



## **Internship Readiness Common Application Fillable PDF**

### **What is the Internship Readiness Common Application?**

Aspiring professionals must complete an internship to sit for the Child Life Certification Exam. Individuals are responsible for seeking out and applying to internships of interest.

ACLP strongly encourages sites to utilize the Internship Readiness Common Application. The application allows candidates to provide demographic and academic information, describe and demonstrate relevant experiences, and demonstrate an understanding of the Knowledge, Skills, and Abilities (KSA).

### **What are the components of the Internship Readiness Common Application?**

The Internship Readiness Common Application is composed of the following three items:

1. In-progress or completed Eligibility Assessment
2. Internship Readiness Common Application Fillable PDF
3. Unofficial transcripts

### **How to complete the Internship Readiness Common Application Fillable PDF**

The fillable PDF is a file downloaded to your computer and **MUST BE SAVED** to your computer as you complete, edit, and make changes. Applicants can save their progress at any time. Applicants should submit finalized files to intern sites, not this PDF as a fillable form.

Please refrain from including any specific identifying information about an institution you worked at in your application. Instead, focus on describing your roles, responsibilities, and achievements in a general manner by using “this institution” or “this organization” in your application to avoid naming a specific hospital or program.

### **How to submit a completed Internship Readiness Common Application**

Applicants are responsible for submitting their completed application (all three components) to each internship site they are applying to. They should also review the specific application requirements for each site. If a site requires one PDF containing all three components, applicants can merge PDF files using an online system.

**The following pages include the Internship Readiness Common Application Fillable PDF.**

## **Internship Readiness Common Application**

### **Candidate Information**

**Full Name**

**Email**

**Phone Number**

**Undergraduate Degree Completed:**

**Date or Expected Date of Completion (MM/YYYY):**

**Graduate Degree Completed:**

**Date or Expected Date of Completion (MM/YYYY):**

Will the applicant be affiliated with an academic institution during this internship cycle?

If YES, please provide the institution name and contact information for the applicant's academic program coordinator. If No, please type N/A.

### **Status of Child Life Certification Commission Required Coursework**

Use the drop down menus below to indicate the current status of your coursework. The courses listed are required to establish eligibility for the Child Life Professional Certification Exam.

Status of Child Life Certification Commission Required Coursework:

Child Life Course taught by a CCLS:

Child Development Course 1:

Child Development Course 2:

Family Systems Course:

Play Course:

Loss/Bereavement or Death/Dying Course:

Research Course:

Additional Course 1:

Additional Course 2:

Additional Course 3:

**Documentation of Experience:**

Please list your top relevant experiences and be mindful of the connection to the Internship Readiness KSAs. A minimum of two (one involving children within a healthcare setting and one involving children outside of a healthcare setting) will be required to complete the upcoming written responses. A maximum of six experiences can be highlighted, but are not required.

**How many experiences would you like to highlight in your application?**

**Experience 1**

Description of setting  
(250 words or less, must be measured by applicant in Word or elsewhere)

**Experience 1 continued**

Description of role and responsibility

(250 words or less, must be measured by applicant in Word or elsewhere)

**Experience 1 continued**

Reflection on how experience prepared to become a child life professional  
(250 words or less, must be measured by applicant in Word or elsewhere)

Start Date (MM/DD/YYYY) or Present

End Date (MM/DD/YYYY) or Present

Number of hours

## **Experience 2**

Description of setting

(250 words or less, must be measured by applicant in Word or elsewhere)

**Experience 2**

Description of role and responsibility

(250 words or less, must be measured by applicant in Word or elsewhere)

**Experience 2 continued**

Reflection on how experience prepared to become a child life professional  
(250 words or less, must be measured by applicant in Word or elsewhere)

Start Date (MM/DD/YYYY) or Present

End Date (MM/DD/YYYY) or Present

Number of hours

### **Experience 3**

Description of setting

(250 words or less, must be measured by applicant in Word or elsewhere)

### **Experience 3 continued**

Description of role and responsibility

(250 words or less, must be measured by applicant in Word or elsewhere)

### **Experience 3 continued**

Reflection on how experience prepared to become a child life professional  
(250 words or less, must be measured by applicant in Word or elsewhere)

Start Date (MM/DD/YYYY) or Present

End Date (MM/DD/YYYY) or Present

Number of hours

#### **Experience 4**

Description of setting

(250 words or less, must be measured by applicant in Word or elsewhere)

**Experience 4 continued**

Description of role and responsibility

(250 words or less, must be measured by applicant in Word or elsewhere)

### **Experience 4 continued**

Reflection on how experience prepared to become a child life professional  
(250 words or less, must be measured by applicant in Word or elsewhere)

Start Date (MM/DD/YYYY) or Present

End Date (MM/DD/YYYY) or Present

Number of hours

## **Experience 5**

Description of setting

(250 words or less, must be measured by applicant in Word or elsewhere)

**Experience 5 continued**

Description of role and responsibility

(250 words or less, must be measured by applicant in Word or elsewhere)

## **Experience 5 continued**

Reflection on how experience prepared to become a child life professional  
(250 words or less, must be measured by applicant in Word or elsewhere)

Start Date (MM/DD/YYYY) or Present

End Date (MM/DD/YYYY) or Present

Number of hours

**Experience 6**

Description of setting

(250 words or less, must be measured by applicant in Word or elsewhere)

**Experience 6 continued**

Description of role and responsibility

(250 words or less, must be measured by applicant in Word or elsewhere)

## **Experience 6 continued**

Reflection on how experience prepared to become a child life professional  
(250 words or less, must be measured by applicant in Word or elsewhere)

Start Date (MM/DD/YYYY) or Present

End Date (MM/DD/YYYY) or Present

Number of hours

### **Application of the Internship Readiness Knowledge, Skills, and Abilities (KSAs):**

Pre-internship experiences support an aspiring professional's growth and development of the Internship Readiness KSAs.

Applicant responses in this section should showcase the unique interactions that taught them about the child life profession.

1. Select one pre-internship experience listed on this application that demonstrates your work with children in a healthcare setting and fostered your understanding of child life. Describe at least one specific example and connect the interaction to one or more Internship Readiness KSAs.

- Experience
- Response (250 words or less, must be measured by applicant in Word or elsewhere)

2. Select one pre-internship experience listed on this application that demonstrates your work with children outside of a healthcare setting. Describe at least one specific example of how you engaged with a child (or children) in a developmentally appropriate way. Provide an assessment of the child's (children's) development and apply your knowledge of child developmental theory.

- Experience
- Response  
(250 words or less, must be measured by applicant in Word or elsewhere)

3. Describe a situation you have encountered that indicates your awareness of/growth mindset in meeting the needs of a child and family that differed from your own beliefs and/or values. Self-reflect on your personal views and experiences related to the situation and how those might influence your work as a child life professional. (250 words or less, must be measured by applicant in Word or elsewhere)

4. Which element from the Internship Readiness KSAs do you most want to grow/learn more about during your internship?

**Knowledge, Skills, & Abilities**

Response (150 words or less, must be measured by applicant in Word or elsewhere)

5. Please describe any additional information or experiences that were not shared elsewhere in this application that are important for reviewers to know.  
(250 words or less, must be measured by applicant in Word or elsewhere)

**I attest that the information included in this application is true and accurate, and consent to being contacted for data collection regarding this application at a later time.**

**Yes, I attest to the above statement:**

**Date:**

**Applicants should submit finalized files to intern sites, not this PDF as a fillable form. Before sending, open the PDF file to ensure it is finalized and no longer editable prior to sending to internship sites. Editable PDF files sent to internship sites may not be viewed properly due to formatting.**

**Progress must be saved within this fillable PDF file to the applicant's computer. Work can be saved at any time and stored within the applicant's computer files.**

**The Internship Readiness Common Application is composed of three parts. These three components include this fillable PDF, the Eligibility Assessment, and unofficial transcripts.**

**After completing the Internship Readiness Common Application, applicants are responsible for submitting the completed application to each internship site they are applying to. It is up to the applicant to review specific application requirements for each internship site.**