

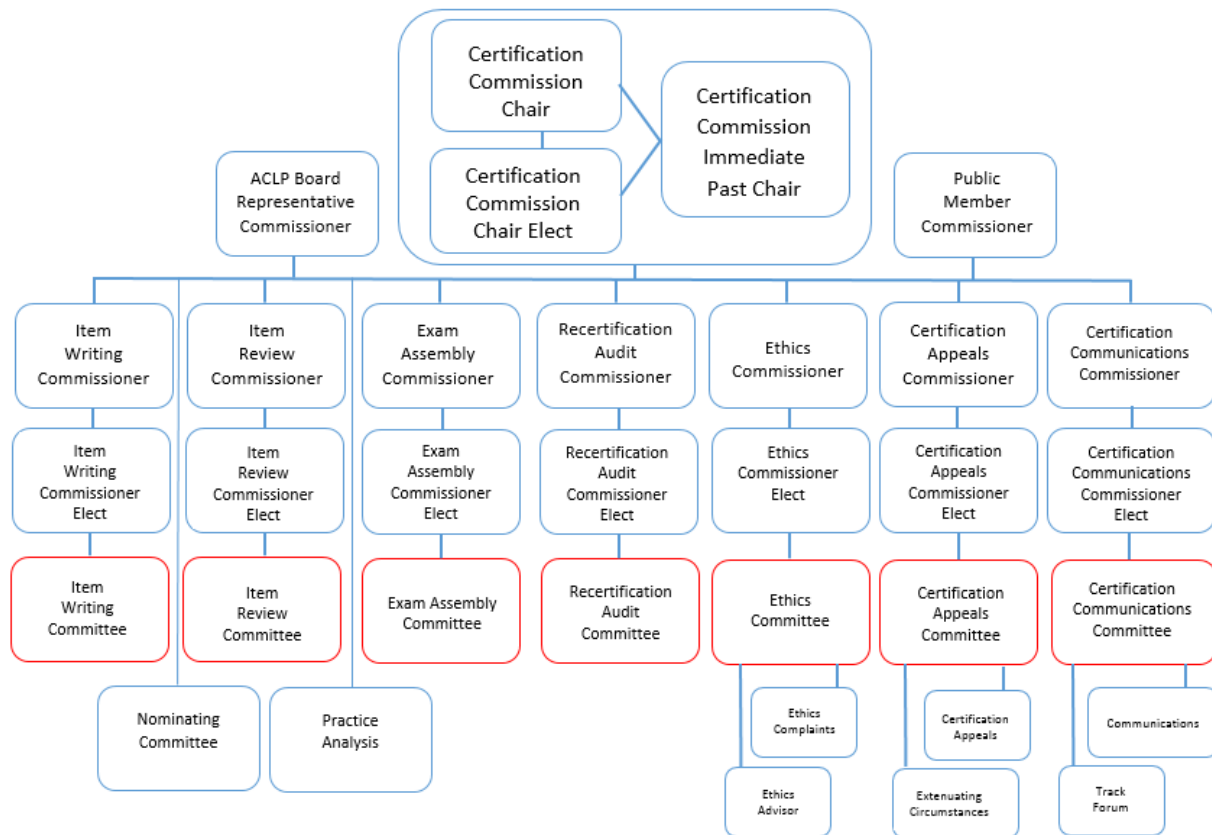


**Association of Child Life Professionals
Operational
Policy and Procedure**

**SUBJECT: 8.0 NOMINATIONS POLICY FOR THE DUAL ROLE OF
COMMISSIONER-ELECT AND COMMITTEE CHAIR-ELECT**

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Child Life Certification Commission (CLCC) Structure



New/Approved: 01/2019

Revised: 04/2022

CLCC POLICIES MANUAL/GOVERNANCE POLICIES/8.0 NOMINATIONS POLICY FOR THE DUAL ROLE OF COMMISSIONER-ELECT AND COMMITTEE CHAIR-ELECT

RATIONALE

To define the requirements and process for the nomination and election of the dual role Child Life Certification Commission (CLCC) Commissioner-elect and Committee Chair-elect.

POLICY

In order to serve in a dual role as Certification Commissioner and Chair of a CLCC Committee, nominees must have demonstrated commitment to the work of certification and the expectations for volunteer members of the Commission. Their experience as member volunteers will have exposed nominees to communications with Commission leadership, participation in a range of skill development activities such as item writing and exam development overall, and at times additional work on tasks related to the goals of other CLCC committees. For these reasons, 2 years of previous CLCC committee volunteer participation is essential for nominees.

Nominations are not required for the positions of Commissioner and Chair-elect for the Appeals or Ethics Committees. These positions are appointed by the CLCC Chair, and the committees are composed of past - CLCC Chairs and current CLCC Commissioners, respectively. The ACLP BOD representative and the Public Member are also appointed.

The CLCC nomination process is timed partly to align with ACLP Board of Directors' nominations but is made separately by CLCC volunteers.

DEFINITIONS

The CLCC's nominating and voting processes are consistent and parallel with those of the ACLP but are held separately in order to avoid undue influence. The CLCC elections are not voted by the membership of the ACLP (NCCA, Standard 2); they will be determined by a democratic vote by all volunteer members of the CLCC. Inclusion of a Public Commissioner with voting rights provides a further measure of accountability to the public, by bringing a perspective to the decision-making of the certification program that is broader than the certificants, and to help balance the certification program's role in protecting the public while advancing the interests of the certificants (ICE, NCCA, Standard 2. requirements).

PROCEDURE

Nomination Process

- The nominee must be a Certified Child Life Specialist.
- The nominee must have experience as a member on a CLCC committee for a minimum of two years.
- The call for nominations will be held in September.
- Any CLCC volunteer, past or present, who meets the requirements may submit an interest form.
- Commissioners and committee members can nominate individuals who meet the requirements once the nominee has verified interest.

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Application Process

- Applications completed by any nominee(s) for the dual role of Commissioner-elect and Committee Chair-elect provide evidence of skills that fit the leadership needs of the CLCC.
- A completed application is submitted to the Nominating Committee in mid-October.
- A resume or Curriculum Vitae attesting to the applicant's suitability for the position is included with the application.
- A letter of recommendation is received by the Nominating Committee.
- Documentation of support from employer form letter is received by the Nominating Committee.
- Candidate Self-Assessment is received by the Nominating Committee.
- Candidate bio is submitted to the Nominating Committee.

Nominating Committee Process

- The Nominating Committee consists of the CLCC Chair, the CLCC Immediate Past Chair, and the CLCC Public Member, or others familiar with the certification program as identified by the CLCC Chair.
- The Committee reviews all applications.
- The Committee holds interviews with those applicants who meet the requirements.
- The Committee submits a slate of candidates for approval by CLCC commissioners.
- A vote is held by all CLCC volunteers in January of the following year.

REFERENCES

Institute for Credentialing Excellence, National Commission for Certifying Agencies. (2016). Standards for the Accreditation of Certification Programs, Sections 1-5.

ADDENDUMS

- A. CLCC Interview questions and scoring document
- B. CLCC Application form
- C. CLCC Documentation of support from employer form letter
- D. CLCC Candidate Self-Assessment

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