Internship Readiness
Common Application Guide
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Introduction & Preparing to Apply
The Association of Child Life Professionals (ACLP) Internship Readiness Common Application is a tool designed to assess whether candidates are internship ready. The application is accessible electronically at https://aclp.smapply.io/

IMPORTANT! Please read the following:

- All internship applicants are responsible for contacting each program they plan to apply for to find out whether the Internship Readiness Common Application is accepted.

- Depending on the program(s) they plan to apply for, internship applicants may need to submit additional materials with their application (e.g., transcripts, letters of recommendation, additional essay questions, etc.).

- Internship applicants must submit their applications directly to internship programs. ACLP is not responsible for the submission of any application materials. Please contact programs to determine the appropriate method for submission.

- Internship applicants should pay particular attention to the instructions for downloading their application. These steps are very important in order to assure that reviewers can access all components of the application.

- Applications should not be mailed to the ACLP office. All applications should be submitted directly to the appropriate internship locations. Applications mailed to the ACLP office will not be returned or forwarded.
Preparing to Apply

Review Application Deadlines and Resources:
https://www.childlife.org/certification/certification-resources/internship-deadlines

Explore ACLP Accredited Internship Sites:
https://www.childlife.org/certification/certification-resources/internship-deadlines/accredited-internships

Initiate an Eligibility Assessment:
https://www.childlife.org/certification/becoming-certified/eligibility-assessment
Getting Started:
https://aclp.smapply.io/
New applicants can create an account by clicking the "Register" button in the top right corner. Returning applicants can sign in by entering your email and password using the "Log In" button.

On a computer or mobile device, navigate to [https://aclp.smapply.io/](https://aclp.smapply.io/)

Under Programs, find Internship Readiness Common Application. Select "MORE." Then "APPLY."

Select Program

Name Your Application

Name your application FirstName_LastName.
Welcome to your application dashboard:

Your Tasks

1. Complete Application
2. Upload Unofficial transcript
3. Upload Eligibility Assessment

Tasks are the things you must do for your application to be considered complete. You can track your progress from the application dashboard shown above.
Task 1:
Complete Application
From your application dashboard, select "Complete Application"

Candidate Information

Type your full name, preferred email address, and preferred phone number in the associated boxes.

Note: Internship programs will use this information to contact you as needed. Please verify accuracy.

Academic Affiliation

Some child life internship programs require current enrollment at an academic institution in order to be eligible for their internship. A contract is developed between the university and the legal department of the internship program designating who is responsible for certain legal coverage of the student.

**If you are affiliated** with an academic institution, select "Yes" from the dropdown menu and provide the name and contact information for your academic program coordinator.

**If you are not affiliated** with an academic institution, select "No" from the dropdown menu. No contact information is required.
Degree Information

Indicate your highest degree level (Graduate or Undergraduate) and the status of that degree (Complete or In-Progress) using the dropdown menus.

Note: Completion of a degree is not required for a child life internship, however it is required for certification.

Status of Coursework

Use the dropdown menus in this section to indicate the current status of your child life coursework. The 10 courses listed are required to sit for the Child Life Professional Certification Exam. Additional details regarding child life coursework can be found here.
Experience Documentation

Determine how many experiences you would like to highlight in your application. 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.

For each experience you will provide the following information: Setting, Description of Setting, Role, Number of Hours, Description of Role and Responsibility, Start Date, and End Date. For the End Date, you may type “Present” if you are still engaging in the experience. There is a word limit of 150 for the Description of Setting and Description of Role and Responsibility sections.

Sample Response:

<table>
<thead>
<tr>
<th>Experience 1</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Setting</strong></td>
</tr>
<tr>
<td><strong>Description of setting</strong></td>
</tr>
<tr>
<td><strong>Role</strong></td>
</tr>
<tr>
<td><strong>Number of hours</strong></td>
</tr>
<tr>
<td><strong>Description of role and responsibility</strong></td>
</tr>
<tr>
<td><strong>Start Date (MM/DD/YYYY)</strong></td>
</tr>
<tr>
<td><strong>End Date (MM/DD/YYYY) or Present</strong></td>
</tr>
</tbody>
</table>
Written Responses

The application includes 5 written responses. The prompts (and tips) are listed below.

Make sure that you completely answer each question, ensuring you use the word count wisely.

Use your critical thinking skills and language to show you are invested in the internship process. This could include incorporating theory, referencing knowledge/skills/abilities, or tying your answer to practical examples.

<table>
<thead>
<tr>
<th>Prompt</th>
<th>Word Limit</th>
<th>Tip</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select an experience that you listed on this application that demonstrates your work with children in a healthcare setting. Provide a specific example of how this experience expanded your Internship Readiness Knowledge, Skills, and Abilities in preparation for your role as a child life intern.</td>
<td>200 words</td>
<td>Pair this prompt with an experience from the previous section. The Internship Readiness KSAs can be found in the Appendix</td>
</tr>
<tr>
<td>Select an experience you listed on this application that demonstrates your work with children outside of a healthcare setting. Provide a specific example of how you engaged with a child (or children) in a developmentally appropriate way. Include assessment of development.</td>
<td>200 words</td>
<td>Pair this prompt with an experience from the previous section</td>
</tr>
<tr>
<td>Describe a situation that prompted you to self-reflect on your personal views and experiences related to DEI and how that translates to the work of child life specialists.</td>
<td>200 words</td>
<td>ACLP definitions of Diversity, Equity, and Inclusion (DEI) are provided on the following page</td>
</tr>
<tr>
<td>Which element from the Internship Readiness KSAs do you most want to grow/learn more about during your internship?</td>
<td>150 words</td>
<td>The Internship Readiness KSAs can be found in the Appendix</td>
</tr>
<tr>
<td>Is there anything additional that you would like to share with the reviewers?</td>
<td>150 words</td>
<td>Keep in mind whether or not you will be submitting this application to multiple internship sites</td>
</tr>
</tbody>
</table>
## ACLP Diversity, Equity, and Inclusion Definitions

Diversity, equity, and inclusion (DEI) are core to our mission and who we are as an organization. Please reference the following definitions as needed when completing your application.

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Diversity</strong></td>
<td>Diversity is the representation of all our varied individual and collective identities and differences. We proactively seek out and engage with a variety of perspectives because we believe we can only advance justice when we affirm our similarities and understand and find value in our differences.</td>
</tr>
<tr>
<td><strong>Equity</strong></td>
<td>Equity is fair treatment, equitable opportunities, and access to our information and resources for all. We recognize that we do not all start from the same place and must acknowledge and make adjustments to address these imbalances. We believe achieving equity is only possible in an environment built on respect and dignity.</td>
</tr>
<tr>
<td><strong>Inclusion</strong></td>
<td>Inclusion is an environment and culture of belonging that actively invites the contribution and participation of people of every race, identity, and community. We believe every person's voice adds value, and we strive to create balance in the face of power differences. We believe that no one person can or should be called upon to represent an entire community.</td>
</tr>
</tbody>
</table>
Task 2:
Upload Transcript(s)
Please obtain a current copy of your academic transcript. Both unofficial and official transcripts are accepted. If you have attended multiple academic institutions, you can upload multiple transcripts. Please include all transcripts that evidence your child life coursework progression. Name your transcript(s) using the following format: FirstName_LastName_Trascript (1, 2, 3, etc.)

Select "ATTACH FILE" and upload your transcript as a PDF. Repeat for multiple transcripts as needed.

You can edit, preview, remove, or download your transcript by clicking the three black dots shown on the same line.

Select "MARK AS COMPLETE" when you are finished uploading your transcripts. This will change the task to complete, and you will see the empty or half-filled circle change to a check mark.

Select "Back to application" to return to your application dashboard.
Task 3:
Upload Eligibility Assessment
Obtain a current copy of your Eligibility Assessment from https://www.childlife.org/

Save a PDF version of your Eligibility Assessment by selecting "Print this page" and then choosing "Save as PDF" in the print settings. Name your Eligibility Assessment using the following format: FirstName_LastName_Eligibility_Assessment

Select "ATTACH FILE" and upload your Eligibility Assessment as a PDF.

You can edit, preview, remove, or download your Eligibility Assessment by clicking the three black dots on the same line.

Select "MARK AS COMPLETE" when you are finished uploading your Eligibility Assessment. This will change the task to complete, and you will see the empty or half-filled circle change to one with a check mark.

Select "Back to application" to return to your application dashboard.
Downloading Your Application 😡
Is Everything Complete?

Once your 3 application tasks are complete and there are no further additions/edits you would like to make, your application is ready for downloading. Internship candidates must submit their applications to internship programs. ACLP is not responsible for the submission of any application materials. Please contact internship programs directly to determine the appropriate method for submission.

Download Application

From your application dashboard, select "My Applications" in the upper right corner.

This will bring you to your Application Home Page. Find your application and select the three black dots in the upper right corner of the box. Select "Download." The next step is very important. Please see Download Options on the next page.
Congratulations! Your Internship Readiness Common Application is now available as a PDF in your downloads. The PDF is ready for submission to child life internship programs.

⚠️ Pay careful attention and please select the following options:

After you select "Download," a new window will open. In that new window, select "Download" again.

☑️ Congratulations! Your Internship Readiness Common Application is now available as a PDF in your downloads. The PDF is ready for submission to child life internship programs.
Frequently Asked Questions
Frequently Asked Questions

This section reviews frequently asked questions about the Internship Readiness Common Application

Will my application save automatically?
Yes, your application will automatically save. The option to manually save is available at the bottom of the screen (see image below) while working on the "Complete Application" task.

After my application is marked as complete, can I still edit it?
Yes, within any task you can select the three black dots to the right of the task name and "Reset" or "Edit" the task. Choosing "Reset" will delete everything you have done and start the task over. Choosing "Edit" will maintain your current work and allow for additions/changes to be made.

How do I submit my application?
Internship candidates must submit their applications directly to internship programs. ACLP is not responsible for the submission of any application materials. Please contact internship program sites to determine the appropriate method for submission.

What does a half-filled circle indicate?
A half-filled circle indicates that the task has been started, but is not complete.
Do you accept unofficial transcripts?
Yes, unofficial transcripts are accepted for the Internship Readiness Common Application. Please note that internship sites may require an official transcript later in their application process.

What if I downloaded my application from a different section?
Please make sure to download your application from the Application Home Page. Otherwise it may not include all of the necessary components.

Why can't I attach my file?
Verify that your file type is PDF. Other reasons a file might not be accepted include: the file is encrypted or corrupted. Remove the encryption or re-save the file to a different location on your drive and try attaching the copied version of file.
Contact Information
Who Should I Contact?

This section outlines who you should contact for different needs while working on the Internship Readiness Common Application.

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<thead>
<tr>
<th>Question/Concern</th>
<th>ACLP</th>
<th>SurveyMonkey Apply</th>
<th>Internship Sites</th>
</tr>
</thead>
<tbody>
<tr>
<td>I am locked out and need my login information.</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>I am having technical difficulties with SurveyMonkey Apply (the application website).</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>I have a question about the information on the application.</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>I need instructions for submitting my application.</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>What are the internship candidate and application requirements?</td>
<td></td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

Contact Information

**ACLP**

Email: joswald@childlife.org  
Phone: 571-483-4500  
800-252-4515

**SurveyMonkey Apply**

You can access SurveyMonkey Apply FAQs and request support directly from your application. Simply click the Information (i) Icon in the top right corner.

**Internship Sites**

Reference the website for the specific internship program(s) of interest.

ACLP Members can access a list of Accredited Internship Programs [here](#).
Appendix
Internship Readiness KSAs

The Internship Readiness KSAs document outlines the knowledge, skills, and abilities (KSAs) of an internship ready candidate. These KSAs are sorted into three domains:

Awareness, Comprehension, and Application.

The KSAs were developed through:

1) Identifying Subject Matter Experts (SMEs)
   - Partnered with Alpine to facilitate work and provide psychometric services.
   - Identified approximately 12-15 SMEs representing a diversity of backgrounds, experiences and demographics.

2) Defining Internship Ready
   - Leveraging the expertise of our SMEs and Alpine we began by defining internship readiness.
   - With this definition in place, the group applied the psychometric processes to identify what internship readiness looks like for an internship candidate.

3) Validation from the child life community
   - Your opinion matters.
   - To validate the work of our expert group ACLP sent out a validation survey in November of 2021.
   - This survey was completed by over 1200 folks and affirmed the newly developed KSAs as valid.

During the review process organizations will be looking for evidence of your understanding and experience of the KSAs.

Please reference and utilize the Internship Readiness KSAs on next page as you fill out your Internship Readiness Common Application.
# Internship Readiness Knowledge, Skills, & Abilities

## Awareness

| 1.01 | Awareness of/growth mindset relating to DEI and cultural humility |
| 1.02 | Awareness of the Child Life Code of Ethics |
| 1.03 | Exposure to how theory and evidence guide child life practice |
| 1.04 | Awareness of child life specialist's role in providing coping support to families experiencing grief and/or loss |
| 1.05 | Exposure to the concept of health disparities and the child life specialist's role in promoting health equity |

## Comprehension

| 2.01 | Knowledge of the scope of child life practice |
| 2.02 | Recognize the value of therapeutic relationships with children and families |
| 2.03 | Recognize the importance of assessing for child, healthcare, psychosocial, and family variables |
| 2.04 | Knowledge of child development and how each developmental stage is impacted by illness, stress, and hospitalization |
| 2.05 | Knowledge of the operations of a healthcare setting |

## Application

| 3.01 | Experience with children within and outside of healthcare settings |
| 3.02 | Ability to engage children of all ages and abilities in developmentally appropriate normative play |
| 3.03 | Ability to build rapport and employ effective communication |
| 3.04 | Ability to self-reflect on one's learning, goals, openness to feedback, self-care, and professional boundaries and their implications for practice |
| 3.05 | Demonstrate flexibility and time management skills to adapt to changing situations |