



## Child Life Certification Commission Policy and Procedure

**SUBJECT: 5.0a Restrictions on personnel with access to confidential examination development items**

**LEAD AUTHOR(s): Governance Committee**  
**CONTRIBUTERS:**

Personnel with access to confidential examination items are restricted from eligibility for the examination or from developing or delivering preparatory courses or materials as detailed below. Time periods, based on the exam development lifecycle, are set to ensure fairness and exam security.

Committee	Take Exam	Any activity or role that involves: <ul style="list-style-type: none"> <li>• Teaching eligibility courses</li> <li>• Creating or delivering exam preparation materials</li> <li>• Preparing emerging/aspiring professionals to take the exam</li> </ul>
Job Analysis		No waiting period
Standard Setting		5 years after service
Exam Assembly		For the duration on the committee and for 5 years following service on the committee
Item Review		
Item Writing		For the duration on the committee and for 3 years following service on the committee