



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

SUBJECT: 1.0 CONTRACTED PROFESSIONAL SERVICES

LEAD AUTHOR(s): CLCC

CONTRIBUTERS:

POLICY

Contracted professional services may be required on an ongoing, intermittent, or temporary basis. These services may be needed if the necessary expertise or specialized skills are not readily available within CLCC, ACLP, or the wider child life volunteer community.

All professional services require a contract at any dollar amount. All contracts for professional services must:

- have funding fully approved by the ACLP Board of Directors prior to the contract being issued to the contractor and therefore, before any work begins.
- include a complete statement of work including any deliverables.
- comply with IRS requirements for defining employees and independent contractors.
- comply with special requirements of projects supported by sponsored funds.

Conflict of Interest

CLCC members and ACLP staff and volunteers will not:

- have any financial interest or have any personal beneficial interest directly or indirectly in contracts for professional services.
- accept directly or indirectly from a person, firm, or corporation to which a contract has been or may be awarded a rebate, gift, money, or anything of value other than items of nominal value. No such individual may further accept any promise, obligation, or contract for future reward.

DEFINITIONS

Professional services are those that require specialized intellectual, educational, or creative expertise including exam development and administration, design, and technology-related services, or consultants.

New/Approved: 06/2018

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Title/Manual

CLCC POLICY MANUAL/ADMINISTRATIVE POLICIES/ 1.0 CONTRACTED PROFESSIONAL SERVICES