLETED ON OR BEFORE THE EXAM APPLICATION DEADLINE.**

See pages 6-7 for clinical experience requirement FAQs.

**Step 6. Statements of Understanding/Background Questions**

All candidates must agree to the Statements of Understanding, either through the online application process or by signing a paper copy of the application. By doing so, candidates attest that all of the information contained in the Statements of Understanding is true, including that they have read, understood and agree to all of the certification policies outlined in the Candidate Manual. Applications submitted without this agreement will not be considered by the CLCC.

Check “yes” or “no” for all listed background questions. If you answer “yes” to any of the questions on the list:

1. You cannot submit your application using the online process; you must send a paper copy to the CLC office, and
2. You must provide background information for each “yes” answer, which will be reviewed by the Ethics Committee.

---

*Be sure to have all the information you will need to complete your online application before you begin! You will not be able to save your work and finish later.*
Step 7. Payment

Examination fees help offset the costs of the general development of the Child Life Professional Certification Examination, as well as the costs specific to the administration of the exam (e.g. application processing, facility fees, testing agency service fees, score processing).

Please note: Once candidates are certified, additional certification fees will apply. Candidates who successfully complete the certification process will be required to pay these mandatory fees to maintain their certification through the 5-year certification cycle.

Although candidates are not required to be Child Life Council members to become certified, CLC members enjoy substantial discounts on all certification fees.

For more information about joining, please visit www.childlife.org/Membership/.

Please thoroughly review the information about anticipated fees associated with maintaining certification on page 18 of this manual.

The online application process requires payment via Visa or MasterCard. Be sure to print your confirmation page as a record of your payment for your records.

Check payments should be made to the order of Child Life Council and mailed with a paper copy of the application to CLC. There is a fee of $25.00 U.S. for returned checks.

<table>
<thead>
<tr>
<th>Child Life Professional Certification Examination Fees</th>
<th>Paper/Pencil Administrations</th>
<th>Computer-Based Administrations (CBT)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CLC Members</td>
<td>Non-members</td>
</tr>
<tr>
<td>Initial Examination</td>
<td>$250.00 U.S.</td>
<td>$400.00 U.S.</td>
</tr>
<tr>
<td>Subsequent Examinations (if necessary)</td>
<td>$175.00 U.S.</td>
<td>$325.00 U.S.</td>
</tr>
</tbody>
</table>

Application Deadlines

It is the applicant’s responsibility to ensure that all components of the application are received by CLC on or before the application deadline. In the event that the application deadline falls on a non-business day, the next business day will become the deadline.

We strongly recommend that applicants submitting hard copy materials use an expedited, traceable mail service or a USPS delivery confirmation as a means to confirm receipt of their applications. Regrettably, because a large percentage of applications arrive just prior to or on the application deadline date, it is unlikely that CLC staff will be able to confirm whether materials have been received.

The CLCC only hears appeals for an amendment of a denied exam application based on the perceived failure of any postal system or university transcript office under extraordinary circumstances.

Due to differences in educational systems from country to country, the Child Life Certifying Committee requires candidates who were educated in countries other than the United States or Canada to submit their applications earlier than other applicants. This will allow time for CLC staff to confirm that the educational experience meets CLCC eligibility requirements.

<table>
<thead>
<tr>
<th>Application Deadlines</th>
<th>If you were educated in the U.S. or Canada:</th>
<th>If you were educated in another country:</th>
</tr>
</thead>
<tbody>
<tr>
<td>If you are applying for a:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spring Exam</td>
<td>March 31</td>
<td>January 31</td>
</tr>
<tr>
<td>Fall Exam</td>
<td>August 31</td>
<td>June 30</td>
</tr>
</tbody>
</table>
Step 8. Providing Supporting Documentation

For the initial examination, all candidates are required to send supporting documentation needed to establish eligibility. Whether you are applying online or sending a paper application, you are required to submit the following. Only complete applications with the required supporting documentation will be reviewed by the CLCC.

Documentation presented in a foreign language must be translated into English, at the applicant’s expense, by a professional translation agent with a notarized signature or stamp attesting to the accuracy of the contents.

Bachelor's Degree Documentation Required:

An original OFFICIAL* transcript from the college/university conferring the degree, which shows the type of degree granted and the date conferred

OR

Applicants who are currently enrolled in the final semester of study for their bachelor’s degree are required to submit a letter from their college or university registrar confirming the anticipated date of graduation. An OFFICIAL* transcript showing the graduation date and degree conferred must then be received by the CLC office within 120 days of the examination date. Exam scores will be released/finalized only after the final transcript is received. If a transcript confirming graduation date is not received, exam scores will not be released/finalized and the candidate will need to re-apply to establish eligibility.

Course Work Documentation Required:

An OFFICIAL* transcript from each college or university where the 10 courses were completed.

- All 10 courses must appear on the transcript(s) with a passing grade.
- No in-progress courses will be accepted.
- Transferred courses from another school must have a passing grade listed on the transcript or be documented by another OFFICIAL* transcript from the original college/university.
- Online education courses must be reflected on an OFFICIAL* transcript with a passing grade.

*NOTE: “OFFICIAL” is defined by each college or university; for details, please check with the school’s Registrar’s Office. Faxed or emailed transcripts are not accepted unless sent directly by the academic institution and are considered official by the school.

Clinical Experience Documentation Required:

Candidates are required to submit a current Child Life Clinical Experience Verification Form(s), completed and signed by the CCLS(s) providing supervision for a minimum of 480 hours of child life clinical experience. If hours were earned at multiple sites, a form should be completed by the CCLS supervisor at each location. Please note that previous, outdated versions of this form do not include all of the necessary elements to establish eligibility under current requirements, and will not be accepted. Candidates are responsible for using the most current version of all certification forms, which are all available in the Certification section of the CLC website.

SUPPORTING DOCUMENTATION TO SEND

☐ Official transcript showing completed degree

 OR

☐ Letter from academic institution indicating anticipated graduation date

 AND

☐ Official transcripts showing 10 required courses were completed

☐ Clinical Experience Verification Form

 IF NEEDED

☐ Special Accommodations Packet, if requesting testing accommodations

☐ Name change verification, if transcript or other materials bear a different name from that with which you are applying
Submitting the Application

It is highly recommended that candidates use the online application process through the Child Life Council website whenever possible.

Only complete applications with the required supporting documentation will be reviewed by the CLCC. All relevant sections must be filled in completely and legibly. Applicants must indicate agreement with the Statements of Understanding.

All submitted materials become the property of the CLCC; candidates are encouraged to make copies of all submitted materials for their records.

To be considered complete, all elements of the application and supporting documentation must be received in the CLC office on or before the application deadline including:

- Completed application form (either online or paper version)
- Examination fee
- OFFICIAL transcript(s)
- Clinical Experience Verification Form(s)
- Special Accommodations request and supporting documentation, if applicable
- Name change verification*

*If you are applying under a different name from that which appears on your supporting documents, you must submit verification of your name change. A copy of either your new Social Security Card or marriage license is acceptable as documentation.

What to expect after submitting your application

Application processing takes approximately 4-6 weeks. Applying online may significantly reduce turnaround time. Because applicants will be notified of application results by email, it is imperative that we have candidates’ current email address on file. We recommend adding childlife.org to your list of safe senders.

If your application does NOT establish eligibility to sit for the exam...

Candidates whose applications do not establish eligibility will be notified by mail and will be issued a refund for the exam fee, minus a $25 processing fee.

Eligibility for the examination may not be established if:

- Applicant fails to meet deadlines
- Application form is incomplete or illegible
- Appropriate supporting documentation of clinical experience and/or education is not submitted
- Submitted materials do not show that the candidate meets the eligibility criteria
- Correct fees are not enclosed
- Verification documents do not give complete information
- There is evidence of tampering with documentation
- Recommended by the Ethics Committee

Eligibility Appeals Process

Candidates whose applications are denied on the basis of eligibility may appeal the decision. To initiate the process, the applicant must submit a letter to the Child Life Council office stating the reason for the appeal within 14 days of the date indicated on the letter informing the candidate that their application did not establish eligibility. The request for appeal must be accompanied by any supporting documentation the applicant wishes to submit. Applicants may submit documentation that was not included with the original application, which may substantiate the information on academic or clinical experiences presented in the initial application. Examples of additional supporting documentation include course descriptions, university policies, letters of explanation, etc.

Applicants may NOT submit information about any NEW academic or clinical experiences which were not included in the original application.

Appeals received after the withdrawal deadline (see page 13 for dates) will be reviewed, however, candidates who submit successful appeals after the withdrawal deadline will be seated for the next available examination, not the one for which they originally applied.

Note: Failure to follow the application directions in the Candidate Manual is not grounds for an appeal. Appeals based on perceived failures of any postal system or university transcript office will only be heard in extraordinary circumstances.
If your application establishes eligibility to sit for the exam...

Applicants will be notified by email if their application is approved. Subsequently, applicants will be contacted directly by CLC’s testing agency with important exam information. An admissions letter will be provided via email to each examinee approximately one week prior to the examination. If you do not receive this email 7 days prior to the exam, please contact the Child Life Council office at certification@childlife.org.

For computer-based test administrations (CBTs) only:

Once your application has established eligibility for the exam, CLC will notify the test administration agency who will then contact you with information about how to schedule your exam through their online system at the testing center of your choice. At that time you may select your date and time preferences as well.

If you are unable to take the exam as planned...

How do I withdraw from the examination?

Requests to withdraw from the examination must be received in writing NO LATER THAN 11:59 p.m. Eastern Time on the withdrawal deadline date:

- May 1 for the Spring exam
- October 15 for the Fall exam

Emailed requests will not be honored. Written requests must include the test date/location, applicant’s name and signature, and type of request:

1) Request that examination fees be refunded:

♦ Refund is less a $25.00 U.S. processing fee
♦ Applicant must reapply for any future exams as someone who has already established eligibility

OR

2) Request that examination fees be applied to the next examination administration:

♦ Applicant must continue to meet eligibility requirements for the new exam administration date.

♦ There is a nonrefundable $50.00 US processing fee for each exam date/site change.

♦ Deferring from a paper-and-pencil to a CBT administration requires an additional $125 which includes the $75 CBT and $50 processing fees.

If a candidate switches from a CBT administration to a paper-and-pencil administration, in lieu of the processing fee they forfeit the CBT fee paid with their application.

♦ All fees become nonrefundable.

Can I change examination administrations?

Approved applicants who wish to change their examination administration may do so by sending a request in writing before the withdrawal deadline (refer to schedule at left). Requests must include the approved test administration (spring or fall and year), the desired test administration (spring or fall and year), and the applicant’s name and signature. Emailed requests will not be honored.

There is a nonrefundable $50 processing fee for each site/date change.

♦ Candidates deferring from a paper-and-pencil to a CBT administration are required to pay an additional $125 which includes the $75 CBT fee and the $50.00 US processing fee.

♦ If a candidate switches from a CBT administration to a paper-and-pencil administration, in lieu of the processing fee they forfeit the CBT fee paid with their application.
About the Exam—Examination Format and Content

The Child Life Professional Certification Examination is comprised of 150 multiple-choice questions. The allotted time to complete the examination is four hours.

The following is a listing of the domains specific to each area of child life practice, with a notation of the percentage of examination items (questions) related to each domain. This is taken from the Exam Content Outline and although the actual content varies from administration to administration, all exams follow this blueprint.

<table>
<thead>
<tr>
<th>DOMAIN</th>
<th># QUESTIONS</th>
<th>% OF EXAM</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Assessment</td>
<td>52</td>
<td>35%</td>
</tr>
<tr>
<td>II. Intervention</td>
<td>53</td>
<td>35%</td>
</tr>
<tr>
<td>III. Professional Responsibility</td>
<td>45</td>
<td>30%</td>
</tr>
</tbody>
</table>

The Child Life Professional Certification Examination is an objective test that covers relevant knowledge, understanding, and practical application of child life theory and practice as determined by the Child Life Certifying Committee and other Certified Child Life Specialists surveyed. The exam is developed by a committee of experts in the child life profession as a measurement of basic, entry-level knowledge of each candidate.

The committee starts with a periodic Practice Analysis which defines the profession of child life by delineating the domain, tasks, knowledge and skills necessary for competent practice as a child life specialist. From this assessment, content areas and their appropriate relative emphases are defined. A survey of child life practitioners validated the content outline in 1997, 2002, and most recently in 2008.

Of the 150 questions on the exam, 25 are pretest items and are not weighted (not counted toward candidates’ scores). Piloting items in this manner is valuable as it allows items to be analyzed before they become weighted and provides verification that the items contribute toward measuring a candidate’s proficiency in the material and are not irrelevant or poorly-written. Candidates answer the pretest items, and then performance data is used in a statistical analysis to determine if the questions perform as intended. If so, their ability to contribute to a test’s quality is verified and they can be considered for inclusion on future exams as scored items.

Each form of the Child Life Professional Certification Examination is equated to ensure that candidates are neither penalized nor rewarded if an exam form is more difficult or easier than any other version of the exam. Collecting performance data enables the test administration agency to conduct this important process.

For more detailed information about how the exam is developed and how it is scored, please visit the CLC website.

The CCLS credentialing program was established in 1986 to increase the proficiency of child life professionals by identifying a body of knowledge; establishing a level of comprehension and performance necessary for certification; and increasing the value of practitioners to their employers.
How to Prepare - Studying for the Exam

There are many resources available to help exam applicants prepare for the Child Life Professional Certification Examination.

**Study Guide for the Child Life Professional Certification Examination**

CLC publishes a study guide that may help candidates increase the effectiveness of test preparation. It includes a fifty-question practice test, study and test-taking strategies, and information on how the examination was developed. Visit the online CLC Bookstore to place your order for the *Study Guide for the Child Life Professional Certification Examination*.

**Online Practice Test**

An online practice test is available to help familiarize candidates with the format of the test and the types of questions that will appear. Scores are immediately available, and diagnostic feedback to assess a candidate’s strengths or weaknesses is provided. The practice test is administered by CLC’s testing agency and can be accessed through the CLC website. The fee is $35.00 US.

**Other Resources**

If you are involved in a course of study related to child life, or in child life work in a clinical setting, you are likely to have some excellent human resources available to help you prepare for certification. Be sure to review any materials you received in the course of your child life educational/clinical training preparation.

Many candidates form local study groups, often networking through the CLC Community, which is a benefit of CLC membership.

**Recommended Resources**

The following are references that cover the basic concepts in child life theory and practice. These references are used to validate the content of the Child Life Professional Certification Exam. Most are available through the Bookstore section of the CLC website.

**Primary resources:**

6. *Evidence-Based Practice Statements; available in the Resource Library at www.childlife.org*
7. *Anthology of Child Life Focus* Child Life Council (2009)
12. Any normal child growth and development textbook
13. Any pediatric nursing textbook

**Additional resources:**

Exam Day Instructions

For spring exam administrations (paper-and-pencil), check-in will begin at 7:30 a.m. local time, and the examination will begin promptly at 8:00 a.m. CBT exam appointments are made based on the operating schedule of each testing center.

Candidates have four hours in which to complete the exam. At the discretion of the site administrator, candidates may be admitted to the examination up to 20 minutes late. Late arrivals will be required to sign a statement acknowledging that they will receive no extra time to complete the exam.

What To Bring

Personal Identification

To gain admittance to the examination room, all candidates are required to present a government-issued photo identification. Acceptable forms of identification include a valid driver’s license, passport, and military identification cards.

Admissions Letter

The testing agency will provide an admissions letter via email to each examinee. In order to be admitted to the exam, you must present it at registration. **If you have not received the email 7 days prior to the exam, please contact the Child Life Council office at certification@childlife.org.**

In addition, if you have been pre-approved for special testing accommodations, please present the confirmation e-mail sent by CLC indicating the accommodations that have been approved to ensure that the appropriate testing accommodations are made.

Earplugs for sound suppression are allowed. Headphones/ear buds are not permitted.

What NOT To Bring

Please bring as few personal belongings as possible.

Books (including all types of dictionaries), papers, electronic/cellular devices (pagers, telephones, etc.), food, water bottles and most other personal belongings will NOT be permitted at your testing station.

For paper-and-pencil administrations, pencils will be provided.

For paper-and-pencil administrations, the proctor will designate an area in the examination room for the storage of personal items during the examination.

Some computer-based testing centers have lockers for examinees’ use during the exam however this is not guaranteed at every location.

The Child Life Council is not responsible for the security of any personal possessions brought to the examination.

For paper-and-pencil administrations, pencils will be provided.

During the Examination

No food or beverages (including water) will be allowed in the testing room unless prior approval has been received for medical reasons. You must submit a Special Accommodations Application Packet with your exam application to request this approval.

Candidates may exit the testing room to use the restroom or water fountain. Only one person will be permitted to leave the room at a time. You will not be permitted to make up the time lost while you are away from the examination. If you wish to use the restroom, raise your hand. The proctor will collect your examination materials.
Examination Day Absences

Refunds will only be approved if the absence is the result of a documented personal or medical emergency. Absences are reviewed by the committee on a case-by-case basis. Refund requests must be received in writing with supporting documentation detailing the reason for absence within 14 days of the examination date. The Child Life Council reserves the right to verify any information submitted regarding examination day absence. If the absence is excused, payment for the exam will be refunded, less a $25 U.S. application processing fee, or may be deferred to the next test administration in accordance with the policies on page 13.

Inclement Weather

Test administration will be delayed or canceled only in emergencies. If severe weather or natural disaster makes the testing center inaccessible or unsafe, the test administration may be canceled. Efforts will be made to have local radio stations broadcast any cancellation information on the day of the examination. Candidates who cannot safely reach the test site because of severe weather conditions and wish to request a refund of the examination fee, must send the written request with documentation of the weather conditions to Child Life Council within 14 days of the examination date. CLC will evaluate the circumstances on a case-by-case basis.

Feedback

Examinees will be given the opportunity to comment on the examination administration, content, or any of its elements prior to leaving the examination room. Exam proctors will provide instruction on this process. Since we constantly work to improve the testing process, we strongly encourage candidates to provide feedback on the exam prior to leaving the testing room.

Examination Security

Any candidate who gives or receives assistance, or whose behavior is disruptive during the examination, will be required to turn in his or her test materials immediately and leave the room. The candidate’s answer sheet will not be scored and the situation will be reported to the CLCC for review and possible action by the Ethics Sub-committee. Any candidate who observes inappropriate test taking behavior should report it to appropriate testing personnel. In order to detect fraud, the performance of all candidates is monitored and analyzed statistically.

The entire item (question) bank, examination materials and each form of the examination are the property of Child Life Council, Inc. Distribution of exam content or materials through any form of reproduction, including oral and written communication, is strictly prohibited and punishable by law. Any individual who removes or attempts to remove examination material from the test site will be prosecuted; this includes memorization of questions.

Test development and security requirements prevent CLC from releasing test questions or other specific examination content to anyone, under any circumstances.

Discussion of exam content with other candidates following the exam is considered a breach of examination security.
Congratulations!
You’re a Certified Child Life Specialist!

A candidate who successfully completes the Child Life Professional Certification Examination begins a five-year certification cycle as a Certified Child Life Specialist (CCLS).

Certified Child Life Specialists are permitted to use the initials “CCLS” after their names. CCLS is a registered certification mark. It is not punctuated with periods.

Certified Child Life Specialist is a credential, not a job title, and can only be used by those who have passed the certification exam.

Shortly after you receive your score report you will receive a wall certificate along with important information on maintaining the CCLS credential. Please be sure to review this material carefully.

Maintaining Certification

In order to keep their certification status active, CCLSs are required to pay a certification maintenance fee each of the first four years of the five-year certification cycle.

Newly certified or recertified CCLSs pay the first of these four payments in the calendar year immediately following the year in which the exam was passed or the year in which recertification was achieved. For example, if a CCLS passes the exam at either administration in 2012, the first certification maintenance payment will be due on January 31, 2013.

Individuals who do not pay these fees in allow their certification to lapse, and are no longer permitted to refer to themselves as Certified Child Life Specialists or use the CCLS credential.

Whereas examination and recertification fees cover expenses directly related to those specific activities, the principal purpose of the certification maintenance fee is to enable the ongoing work of the Child Life Certifying Committee on behalf of CCLSs.

If certification lapses due to non-payment of maintenance fees, an individual must re-establish eligibility for, take and pass the certification examination to regain the credential.

Please refer to the detailed information on current maintenance fees on the CLC website. Certification maintenance fees are non-refundable.

Recertification

Recertification is required to demonstrate continued development. In the fifth year of the certification cycle, CCLSs must recertify in order to continue their certification. As the child life profession continues to evolve and expand, it is imperative that child life specialists keep abreast of current research and best practices in order to promote competency and consistent quality in the delivery of psychosocial care to children and families.

Prior to the year in which a CCLS’s certification expires, CLC will send a recertification reminder notice via email. CCLSs may then opt to recertify by Professional Development Hours (PDHs) or by retaking the Child Life Professional Certification Examination. The PDH option requires CCLSs to attend 50 educational hours on topics related to the Exam Content Outline over the course of the five-year certification cycle.

If a CCLS does not recertify during the final year of their five-year certification cycle, the certification expires. To regain the credential an individual with expired certification must re-establish eligibility for, take and pass the certification examination.

More information on the recertification process can be found on the CLC website at: www.childlife.org/Certification/Recertification/index.cfm.

Revoking the CCLS Credential

Child life professional certification may be revoked for any reason the Child Life Certifying Committee deems appropriate, including, but not limited to, the following reasons:

- Falsification of certification application
- Falsification of any information requested by the Child Life Certifying Committee
- Violation of the Code of Ethical Responsibility
- Conviction of a felony or other crime of moral turpitude relating to the provision of child life services
- Cheating on the examination
- Failure to maintain the confidentiality of the certification examination
I Didn’t Pass the Exam – What Are My Options?

Re-Examination Procedures

Candidates may retake the examination an unlimited number of times, provided the candidate continues to meet current eligibility requirements. A new application must be submitted for each subsequent exam; however, eligible candidates may skip Step 8 of the application process (submitting supporting documentation). All published application deadlines and examination fees apply when retaking the examination.

Candidates are encouraged to use the online application link to “Retake Exam,” which can be found in the certification history section of the user profile on the CLC website.

Verification of Scores

Candidates may request a hand scoring of their exam answer sheet. Hand scoring is a manual scoring of the certification exam. An individual’s answers are re-scored manually to ensure no errors occurred during the computer scoring of the candidate’s test. This service does not guarantee a change in score. Requests for hand scoring should be submitted directly to CLC’s test administration agency, SMT, (www.smttest.com). There is a $25.00 US fee for this service. You must include your name, address, telephone number, date and location the exam was taken, and your signature. The request and fee must be received within 60 days of the date of the original score report.

Exam Administration Appeals

Only appeals relating to the testing environment or administration and its effect on candidate performance will be considered. To initiate an appeal, a candidate must submit a letter to the CLC office stating the reason for the appeal, including supporting documentation, within 14 days of the date of the original score report. The Appeals Committee has no access to examination questions or individual candidate answers. Certification will not be granted through appeal. You must still pass the examination at another administration to become certified, but the CLCC may grant a reduction or waiver of fees.

Joining the Child Life Council

Although CLC membership is not required in order to be certified, CLC Membership just makes sense! By joining CLC and taking advantage of significant discounts on certification fees and study materials, you will benefit from savings that will more than make up for the cost of your first year of membership.

CLC Member Savings on Certification

- Certification Exam - Save $150
- Study Guide for the Child Life Professional Certification Examination: Save $7
- Other CLC Publications and Recommended References: Save up to 20% per item
- Certification Maintenance Fees: Save $20/year
- Recertification by Professional Development Hours: Save $100

In addition to significant savings on certification, as a member of CLC, you will have access to a series of valuable benefits designed to enhance your development as a child life professional:

- Bulletin Newsletter – CLC’s quarterly publication, and the foremost professional resource focusing on the unique knowledge and skills of the child life community.
- CLC Community - a professional networking platform, which features discussion forums and file sharing libraries, that allow CLC members to exchange information and network in a peer-to-peer forum.
- Job Placement Center - the premier source for child life employment opportunities.
- CLC Member Directory - gives you direct access to the largest pool of child life specialists in the world!
- Directory of Child Life Programs - profiles for over 450 child life programs that include key contact information, details about the organization, as well as in-depth information about child life staffing, internship and volunteer programs, and more.
- Discounted rates on registration for the CLC Annual Conference.

For more information on CLC Membership, please visit the CLC website.
Code of Ethical Responsibility

The Child Life Council subscribes to a body of ethical principles which are in accordance with the Child Life Mission, Values and Vision Statements and Operating Principles and which are derived primarily for the benefit and protection of infants, children, youth and families in settings where the potential for damaging stress or trauma exists. Child life professionals (including specialists, administrators, assistants, interns and students) share as a goal: (1) maximizing the physical and emotional health as well as the social, cognitive and developmental abilities of children and youth, and (2) minimizing the potential stress and trauma that children* and their families may experience.

Toward these ends, child life professionals recognize that they are ethically responsible to: (1) infants, children, youth, and families; (2) other professionals; (3) staff, students and volunteers who are receiving training and supervision; and (4) themselves, both personally and professionally.

It is understood that ethical behavior should not result from edict but from a personal commitment on the part of the individual as a professional. In any situation, the course of action chosen is expected to be consistent with the ethical principles either stated or implied herein.

Principle 1 -- Individuals** shall hold paramount the welfare of the children and families whom they serve.

Principle 2 -- Individuals shall strive to maintain objectivity, integrity and competence in fulfilling the mission, vision, values and operating principles of their profession.

Principle 3 -- Individuals shall have an obligation to serve children and families, regardless of race, gender, religion, sexual orientation, economic status, values, national origin or disability.

Principle 4 -- Individuals shall respect the privacy of children and families and shall maintain confidentiality of information concerning the children and their families with whom they work. Individuals shall ensure that the transmission of verbal and written communication is within the standards and requirements of the employer and local governing regulations. For professionals working in private practice, all written documentation must be stored in a locked and secure drawer/cabinet.

Principle 5 -- Individuals shall promote the effectiveness of the child life profession by continuous efforts to improve professional services and practices provided in the diverse settings in which they work and in the community at large.

Principle 6 -- Individuals shall continually seek knowledge and skills that will update and enhance their understanding of all relevant issues affecting the children and families they serve.

Principle 7 -- Individuals engaged in study and research shall be guided by the conventions of scholarly inquiry and shall recognize their responsibility for ethical practice in research.

Principle 8 -- Individuals have an obligation to engage only in those areas in which they are qualified and not to represent themselves otherwise, but to make appropriate referrals with due regard for the professional competencies of other members of the health team or of the community within which they work.

Principle 9 -- Individuals shall act with respect for the duties, competencies and needs of their professional colleagues and shall maintain the utmost integrity in all interactions with the institutions or organizations that employ them.

Principle 10 -- Individuals shall use integrity to assess and amend any personal relationships or situations that may interfere with their professional effectiveness, objectivity or otherwise negatively impact the children and families they serve. A minimum of two years following the conclusion of a professional role shall lapse before any personal relationship is permitted to develop with children or the members of families they serve.

Principle 11 -- Individuals shall recognize that financial gain should never take precedence over the delivery of services.

Principle 12 -- Individuals who are responsible for the supervision and training of others (i.e., staff, students, volunteers) shall assume responsibility for teaching ethical professional values and providing optimal learning experiences.

Principle 13 -- Individuals shall refrain from illegal conduct in their professional practice of child life.

*Unless modified, children refers to infants, children and youth

**"Individuals” refers to child life professionals, including specialists, administrators, assistants, interns and students.

Approved November 1983
Revised and approved March 2000 and November 2001
CHILD LIFE PROFESSIONAL CERTIFICATION EXAMINATION CONTENT OUTLINE, Rev. 2010

<table>
<thead>
<tr>
<th>DOMAIN</th>
<th># QUESTIONS</th>
<th>% OF EXAM</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Assessment</td>
<td>52</td>
<td>35%</td>
</tr>
<tr>
<td>II. Intervention</td>
<td>53</td>
<td>35%</td>
</tr>
<tr>
<td>III. Professional Responsibility</td>
<td>45</td>
<td>30%</td>
</tr>
</tbody>
</table>

Domain 1: Assessment (52 items)

Task 1 Identify, obtain, and use relevant data (e.g., healthcare, family, child) regarding the child and family to develop a comprehensive assessment and initiate a plan of care. (18 items)

Task 2 Identify developmental factors and their implications regarding the child’s healthcare experience in order to plan appropriate interventions. (18 items)

Task 3 Identify psychosocial factors (e.g., diversity, culture, spirituality, family dynamics and structure, coping styles, socioeconomic status) and family-identified needs and goals in order to provide family-centered care. (16 items)

Domain 2: Intervention (53 items)

Task 1 Provide psychosocially and developmentally appropriate support that is responsive to the specific needs of children and families. (9 items)

Task 2 Empower and collaborate with children and families to develop and use advocacy skills. (6 items)

Task 3 Provide educational opportunities and resources that are responsive to the needs of children and families in order to promote learning and mastery. (6 items)

Task 4 Facilitate preparation (e.g., psychological, educational) for challenging situations with children and families in order to minimize fear and anxiety and to promote mastery of their experience. (9 items)

Task 5 Facilitate the development of coping strategies for children and families (e.g., pain management, Positioning for Comfort®, distraction, alternative focus, guided imagery, child participation) in order to minimize distress and promote empowerment. (9 items)

Task 6 Facilitate play (e.g., recreational, healthcare, therapeutic) and familiar life experiences in order to encourage expression, process information, and promote development and normalization. (8 items)

Task 7 Evaluate and document assessments, goals, interventions, outcomes, and significant events in order to communicate and modify care plans as necessary. (6 items)

Domain 3: Professional Responsibility (45 items)

Task 1 Maintain professional standards of practice through adherence to established ethical guidelines in order to provide respectful and competent care. (14 items)

Task 2 Promote professional relationships (e.g., child life team, inter-disciplinary teams, community resources) in order to enhance communication and collaboration, foster family-centered care, and maximize positive outcomes. (10 items)

Task 3 Educate staff, students, volunteers, and the community in order to promote greater awareness of the needs of children and families as well as the child life profession. (8 items)

Task 4 Recognize and document administrative responsibilities (e.g., quality improvement, staffing, and resource allocation, policies, and program evaluation) in order to ensure quality services. (6 items)

Task 5 Engage in continuing education (e.g., educational opportunities, relevant medical information, technology, research & literature) in order to promote professional development (7 items)
**Application for Child Life Professional Certification Examination**

Updated June 2012

**Step 1. Contact Information**

<table>
<thead>
<tr>
<th>Social Security # (or Social Insurance#):</th>
<th>CLC ID# (if known)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Last</strong></td>
<td><strong>First</strong></td>
</tr>
<tr>
<td><strong>Address</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Street Address</strong></td>
<td><strong>Apt. Number</strong></td>
</tr>
<tr>
<td><strong>City, State</strong></td>
<td><strong>Zip Code</strong></td>
</tr>
<tr>
<td><strong>E-mail</strong></td>
<td><strong>Phone</strong></td>
</tr>
</tbody>
</table>

**Step 2. Select Your Exam Administration/Request Special Accommodations**

<table>
<thead>
<tr>
<th>Exam Year 20____</th>
<th>Choose one:</th>
<th>Spring</th>
<th>Fall</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Yes</strong></td>
<td><strong>No</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you previously been granted a special testing accommodation by CLC?</td>
<td>Are you applying for a special testing accommodation for this exam?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Step 3: Documenting your Bachelor’s Degree**

<table>
<thead>
<tr>
<th><strong>Yes</strong></th>
<th><strong>No</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Have you received your bachelor's degree?</td>
<td>What type of Degree? (BA, BS)</td>
</tr>
<tr>
<td><strong>Name of institution granting degree</strong></td>
<td><strong>Location</strong> (city, state)</td>
</tr>
</tbody>
</table>

**Step 4: Documenting your Course Work**

<table>
<thead>
<tr>
<th><strong>Location</strong> (city, state)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Candidates are required to list applicable courses on page 2 of this form; Please list below the colleges and/or universities where courses were completed.</td>
</tr>
<tr>
<td><strong>Institution #1</strong></td>
</tr>
<tr>
<td><strong>Institution #2</strong></td>
</tr>
<tr>
<td><strong>Institution #3</strong></td>
</tr>
</tbody>
</table>
### Step 4: Documenting your Course Work (Continued)

<table>
<thead>
<tr>
<th>Department code</th>
<th>Course number</th>
<th>Course title</th>
<th>Institution# (as listed on previous page)</th>
<th>Term</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example</td>
<td>PSYCH</td>
<td>101</td>
<td>Introduction to Psychology</td>
<td>1</td>
<td>Fall</td>
</tr>
</tbody>
</table>

| 1                |               |                           |                                           |      |      |
| 2                |               |                           |                                           |      |      |
| 3                |               |                           |                                           |      |      |
| 4                |               |                           |                                           |      |      |
| 5                |               |                           |                                           |      |      |
| 6                |               |                           |                                           |      |      |
| 7                |               |                           |                                           |      |      |
| 8                |               |                           |                                           |      |      |
| 9                |               |                           |                                           |      |      |
| 10               |               |                           |                                           |      |      |
| Alt 1            |               |                           |                                           |      |      |
| Alt 2            |               |                           |                                           |      |      |

### Step 5: Documenting your Clinical Experience

<table>
<thead>
<tr>
<th>Institution</th>
<th>City</th>
<th>State</th>
<th>Supervisor’s name</th>
<th>Number of hours</th>
</tr>
</thead>
</table>

|                  |      |       |                   |                 |
|                  |      |       |                   |                 |
|                  |      |       |                   |                 |
|                  |      |       |                   |                 |
### Step 6. Statements of Understanding/Background Questions

#### 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 individual scores 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 Code of Professional Practice.
- I have read and agree to abide by the ethical, security, confidentiality and other policies printed in this manual.
- I have read and understand the conditions under which my certification can be revoked.

#### Background questions:

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If you answer yes to any of the following questions, you must submit an explanation on a separate sheet.

- Are you presently charged with, or have you ever been convicted of or pled nolo contendere 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 health 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 7. Payment

<table>
<thead>
<tr>
<th>Payment type (please circle one)</th>
<th>Visa</th>
<th>MasterCard</th>
<th>Check</th>
<th>Money order</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Credit Card # or Check #
- Exp Date
- 3-digit security code
- Name on credit card (if different from applicant)
- Amount

Signature authorizing credit card payment:

### Step 8. Providing Supporting Documentation

For initial examinations, all candidates are required to send supporting documentation needed to establish eligibility. We strongly recommend that candidates use a delivery service that will provide confirmation of the receipt of application materials. Send all documents to:

Child Life Council - Certification
11821 Parklawn Drive, Suite 310
Rockville, MD 20852
Clinical Experience Verification Form
Updated December 2010

Background
There are three components of eligibility for the Child Life Professional Certification Examination. All three must be met prior to the application deadline for the exam administration. Refer to the Candidate Manual for more details.

1. Minimum of Baccalaureate Degree: Applicants must have either completed a bachelor’s degree, or be in the final semester of study for that degree.

2. Course Work: Applicants must have completed a total of 10 college-level courses in child life or a related department/subject.

3. Clinical Child Life Experience: Applicants must complete a minimum of 480 hours of child life clinical experience under the direct supervision of a Certified Child Life Specialist who meets specific qualifications. Hours may be completed as an internship or fellowship. This is the form on which these hours are documented.

Definition of Clinical Experience
The clinical experience being verified should involve training and education in a manner that results in a minimum, entry-level competence in each of the following areas by the end of the training experience, whether at one site or several:
♦ Developmentally-supportive play and social interactions with infants, children, youth and families, in individual and group settings
♦ Long- and short-term goal setting based upon assessment of infant, child, youth and family stress potential
♦ Individual, therapeutically-oriented interactions, including: psychological preparation and development of associated coping processes, stress reduction techniques, healthcare education, healthcare play, expressive interventions, nonpharmacological pain management techniques and procedural support
♦ Collaboration with families regarding developmental issues and the impact of stressful events
♦ Consideration of diversity and socioeconomic issues
♦ Interaction and coordination with interdisciplinary team members, including participation in team meetings
♦ Instruction and practice of documentation in institutional records
♦ Materials management
♦ Supervision/coordination of volunteers and special events
♦ Prioritization of daily workload in relation to patient and administrative responsibilities
♦ Evaluating self (skill level, professionalism, personal coping styles, professional boundaries) and overall programming, implementing appropriate changes when needed
♦ Developing knowledge regarding medical terminology, etiology, disease process, and medical procedures
♦ Maintaining a therapeutic relationship with infants, children, youth and families
♦ Incorporating family-centered care practices
♦ Exhibiting an understanding of and adhering to departmental and organizational policies and procedures
♦ Administrative planning and implementation, when appropriate

Purpose of the Clinical Experience Requirement
Clinical preparation programs exist to complement and support the child life profession. These programs are vital to child life as the excellence of any profession depends on the performance of its practitioners. The Child Life Certification Program cannot bestow competence on individuals but rather recognizes it. It is the responsibility of academic and clinical preparation programs to put forth competent individuals who are prepared to establish their eligibility to sit for and pass the Child Life Professional Certification Exam.

Important Notes
♦ Candidates must exhibit minimum, entry-level competence as indicated by the clinical supervisor on the reverse of this form in order to establish eligibility for the Child Life Professional Certification Examination
♦ A minimum of 480 hours must be successfully completed on or before the exam application deadline. If a training experience is longer than 480 hours, it may continue after the deadline.
♦ Candidates are permitted to accrue the required 480 hours at multiple institutions. This form must be completed by the supervisor at each institution.
♦ Photocopies of the original form are accepted as documentation when establishing eligibility for the exam.
♦ Exam candidates are encouraged to keep a copy of this form for their records.
♦ The supervising CCLS at his/her discretion may assign other child life specialists to provide training during rotations as long as he/she maintains formal supervision of the individual

Instructions
Complete the requested information on the reverse and submit by fax at 301-881-7092 or mail to:

Child Life Council
11821 Parklawn Drive, #310
Rockville, MD 20852
**Definition of Clinical Supervision**

Supervision must be direct and formal and provided by a Certified Child Life Specialist who:

1. Maintains professional child life certification throughout the clinical training program
2. Has at least 4,000 hours paid child life clinical experience prior to taking on the supervisory role
3. Is responsible for the educational development and guidance of the applicant in the clinical setting to include:
   - Demonstration, modeling & teaching professional behaviors and skills
   - Defining action steps to achieve competence relative to CLC’s Standards of Clinical Practice and Competencies (see *Official Documents of the Child Life Council* )
   - Setting learning goals/objectives
   - Creating and maintaining an effective learning environment
   - Providing opportunities for exploring ethical issues
   - Providing feedback regarding professional boundaries
   - Facilitating the individual’s application of theory to practice
   - Orienting the individual to the placement site and policies
   - Monitoring performance by observing the individual’s progress and providing opportunities for discussion, feedback and growth

It is important for clinical supervisors to:

- Have daily contact with the individual, working at least 80% of the same hours
- Schedule private, weekly, formal, uninterrupted supervision meetings with the individual
- Have no dual relationships with the individual (family member, spouse, friend, etc.)
- Arrange for alternate supervision of the individual by another CCLS in his/her absence
- Monitor the fulfillment of required hours
- Directly observe the individual in order to monitor and evaluate performance
- Model for and then observe the individual demonstrating a minimum, entry-level competence in the following activities:
  - Therapeutic play (healthcare play required for healthcare setting)
  - Healthcare education
  - Group programming
  - Stress point preparation
  - Teaching coping skills
  - Introduction of services
  - Interactions with staff and/or volunteers
  - Presentation skills
  - Supportive relationships with infants, children, youth and families
  - Developmentally – supportive play
  - Documentation
  - Self-evaluation skills
  - Use of appropriate technology with patients
  - Materials management
  - Special events and public relations
  - Family-centered care
  - Respect for diversity
  - Ethical behavior
  - Maintenance of safe and therapeutic environment
  - Sibling intervention
  - Patient assessment skills and prioritization of client needs and other responsibilities

By signing this form you attest that all conditions and requirements set forth on both pages of this form have been met. By stating that the applicant exhibits minimum, entry-level competence, you attest that he/she has been adequately trained relevant to the Standards for Clinical Preparation Programs, supervised by an appropriately-qualified CCLS, has shown him/herself to be minimally competent in the Child Life Competencies, and meets the clinical experience requirement to establish eligibility for the Child Life Professional Certification Exam. (Please see the *Official Documents of the Child Life Council* and the *Child Life Certification Candidate Manual* for details.) Note: If clinical training was completed at more than one institution, multiple forms should be submitted—one completed by the CCLS at each institution.

**Applicant Name**

**Institution Name** ___________________________ **Number of Hours Completed**

**Start Date for these Hours** ___________________________ **Date these Hours were Completed** ___________________________

During this Period, Applicant Has Demonstrated Minimum, Entry-Level Competence as Described on the Reverse of this Form *(Check one)*

**CCLS Supervisor Name (Please print)**

**Certified From** ___________________________ **Date (Month/Year)**

**to** ___________________________ **Date (Month/Year)**

**Certification #** ___________________________

**CCLS Supervisor Signature** ___________________________ **Date** ___________________________