



INTERNATIONAL ACADEMY OF LIFE CARE PLANNERS

Headquarters
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Application for Fellow, International Academy of Life Care Planners

(Note: Attach this form to the completed application packet)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Daytime telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Health care profession: \_\_\_\_\_

Academic degrees, including awarding institution and year: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Please check: [ ] One (1) copy of curriculum vitae is enclosed (required)

Statement of authenticity of application:

By submitting this application, I verify that all submitted information and documentation is true. I verify that all life care planning documents have been prepared by me and are reflective of my work process and work product. I understand that I will not be designated a Fellow in the International Academy of Life Care Planners if any information is untrue or reflects the work product of another person, and that I will not be able to submit reapplication in the future.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## ***INSTRUCTIONS***

For each criterion described below, submit supporting documentation or data. Incomplete applications will be not be processed or will be denied. Denied applications can be resubmitted in one year for reconsideration.

It is each applicant's responsibility to determine whether submitted documentation and data are sufficient and complete. Examples of documentation or data can include copies of professional licenses, copies of forms and reports, detailed descriptions of methodology used (in applicant's own words, not copied from other sources), samples of research, samples of client files, or any other tool/document that reflects the criteria being measured.

**Documentation must include at least two life care plans completed within the last 12 months. All documents submitted should be modified to protect actual client identity, as appropriate.**

Applicant must submit complete copies of all documentation as required:

Criteria 1, 2, and 3:	1 copy
Criteria 4 through 10:	4 copies

Applicant must make sure that **all personal identifying information is obliterated** (except for Criteria One, Two and Three) so that reviews will be blind. Documentation for Criteria One, Two and Three will be verified by the IALCP office and will not be sent to reviewers. Applicant will be notified if materials are not suitable for blind review and will be asked to resubmit materials. Application materials will not be returned.

# **CRITERIA AND EXAMPLES OF ACCEPTABLE DOCUMENTATION**

## **CRITERION ONE:**

Applicant maintains necessary license or certification to practice in his/her health care discipline. There are no pending or prior sanctions relating to licensure or certification. (*Note: This criterion must be met, or the application will be denied regardless of scores on other criteria.*)

### ***Examples of Acceptable Documentation:***

Copy of license or certificate showing name, expiration date and any necessary information to show active status. (*Note: the IALCP office will score this so that reviewers only have anonymous materials.*)

## **CRITERION TWO:**

Applicant contributes to the development of the field through providing education, conducting research, publishing in professional journals/texts, and/or providing mentoring for other life care planners. Education (teaching), research and publications are related to life care planning. Applicant participates in professional organizations (activity beyond holding membership, such as committee work or holding office). Applicant will submit a minimum of five (5) examples within the past two years and verification of participation in at least one (1) professional organization other than IALCP.

### ***Examples of Acceptable Documentation:***

Copies of class flyers or syllabus showing applicant as instructor, copies of publications, evidence of participation in research. Description of mentoring activities showing significant assistance and coaching. Copy of membership card in professional organization and statements or letters showing participation in the organization. (*Note: the IALCP office will score this so that reviewers only have anonymous materials.*)

## **CRITERION THREE:**

Applicant demonstrates satisfactory acceptance of the life care plan product by obtaining at least two letters of recommendation from referring sources (i.e., the sources requesting the life care plan).

### ***Examples of Acceptable Documentation:***

Letters of recommendation from referring sources. Content of letters should be supportive of the skills and expertise of the applicant. (*Note: the IALCP office will score this so that reviewers only have anonymous materials.*)

**Documentation for the following criteria must not have any personal identifying information.**

## **CRITERION FOUR:**

Applicant has completed a minimum of 50 life care plans.

### ***Examples of Acceptable Documentation:***

Listing of completed plans or statement of number of plans

## **CRITERION FIVE:**

Applicant demonstrates systematic, comprehensive data collection (consistent method of collecting data, from appropriate sources).

### ***Examples of Acceptable Documentation:***

LCP report or file notes indicate data collection from multiple sources, such as medical records, interviews, and consultations. Data collected shows information about medical history, injury, physical status, cognitive status, functional status, emotional/psychological status, financial resources, educational and vocational status. Forms used for data collection may be submitted.

## **CRITERION SIX:**

Applicant demonstrates analysis of data that reflects whether client needs are being met, comparison to expected norms, and comparison to expected standards of care.

### ***Examples of Acceptable Documentation:***

LCP report or file notes reflect analysis of whether needs are consistent with available data, comparison of client needs to expected norms and/or standards of care. Citations of standards of care or expected norms for function are included. Citations include authoritative sources such as texts, journals, treatment guidelines, consultation with experts, or other relevant sources.

## **CRITERION SEVEN:**

Applicant demonstrates a consistent planning process that includes methods for organizing data, consistent documentation tools, a process of validating inclusion/exclusion of content, and use of expert resources in formulating opinions.

### ***Examples of Acceptable Documentation:***

LCP file reflects a system for organizing data in a way that information can be retrieved and is meaningful to other users. Standard tools for client interviews, reports, tables or other documents may be submitted. Blank templates may be submitted. File notes show collaboration with others or other evidence for decisions to include or exclude content. A systematic method of cost research is shown. Documentation may include consultation notes, authoritative references, drafts of tables, or other relevant documents showing content development.

## **CRITERION EIGHT:**

Applicant demonstrates evaluation of the life care plan for completeness and internal consistency; all information is detailed completely or marked as not applicable; there is a method for the recipient of the life care plan to contact the life care planner.

### ***Examples of Acceptable Documentation:***

Reports and tables are complete; information is provided or marked as not applicable. Contents of tables do not duplicate services, understate, overstate or contradict care. For example, equipment provided by a facility is not indicated as a separate cost unless the facility charges separately for the equipment, tube-feeding supplies are included when the client receives tube feedings, outpatient services are suspended during inpatient care unless the service will still be needed to supplement hospital care, or all diagnostic tests can be correlated to a medical need. The report or tables provide a way to contact the life care planner.

**CRITERION NINE:**

Applicant who acts as an expert witness or consultant in legal matters demonstrates accuracy of record keeping for participation in sworn testimony and can describe his/her activity. (*Note: Applicant who does not act as an expert or consultant should state this in writing. Points for this Criterion will be omitted from the possible total for calculating the score.*)

***Examples of Acceptable Documentation:***

List of cases where sworn testimony has been given, including case, date and venue. Descriptions of consulting services provided. Copy of deposition or testimony transcript.

**CRITERION TEN:**

Applicant maintains professional knowledge and skills through continuing education.

***Examples of Acceptable Documentation:***

Listing of continuing education programs taken. Copies of certificates of attendance. Topics should be relevant to life care planning.

**Scoring:**

Criterion One:	05 points
Criterion Two:	25 points
Criterion Three:	10 points
Criterion Four:	05 points
Criterion Five:	10 points
Criterion Six:	25 points
Criterion Seven:	15 points
Criterion Eight:	15 points
Criterion Nine:	05 points
Criterion Ten:	05 points
Total:	120 points