ASSOCIATION OF Child Life Professionals

Association of Child Life Professionals
Undergraduate Endorsement Application Manual

October 2018

Contents

Introduction

The Association of Child Life Professionals (ACLP) formerly known as the Child Life Council (CLC) defines endorsement of academic programs in child life as an assurance that the program meets the standards and requirements set forth in the Standards for Academic and Clinical Preparation Programs found in the most current *Official Documents of the Child Life Council*. Endorsement is a voluntary process of self-study and external review intended to evaluate, enhance, and publicly recognize academic programs which meet the standards prescribed by ACLP. The endorsement is not intended to prescribe a program's educational goals or the process by which they should be attained. The purpose of this process is to recognize academic programs that meet the minimum standards required for endorsement as defined by the ACLP.

The Academic Review Committee (ARC)

Academic Review Committee (ARC) members serve as application reviewers for undergraduate academic program endorsement. ARC reviewers are Certified Child Life Specialists who have completed an application process and were selected to objectively review documents from undergraduate academic programs to determine the eligibility of applicants for undergraduate academic program endorsement.

Reviewers receive applications to review from the ACLP staff who ensure that assignments are distributed equally across reviewers. Working independently of one another, the 3 reviewers carefully review and assess each application, score each assigned section, and provide meaningful feedback.

It is expected that undergraduate endorsement reviewers work in a shared governance model and reach a consensus regarding endorsement status. If consensus cannot be reached, the ARC chair or co-chair (if the chair is already a reviewer) will provide an additional review to make the final determination.

Benefits of Undergraduate Academic Endorsement

This framework establishes alignment with other functions and processes of the ACLP in promoting the knowledge, skills and competencies of students moving toward a profession in Child Life.

In this respect the Undergraduate Academic Endorsement process provides:

- Students with the knowledge that their undergraduate education meets the eligibility requirements to apply for and write the Child Life Certification Exam

- Universities the opportunity to develop and affirm a program of undergraduate education that prepares students to meet the eligibility requirements to apply for and write the Child Life Certification Exam

- ACLP endorsement that the undergraduate academic program meets the minimum standards required for endorsement as defined by the ACLP

Undergraduate Endorsement Review Application and Scoring Overview

Applicants can submit their intent to apply form at any time. Once the intent to apply form has been submitted programs will receive a submission deadline. Applicants will receive access to the application portal (Fluid Review), 2-3 months prior to their submission deadline. Applications are processed quarterly in January, April, July, and October.

Once submitted, applications are evaluated for completeness by the ACLP staff. This initial review can take up to 2 weeks. If an application is incomplete, it will be returned to the applicant.

Applications are then reviewed by a team of reviewers from the Undergraduate Endorsement Review Committee. Reviews can take up to 3 months to complete. Once reviews have been completed, applicants will receive decision letters via United States Postal Mail.

If endorsed, the academic program will be recognized as ACLP-endorsed for 5 years, pending annual submission of maintenance materials.

If denied, the academic program can choose to appeal or reapply. Formal appeals must be made in writing to the ACLP office within 3 months of the endorsement decision date.

Program Standards Review and Maintenance Cycle

In keeping with best practices for credentialing programs, a full review of undergraduate endorsement program standards will be completed by the Academic Review Committee of the ACLP every five years. Should standards require revision, communication will be appropriate disseminated to all endorsed programs as well as those currently applying for endorsement, and those who have not yet announced intent. All programs that have not yet submitted their completed application will be immediately subject to these revisions; currently endorsed programs will continue their current five-year endorsement cycle (pending successful submission of annual maintenance documents) under the requirements at the time of their application submission. At the end of the five-year cycle, when the program is due to reapply, they will then become subject to the most current set of standards established by the ACLP.

Application Overview

The Association of Child Life Professionals (ACLP) defines endorsement of undergraduate academic programs in child life as an assurance that a program meets the standards and requirements set forth in the Standards for Academic and Clinical Preparation Programs found in the most current Official Documents of the Association of Child Life Professionals. Endorsement is a voluntary process of self-study and external review intended to evaluate, enhance, and publicly recognize undergraduate academic programs which meet the standards prescribed by ACLP. The endorsement is not intended to prescribe a program's educational goals or the process by which they should be attained. The purpose of this process is to recognize academic programs that meet the minimum standards required for endorsement as defined by the ACLP below.

Undergraduate academic programs that meet the following expectations will be considered for endorsement:

1. A major, minor, or concentration/emphasis/focus/specialization in child life

2. Employment of at least 1.0 FTE faculty member who:
    • Holds an advanced degree
    • Is a currently Certified Child Life Specialist (CCLS)
    • Is involved in child life program decision making and curriculum development

3. CCLS faculty and other adjunct professor(s) cover curriculum focused on children in the healthcare environment in the following ACLP-required topics of study:
    • Child Life Documents
    • Scope of practice
    • Impact of illness, injury and healthcare on patients/families
    • Family-Centered Care
    • Therapeutic play
    • Preparation

4. Additional curriculum including components of all theoretical foundations and applied areas of study corresponding to the 2019 academic eligibility requirements as established by the CLCC. (http://www.childlife.org/docs/default-source/certification/2019-eligibility-details.pdf?sfvrsn=12)

    Please note that ALL components listed in appendices A, B, C, and D of this application package are required for endorsement; however, the organizational structure of courses, subject matter, and delivery methods are left to the discretion of each individual academic program.

Undergraduate Endorsement Application Scoring Details

Each undergraduate endorsement application is reviewed independently by three trained reviewers serving on the Academic Review Committee. Reviewers do not assign weighted scores to their review, but rather evaluate whether required contents are present (see scoring rubric below). At least 2 of the 3 assigned reviewers must indicate that an element is present for a "passing" score to be granted for that item. All required content must be present within each section to receive undergraduate endorsement.

Sub-Section I	Scoring	Documentation
Institution Administrative Parameters	Yes/No	**Required:** ☐ Letter of support from Dean/Chair/Administration ☐ Student program plan or coursework pathway ☐ CV's of full time CCLS faculty member AND instructor of required child life course (if different) ☐ Copy of current CCLS certification for full time CCLS faculty member AND instructor of required child life course (if different) **Recommended:** ☐ Evidence of EBP and research ☐ Program Assessment – process & evaluation path ☐ Program review results ☐ Survey of students in clinical practice ☐ Survey of clinical supervisors ☐ Evidence of financial support ☐ Degree program catalog entry ☐ Sample teaching survey ☐ Correspondence with clinical supervisors ☐ Syllabi ☐ Assignment instructions ☐ Research collaboration documentation
Sub-Section II		
Student Guidance on Professional Development	Yes/No	**Recommended:** ☐ Student program plan/checklist ☐ Student advisement supporting documents ☐ Program learning objectives or goals
Sub-Section III		
Curriculum Review	Yes/No	**Required:**

		□ Completed course requirements spreadsheet (http://www.childlife.org/educators/undergraduate-endorsement)
		□ Individual course syllabi
		Recommended:
		□ Program of studies or curriculum flowsheet
		□ Course catalogue descriptions

Interpreting Your Undergraduate Endorsement Review Scorecard

All applicants who have successfully submitted their Undergraduate Endorsement application will receive an application scorecard after their application has been processed and reviewed (this process takes approximately 3 months). The Undergraduate Endorsement scorecard describes which of the following application statuses has been granted:

- **Endorsement approved:** The undergraduate academic program meets all required standards in Sub-sections I, II, and III. The undergraduate academic program will be listed on the ACLP website with recognition of endorsement approval.

- **Application extended pending edits:** The undergraduate academic program has not sufficiently documented all required standards in Sub-sections I, II, and III. The Undergraduate academic program will have *one quarter* (*90 calendar days*) to make the suggested changes to the academic program and re-submit for endorsement.

- **Endorsement denied:** The undergraduate academic program does not meet all required standards in Subsections I, II, and III, and requires programmatic changes rather than additional documentation. If endorsement is denied, the undergraduate academic program may choose to either:
  - Appeal the decision following the appeals process (see additional information on the appeals process below)
  - Re-apply after a minimum of 12 months from the receipt of decision with recommended changes in place

If, after reviewing, applicants have additional questions regarding application or scoring, please reach out to undergraduateendorsement@childlife.org

Scorecard Components

The Undergraduate Endorsement scorecard is comprised of two primary components:

1. Subsection Overview: The first few pages of your scorecard are the subsection overview. The subsection overview details whether your application passed each of the individual standard within subsections I, II, and III. If your application did not pass a standard, the overview also highlights any additional evidence or materials you may need to submit to pass that criterion within the subsection. Please note that all required items must pass in each subsection to be recommended as endorsed. The subsection overview is a great resource to help you pinpoint key strengths and areas for growth within your application.

2. Application Outcome: The final pages of your scorecard, your application outcome, summarize the overall status (pass or fail) of subsections I, II, III, and provide the comprehensive status (approved, denied or application extended pending edits) of your application. This section of the scorecard is a great resource to for a quick snapshot of your application and endorsement status.

As you review your scorecard, it is important to examine both the sub-section overview and the application outcome. Together these components will provide you with a comprehensive and thorough understanding of how your application was reviewed and scored.

Interpreting Your Scorecard

To determine whether your application was approved, please consult the application outcome on the bottom of the final page of your scorecard. This will let you know whether your overall application was approved, denied or extended pending edits. Once you have determined the overall status of your application, you can review the sub-section overview to learn more about the strengths and areas for growth within your application.

FAQs

- How do I tell if my application was approved?

  To determine whether your application was approved, please consult the application outcome on the bottom of the final page of your scorecard. Beneath this heading you will see either recommended for endorsement, denied or application extended pending edits.

- Do I need to submit all required documents to pass?

  Our application scoring process is extremely thorough and involves several strategic layers of review. Each subsection must meet all requirements to pass.

- My application is extended pending edits. What does that mean?

  This means that your application, as originally submitted, did not include all the components required for endorsement, but the reviewers believe these elements may present if additional documentation is provided. Applications designated as extended pending edits have an additional opportunity to amend and resubmit application for review. If your application has received this extension, we recommend you first consult your decision letter for detailed information on next steps and key deadlines for resubmission, and then consult your scorecard for specific insight on where you may need to supply additional information.

Questions and Concerns

If you have any questions or concerns regarding undergraduate endorsement, please contact undergraduateendorsement@childlife.org

Appeals Process

The Association of Child Life Professionals [ACLP] Board of Directors has approved a process through which academic programs may appeal a denial of endorsement. Denial of endorsement decisions may be appealed by applicants who [1] were denied endorsement or [2] had their endorsement status revoked. To file an appeal of an endorsement decision, the applicant must initiate the appeals process.

Process and Timeline

An appeal letter must be submitted in writing by the applicant/appellant to the ACLP office within **3 months** of receiving a notification of denial for endorsement. A processing fee of $500 is required to complete the appeals process. Failure to submit: an appeal letter within the required time frame, the required appeal fee, or the grounds for the appeal will result in a dismissal of the appeal. An appeal dismissal also renders the Academic Review Committee's endorsement decision to become final at that time.

When an appeal is received, the Academic Review Committee will respond within **2 weeks** of receiving the appeal notification, and will determine that either [1] yes, there is grounds for appeal or [2] no, there is no grounds for appeal. In an appeal letter, the following information is required:

- Formal notification that the academic program is appealing the denial of endorsement

- All domains cited as deficient to be included. Specific reasons why the appellant disagrees with any/all deficiencies must be included.

Only materials properly submitted to the Academic Review Committee [ARC] prior to the decision that is the subject of the appeal may be considered in the appeal. No new evidence may be submitted.

Grounds for Appeal/Outcome

If the ARC agrees there is grounds for appeal, a new ARC panel will be appointed to review the appeal. The time frame for an appeal review will depend upon reviewer availability. Upon completion of the review, the panel will inform the appellant with a mailed decision letter to the primary contact stating the outcome: either to [1] uphold the decision to deny endorsement or [2] reverse the decision to deny endorsement.

This decision is final and binding. Complete documentation of each appeal outcome will be maintained along with the Undergraduate Endorsement application in the ACLP office. Academic programs who do not meet endorsement requirements are encouraged to use the ARC feedback in their ongoing evaluation and academic program development.

Maintaining Your Endorsement

To uphold academic standards and integrity, the ACLP Board approved the following maintenance process for endorsement:

Academic programs will be recognized as ACLP-endorsed for 5 years, pending annual submission of maintenance materials. Once endorsement has been established through the ACLP, academic programs will be expected to submit yearly maintenance materials and complete an endorsement renewal process every 5 years. Maintenance materials include the Annual Maintenance Form, a current curriculum map and/or list of courses, current CV's and proof of certification for full time CCLS faculty member and faculty member teaching the required child life course, and a letter

from the university's administration verifying employment status of full-time CCLS faculty member. Additional materials may also be requested or needed depending on changes noted in the Annual Maintenance Form.

Annual Endorsement Maintenance Fee: $250
Re-Endorsement Fee: $1750

The Academic Review Committee (ARC) receives and reviews annual maintenance forms and materials to verify continued fulfillment of endorsement requirements. The ARC understands that unforeseen circumstances can lead to changes in academic program structures following endorsement. ACLP reserves the right to revoke an endorsement of an academic program if a program becomes unable to meet the required criteria for endorsement.

Substantive Program Changes Between Reporting Periods

If your program undergoes substantive changes between annual maintenance reporting periods, please email UndergraduateEndorsement@childlife.org. Depending on the nature of the change, the committee may request to see documentation related to the change in advance of your next maintenance report. Once the information is reviewed, the academic program will be granted one of the following statuses:

- **Endorsement maintenance approved:** The undergraduate academic program continues to meet all required standards in Subsections I, II, and III and continues endorsed status. The program will remain listed on the ACLP website with recognition of endorsement approval.

- **Endorsement maintenance pending edits:** The undergraduate academic program has reported changes that challenge the capacity of the program to continue meeting standards in Subsections I, II, and III. The undergraduate academic program will have up to 12 months to make the needed changes to the academic program and resubmit for endorsement.

- **Endorsement maintenance denied:** The previously endorsed undergraduate academic program can no longer be identified as endorsed and is eligible to re-apply for endorsement after a period of 12 months have passed.

Membership Communication

The Academic Review Committee strives to have clear and open communication with membership of ACLP. Some ongoing forms of communication consist of the following: NewsFlash, ACLP *Bulletin* articles, the ACLP website, and blog posts. The email link provided on the website (undergraduateendorsement@childlife.org) is open to anyone for questions. Messages sent to this address are received within the ACLP office and typically answered by ACLP staff. If needed, the staff member forwards the request/inquiry to the ARC chair and chair-elect for further information. In addition to these resources, representatives from the ARC, typically the chair and/or chair-elect, are available for questions during the Town Hall Meeting and Academic Round Table at the annual ACLP conference.

Undergraduate Endorsement FAQs

1. **What portions of the application should exclude names, logos, or identifying information?**

The application is not a blind review. Any portion of the application may contain identifying information.

2. **What is the deadline?**

After the academic program completes an Intent to Apply Form, the ACLP office will assign a due date. Applications are reviewed quarterly in January, April, July and October.

3. **What should be used as a supporting document?**

Supporting documents can be any file used by the academic program to carry out the teaching of a competency. Some examples are the following: assignments, course syllabi, CVs, assignment rubrics, or others.

4. **When will I know the decision for endorsement?**

Each applying program has been assigned an application due date. Programs submitting by the due date will receive communication from the ACLP office concerning a decision in 90 days.

5. **How will I be notified of the decision for endorsement?**

All communication will be through the ACLP office. An ACLP staff member will notify the academic program via email after a decision has been reached.

6. **If our program is not granted endorsement, can we re-apply? If so, when?**

Yes, an academic program may reapply after 12 months have passed since the endorsement decision.

7. **Can two certified child life specialists split the duties of the required full-time (FTE) academic program faculty ?**

The criteria states that there must be at least one 1.0 FTE faculty member who:
- Holds an advanced degree
- Is a certified child life specialist (CCLS)
- Is involved in child life program decision making and curriculum development.

8. **Can a child life academic faculty member be part time?**

The criteria states that there must be at least one 1.0 FTE faculty member (see previous question). However, additional child life faculty may be part time.

9. **What does a narrative look like?**

Please refer to the website for a narrative example.

10. **Does each required content element need a supporting document?**

Academic review committee members are trained to look for various types of evidence that support the inclusion of each required element. Although each individual element does not need its own individual supporting document, the reviewers must be able to clearly see how this

requirement is met within the academic program. Therefore, the narrative space is an opportunity to help the reviewers understand how this element is present within the program and where evidence of this can be found.

11. **Does the criteria limit the full-time child life academic faculty from being able to take a sabbatical?**

 Self-care and continuing education are important and supported by the ACLP and ARC. Child life faculty may take sabbatical or other extended leave. If the child life faculty is planning on an extended leave, the academic program must consider an interim full-time child life faculty member (who meets the criteria) to teach appropriate courses, provide student advising, and be available with input for curriculum planning.

APPENDIX A
Intent to Apply Form

ASSOCIATION OF Child Life Professionals

Undergraduate Endorsement Intent to Apply Form

Academic Institution

Institution Name:	
Degree (including concentration, if applicable):	
Mailing Address:	

Primary Contact

Name:	
Title:	
Email:	
Phone:	
Mailing Address:	

Secondary Contact

Name:	
Title:	
Email:	
Phone:	
Mailing Address:	

Statements of Understanding

- I attest that the information on this form is true and accurate to the best of my knowledge.
- I understand that I will need to submit a completed Undergraduate Endorsement Application and accompanying $1750.00 application fee in order to be reviewed.
- I understand that applications are reviewed quarterly and there is no guarantee of my application being reviewed if I miss the quarterly deadline.

Primary Contact Signature: _____   Date: _____

Please email the completed Intent-to-Apply Form to UndergraduateEndorsement@childlife.org

APPENDIX B

Undergraduate Academic Endorsement Application Checklist

Please complete this checklist prior to submitting your Undergraduate Academic Endorsement Application to ensure all required materials are present.

☐ Ensure that your program meets all requirements for endorsement.

☐ Download and complete the Undergraduate Academic Endorsement Application, inclusive of the spread sheet supplement, from the [Undergraduate Endorsement](#) page of the ACLP website.

Include the following Supporting Documents in the submitted application files:

Inclusion:	Document
☐	Copy of Undergraduate Program Description from the College/University Course Catalog
☐	Copy of the Undergraduate Degree Plan
☐	Verification of College/University Accreditation
☐	Letter from Dean/Chair of Academic Unit/Department verifying a faculty member who participates in program and curriculum development and meets the following requirements: ● Holds an Advanced Degree ● Current Child Life Certification ● Minimum 1.0 FTE
☐	Curriculum Vitae for all individuals teaching within program, inclusive of adjunct instructors
☐	Copy of course catalog description and syllabi (or course outline) for each course listed in Section III A&B

☐ Upload all narratives and supporting documentation to [ACLP's Online Application Portal](#)

☐ Export a PDF of the original application and supporting documents for your records.

☐ Send a nonrefundable administrative review fee of $1750.00 (USD) to the Association of Child Life Professionals.

Applications submitted online will not be processed or reviewed until fee is received. Please send a check made out to the Association of Child Life Professionals (with Undergraduate Endorsement in the memo line) to the address below OR call 571-483-4500 to pay electronically.

> Association of Child Life
> Professionals Attn:
> Undergraduate Endorsement
> 1820 N Fort Myer Drive, Suite
> 520 Arlington, VA 22209

APPENDIX C

Undergraduate Academic Endorsement Application

Name of College/University:

College/University Address:

President of College University:

Undergraduate Academic Program Applying for Endorsement (e.g., Bachelor of Science in Human Development, Child Life Concentration)

Which label best describes the child life component of your Undergraduate Academic Program?
☐Major   ☐Minor   ☐Concentration/Emphasis/Focus/Specialization

Academic Unit/Department of Program:	Chair of Academic Unit/Department:

Primary Contact Person Name:	Title:
Mailing Address:	
Preferred Phone:	
Email address:	
Fax:	

Secondary Contact Person Name:	Title:
Mailing Address:	
Preferred Phone:	
Email address:	
Fax:	

Undergraduate Academic Endorsement Application (Cont'd)

Statement of Understanding

- I attest that the information enclosed in this application is true and accurate to the best of my knowledge.

- I read, understand and agree to abide by the Child Life Code of Ethics.

- Upon endorsement, I understand that if requested from the general public, the ACLP will confirm the following: endorsement status (current, expired, never endorsed), and effective/expiration dates.

- I understand that the ACLP reserves the right to verify any information I have provided in the application.

- I understand that once materials are submitted, the application and supporting documents become the property of the ACLP and will not be returned.

- I understand that evaluation scores will be released to the ACLP, the primary contact person, and secondary contact person listed on this application.

Primary Contact Signature: _____

Primary Contact Printed Name: _____

Date: _____

Dean/Chair of Academic Unit/Department Signature: _____

Dean/Chair of Academic Unit/Department Printed Name: _____

Date: _____

APPENDIX D
Undergraduate Academic Endorsement Application (Narrative Portion)

*Please note that many of the standards below correlate to the *Official Documents of the Association of Child Life Professionals* (2002), specifically, Chapter 5: Academic and Clinical Preparation Programs. Corresponding sections, if applicable, are noted in parenthesis following each standard.

I. Institutional and Administrative Parameters

The institution (college or university) which offers an undergraduate academic program demonstrates in its overall organizational structure and plan sufficient support to enable quality education of students.

Standard A	

Describe how the sponsoring institution:
   a. Supports the goals and purposes of the undergraduate academic program
   b. Supplies appropriate financial support
   c. Provides sufficient facilities, including offices, classrooms, libraries, and clinical space
 	
(*Official Documents*, p. 14, I.A.)	

Narrative Information: **300 words maximum, upload relevant documents (no external links)**	**Document Uploads**

Standard B	

Describe how the undergraduate academic program:
    a. Represents a cohesive design for study with sound theoretical and scholarly bases
    b. Provide courses and clinical applications are organized in a logical sequence, with a thoughtful partnering for learning and practicing the implementation of theories
 	
(*Official Documents*, p. 14, I.B.)	

Narrative Information **300 words maximum, upload relevant documents (no external links)**	**Document Uploads**
	Suggested documents: course catalog, student program plan, etc

Standard C

Describe how the qualifications of the faculty and staff directly relate to the courses they teach or clinical experience supervised, including:

a. For all faculty
    1. Backgrounds of study
    2. Professional experience
b. For faculty teaching child life required topics of study only
    1. Current child life certification
    2. A minimum of 4,000 hours paid experience OR a minimum of two years experience teaching child life subject matter (Beginning in 2022, those without teaching experience who wish to initiate a child life course will only be considered qualified if they have a minimum of 4,000 hours paid child life experience).

(*Official Documents*, p. 14, I.D.)

Narrative Information **300 words maximum, upload relevant documents (no external links)**	Document Uploads
	Required: Resumes/CVs for all faculty involved with the undergraduate program

Standard D	

Describe how the undergraduate academic program completes a self-evaluation of its components at least every five years. Methods for self-evaluation should include:
    a. Curriculum review
    b. A survey of current and former students in clinical practice
    c. A survey of clinical supervisors.
 	
(*Official Documents*, p. 15, I.F.)	

Narrative Information **300 words maximum, upload relevant documents (no external links)**	**Document Uploads**
	Suggested documents: sample survey, program review results, correspondence with clinical supervisors

Standard E	

Describe how the undergraduate academic program utilizes research with students
    a. Coursework including evidence-based practice and EBP statements from the Association of Child Life Professionals
    b. Literature reviews
    c. Participation in or conducting research
    d. Other related research emphasis
 	
(*Official Documents*, p. 15, I.E.)	

Narrative Information **300 words maximum, upload relevant documents (no external links)**	**Document Uploads**

Standard F	

Explain how the Certified Child Life Specialist(s) within the undergraduate academic program is involved in program and curriculum development.
    a. Child life faculty member has input in curriculum changes
    b. Advocates for curriculum changes to align with Association of Child Life Professionals certification requirements and recommendations
    c. Collaborates with faculty to ensure appropriate content is included across curriculum	

Narrative Information **300 words maximum, upload relevant documents (no external links)**	**Document Uploads**
	N/A

II. Student Guidance on Professional Development

The undergraduate academic program ensures that students are provided with guidance and direction in career and professional development.

Standard G

Describe how the undergraduate academic program provides ongoing, systematic evaluation and guidance to students.
 	
    a. Advising sessions at regular intervals
            i. Coursework selection
            ii. Volunteer experiences
            iii. Internship application guidance
    b. Student program plan
    c. Resume help/career center/interview skills
 	
(*Official Documents*, p. 15, II.C.)

Narrative Information **300 words maximum, upload relevant documents (no external links)**	Document Uploads
	N/A

Standard H	

1. Describe how the undergraduate academic program keeps abreast of professional requirements in order to guide students, including
    a. Internships standards
    b. Academic requirements
    c. Certification requirements
    d. Strategic plan and ACLP initiatives
 	
2. Describe how the standards and requirements are reflected in your program learning outcomes.
 	
(*Official Documents*, p. 15, II.D.)	

Narrative Information **300 words maximum, upload relevant documents (no external links)**	**Document Uploads**
	N/A

III. Curriculum Review

The undergraduate academic program ensures that students' education meets ACLP certification requirements and addresses all subjects required for endorsement.

Standard I	
1. Describe how your courses align with 2019 certification required courses for the Association of Child Life Professionals. 2. Describe how your courses address the undergraduate endorsement required subjects.	
Narrative Information **300 words maximum, upload relevant documents (no external links)**	**Document Uploads**
	Required: Course Requirement Excel Sheet, course syllabi

APPENDIX E

Application Portal Navigation Guide-Applicant Edition

1. Accessing the portal
2. Signing in for the first time
3. Creating your application
4. Adding collaborators
5. Narrative responses and supporting documentation
6. Tracking your progress
7. Submitting your application
8. Downloading your completed application
9. Next steps
10. Troubleshooting

1. Accessing the Portal
You can access the ACLP Application Portal at aclp.fluidreview.com.

2. Signing in for the first time
Only the primary contact for your program will have access to the portal initially. That individual can log in with the email address we have on file for application purposes. You will be asked to create a password upon signing in for the first time.

ASSOCIATION OF Child Life Professionals
FORMERLY CHILD LIFE COUNCIL

Association of Child Life Professionals
Application Portal

HELP

Association of Child Life Professionals Application Portal

Welcome to ACLP's Application Portal. You can utilize this site for the following application processes:

Internship Accreditation: This process is for clinical child life internships (independent and/or consortium) to apply for accreditation. The accreditation process provides professional judgment as to the quality of the clinical internship and encourages continued improvement; thereby protecting patients and families by ensuring competent child life professionals.

Undergraduate Endorsement: Coming soon!

Graduate Accreditation: Coming soon!

Need a login? Contact applications@childlife.org with your name, contact information, and the application process you plan to complete.

Sign In
Email:

you@example.com

Password:

Enter your password here...

Sign In »

Trouble Signing In?

Registration is closed.

3. Creating your application

After you log in for the first time and change your password, you can start your submission:

The main application screen lists all the forms to be completed, the status of each of those tasks, and your overall progress towards completing the application.

4. Adding collaborators

You have the option to add collaborators to work on your institution's application with you. To do so, scroll down on the main application page, and select "Add Member" on the right hand side.

On the next screen you will be asked to add their contact information and assign an access level: application owner, standard member (can read and write on application), or read-only member. After submitting this information, your colleague will receive an email inviting them to work on the application with you.

ASSOCIATION OF Child Life Professionals
FORMERLY CHILD LIFE COUNCIL

Association of Child Life Professionals
Application Portal

SUBMISSIONS   RESOURCES   HELP   SETTINGS

Home » IA-5171129684

Members

Back

To add a new member or co-applicant to your submission, please fill in all of the required information about the individual below.

First name:

Last name:

Email:

Access Level: Standard member

Submit

5. Narrative Responses and Supporting Documentation

Narrative responses can be typed directly into the text boxes on any form however it is highly recommended to copy and paste these responses from a word file. Please note the 300 word limit on narrative responses.

Narrative Response
500 word limit

Words entered: 0. Max: 500

In addition to a narrative response, you have the option to upload up to 5 supporting documents to demonstrate how your program meets the standard. You do not have upload all 5. The system will accept any common file type (Word, Excel, Powerpoint, PDF, JPEG, etc), however PDF is the best. Please use descriptive file names for your supporting documentation. If you are uploading a lengthy file, please use page numbers or other indicators to guide the reviewers to the relevant section for that standard.

Attachment #1
Choose File | No file chosen

Attachment #2
Choose File | No file chosen

Attachment #3
Choose File | No file chosen

Attachment #4
Choose File | No file chosen

Attachment #5
Choose File | No file chosen

6. Tracking your progress
There are two ways to track your application progress. The first is the overall application progress bar in the upper right-hand corner of the main application page.

In addition to tracking your overall progress, you will also see a form progress bar at the top of each page of the forms.

You do not have to complete an entire form in one sitting. If you scroll down to the bottom of any page of a form and click the "Save & Continue Editing" button, you can leave the form and log out of portal and your progress will be saved. If you leave a form or log out without clicking save, your work will be lost!

7. Submitting your application

As you complete application forms, the gray "incomplete" status indicator for each form will turn green to indicate that form is complete. You will still be able to edit responses until the application is submitted.

Please upload PDF files only.

Application

TASK	STATUS	ACTIONS		
UE Contact Information	COMPLETE	View	Edit	Delete
UE Section 1: Institutional and Administrative Parameters	COMPLETE	View	Edit	Delete
UE Section 2: Student Guidance on Professional Development	COMPLETE	View	Edit	Delete
UE Section 3: Curriculum Review	COMPLETE	View	Edit	Delete
UE Statement of Understanding	COMPLETE	View	Edit	Delete
UE Submit Application	COMPLETE			

When all status indicators are green, the "Submit Your Application Button" at the bottom of the main application page will become clickable. Please be sure you and all collaborators are done editing the application prior to clicking submit. You will no longer be able to edit the application once it has been submitted.

Statement of Understanding	INCOMPLETE	▶ Start
Submit your application	PREREQUISITES NOT MET	

8. Downloading your completed application

When your application is complete and submitted, it is highly encouraged that you download the completed application for your records. To do this, please click the "Download submission" button in the upper right hand corner of the main application page. This will download a zip file that contains all completed forms and supporting documentation.

IA-8610376987

Application Round

TASK	STATUS	ACTIONS		
👤 Contact Information	COMPLETE	🔖 View	✏️ Edit	🗑 Delete

⬇ Download submission

📊 View Rankings

Progress

This submission is **12.5%** complete. You still need to:

- Complete task "Sub-Section A: Clinical Supervision"
- Complete task "Sub-Section B: Internship Requirements and Structure"

9. Next steps

After you submit your application, ACLP staff will check it for completeness. If your application is incomplete, ACLP staff will contact you and return your application to the application round so that you can ensure your application is complete. Applicants will have up to 5 business days to do this. Applications re-submitted after that point cannot be guaranteed timely processing.

Staff will also verify that your application fee has been received. **Applications without payment will not move on to the review stage.**

Once the application has been verified as complete and the application fee has been received, the application will be sent to the reviewers. Total review time can take up to 90 days. Once the reviewers are finished, ACLP staff will communicate official results to applicants. At that time, applicants will be able to log back into the system to download scores and comments from the reviewers. Scores and comments will be accessible by clicking the "Download Submission" button in the upper right hand corner of the main application page. When you download the submission after receiving a decision from the ACLP, there will be a new folder of scorecards and comments from the review team in addition to your original application materials. You can also click the "View Rankings" button to see scores and comments, however downloading is recommended as the online view is not very clear.

10. Troubleshooting

If you have questions about application content or standards, please email undergraduateendorsement@childlife.org Please note that it may take a few days to receive a response if the committee needs to discuss your question.

If you have any technical issues, please contact Fluid Review, the host of our application portal. The easiest way to do this is visiting http://help.fluidreview.com/contact by clicking on your name in the upper right hand corner of the main application page and selecting help from the menu.

If you have undergraduate endorsement process questions, please contact Emily Eagon, Manager of Program Standards at eeagon@childlife.org or (571) 483-4498.

APPENDIX F

Undergraduate Endorsement Annual Maintenance Form

Name of Academic Program	Name of Faculty Coordinator
Date of Endorsement Approval	Annual Maintenance Report Date
Phone Number	E-mail Address

Year	Total Enrollment in Program Since Last Report Submission	Total Graduates of Program Since Last Report Submission	Is child life internship completion required for graduation?
	Spring	Spring	
	Fall:	Fall:	Yes/No
	Summer:	Summer:	
	Other:	Other:	

Section A

Please confirm your academic program upholds the following required criteria for endorsement. ALL criteria must be met to maintain endorsement.

1. A major, minor, or concentration/emphasis/focus/specialization in child life

2. Employment of at least 1.0 FTE faculty member who:
   - Holds an advanced degree
   - Is a Certified Child Life Specialist (CCLS)
   - Is involved in child life program decision making and curriculum development

3. CCLS faculty/ adjunct professor(s) who cover curriculum focused on children in the Health care environment in the following ACLP-required topics of study:
   - Child Life Documents
   - Scope of practice
   - Impact of illness, injury and healthcare on patients/families
   - Family-Centered Care
   - Therapeutic play
   - Preparation

4. Additional curriculum including components of all theoretical foundations and applied areas of study corresponding to the 2019 academic eligibility requirements as established by the CLCC.

   I confirm that the above named academic program continues to reflect the required criteria listed.

_____
Signature of Faculty Member

Please accurately and completely answer the following questions. if the academic program has not had any or does not anticipate any changes in the next 12 months, please mark N/A under the corresponding question.

1. Have there been changes in the past 12 months to your endorsed program that may require Association of Child Life Professionals consultation relevant to maintaining endorsement status? (e.g. major increase/decrease in program curriculum)
   a. Any changes you anticipate?
   b. What current discussions? Climate? Circumstances?

2. Describe how you have addressed these changes to maintain endorsement status.

3. Have there been changes to Certified Child Life Specialist faculty in the past 12 months, or do you anticipate changes in the next 12 months, that could affect your program's endorsement status?

4. Describe how you have addressed these changes to maintain endorsement status.

5. Please describe any substantive changes in curriculum or coursework within your program (those requiring departmental or university approval). Please provide any syllabi for new or adapted courses within your program related to endorsement (including title and objectives).

6. Describe how you have addressed these changes to maintain endorsement status.

7. Please describe any other changes you are aware of that may impact your program's endorsement status.