



**Association of Child Life Professionals
Child Life Certification Commission
Operational Policy and Procedure**

SUBJECT: 15.0 EDUCATION AND TRAINING

LEAD AUTHOR(s):

CONTRIBUTERS: CLCC, Hanchar Consulting Service

POLICIES:

An annual training/orientation will be provided for new Commission members. While all ACLP Commissioners are strongly encouraged to participate in the training/orientation session, the session is mandatory for new Commission members. The session will include (but is not limited to):

- An overview of the NCCA accreditation standards for certification programs as well as certification program best practices.
- An overview of the examination development process including introductory information regarding generally accepted psychometric practices and an overview of the examination development and maintenance cycle.
- An overview of administrative procedures related to the administration of the exam.
- An overview of ACLP bylaws, policies, and meeting procedures (Governance related to the certification program).

Subject Matter Experts (Item Writers, Coaches, and Item Reviewers) are trained at workshops prior to their actual work with certification materials and volunteers.

Regular training of Certification Staff is conducted upon initial employment and on a yearly basis as needed.

New/Approved: 06/2018

Revised:

Title/Manual

CLCC POLICIES MANUAL/GOVERNANCE POLICIES/15.0 EDUCATION AND TRAINING