

January 2024

Internship Readiness Common Application Guide



Table of Contents

3-5	<u>Introduction & Preparing to Apply</u>
6-8	<u>Getting Started</u>
9-10	Step 1
11-12	Step 2
13-19	Step 3
20-21	<u>Downloading Your Application</u>
22-24	<u>FAQs</u>
25-26	<u>Contact Information</u>
27-29	<u>Appendix: CCLS Blueprint</u>



Introduction & Preparing to Apply

Introduction

The Association of Child Life Professionals (ACLP) Internship Readiness Common Application is a tool designed to assess whether candidates meet the minimal qualifications for a child life internship. 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-legacy/certification-resources/internship-deadlines/accredited-internships>

Initiate an Eligibility Assessment:

<https://www.childlife.org/certification/become-certified/eligibility-assessment>



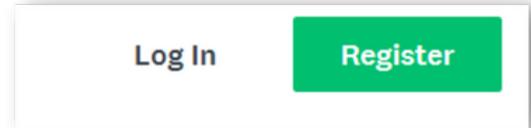
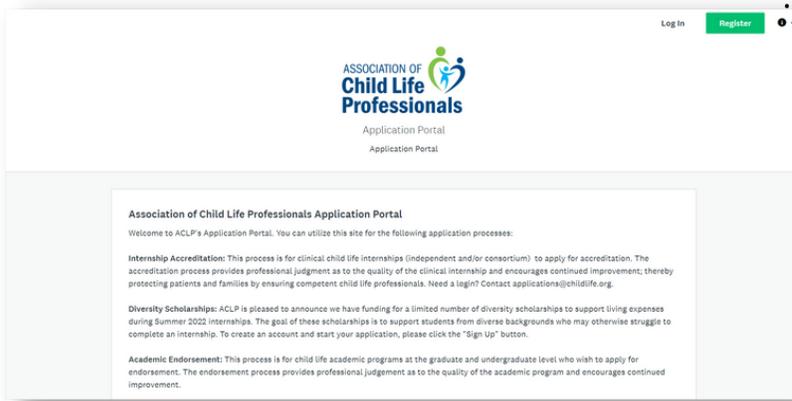
Getting Started:

<https://aclp.smapply.io/>

Log in or Register

On a computer or mobile device, navigate to <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

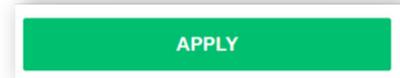
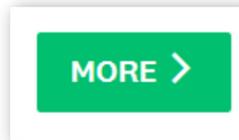


Select Program

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

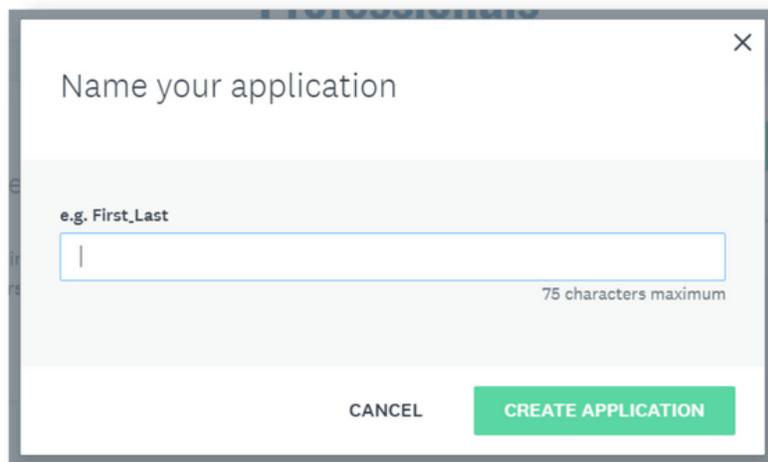


"APPLY."



Name Your Application

Name your application `FirstName_LastName`.



EXAMPLE

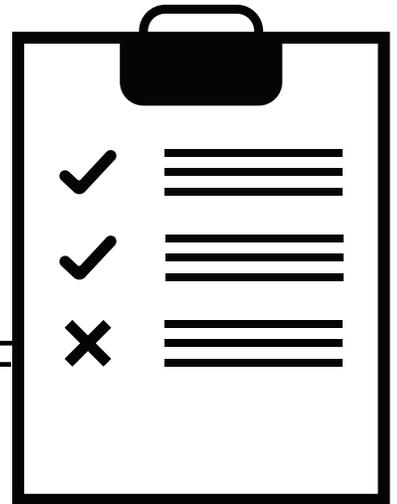
Jane_Doe

Welcome to your application dashboard:

The screenshot shows an application dashboard. On the left, a box indicates '0 of 3 tasks complete' with a progress bar and 'Last edited: Jan 5 2024 03:43 PM (EST)'. The main area displays 'Internship Readiness Common A...' with a 'Preview' link and 'Test_Test' (ID: 0000000006). Below this are tabs for 'APPLICATION' and 'ACTIVITY'. A 'Your tasks' section lists three steps: 'STEP 1: REQUIRED: Please upload your transcript(s) as a PDF.', 'STEP 2: REQUIRED: Please upload your Evaluation Report (found in your Eligibility Assessment) as a PDF. Cannot be started at this time.', and 'STEP 3: Complete Application. Cannot be started at this time.' An 'Instructions' link is also present.

Your Tasks

1. Upload transcript(s) as a PDF
2. Upload Evaluation Report as a PDF
3. Complete application questions



Tasks are the things you must do for your application to be considered complete. **You can not move on to the next step until you have completed the prior step.** You can track your progress from the application dashboard shown above.



Step 1:

Upload Unofficial
Transcript(s)

From your application dashboard, select "**Please upload your transcript(s)**"



↑ Please upload your transcript(s)

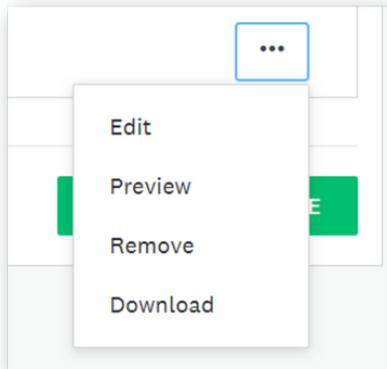


Upload Transcript(s)

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.

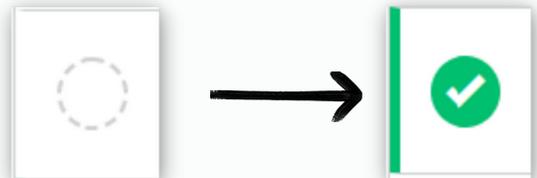
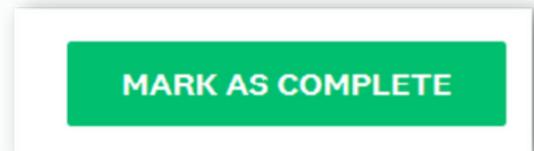
Name your transcript(s) using the following format: FirstName_LastName_Trascript (1, 2, 3, etc.)

Select "**ATTACH FILE**" and upload your transcript as a PDF, Doc, or Docx file. 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. **You can not move onto Step 2 until this step is completed.**



← Back to application

Select "**Back to application**" to return to your application dashboard.



Step 2:

Upload Eligibility Assessment

From your application dashboard, select "**Please upload your Eligibility Assessment**"



↑ Please upload your Eligibility Assessment



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`

Print this page

Print

2 pages

Destination

Save as PDF

Select "**ATTACH FILE**" and upload your Eligibility Assessment as a PDF, Doc, or Docx file.



ATTACH FILE

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

Edit

Preview

Remove

Download

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. **You can not move onto Step 3 until this has been completed.**

MARK AS COMPLETE



← Back to application

Select "**Back to application**" to return to your application dashboard.



Step 3:

Complete Application Questions

From your application dashboard, select "**Complete Application**"



Candidate Information

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

Candidate Information	
Full Name	<input type="text"/>
Email	<input type="text"/>
Phone Number	<input type="text"/>

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



Degree Information

Indicate if your undergraduate degree is completed (yes/no/in-progress) with the expected date of completion. If you are in a graduate program, indicate if your graduate degree is completed (yes/no/in-progress) with the expected or date of completion. If you are not currently in a graduate program, select No.

Undergraduate Degree Completed:

In-Progress ▾

Date or Expected Date of Completion (MM/YY):

MM/YYYY

Graduate Degree Completed:

--- ▾

Date or Expected Date of Completion (MM/YY):

MM/YYYY

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



Academic Affiliation

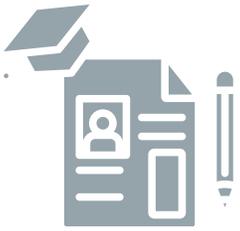
Some child life internship programs require current enrollment at an academic institution in order to be eligible for their internship. A contract is developed between the university and the legal department of the internship program designating who is responsible for certain legal coverage of the student.

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.

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 Required Coursework

Use the dropdown 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. Click [here](#) for coursework details.

Status of Child Life Certification Commission Required Coursework

Child Development Course 1

Child Development Course 2

Family Systems Course

Play Course

Loss/Bereavement or Death/Dying Course

Research Course

Additional Course 1

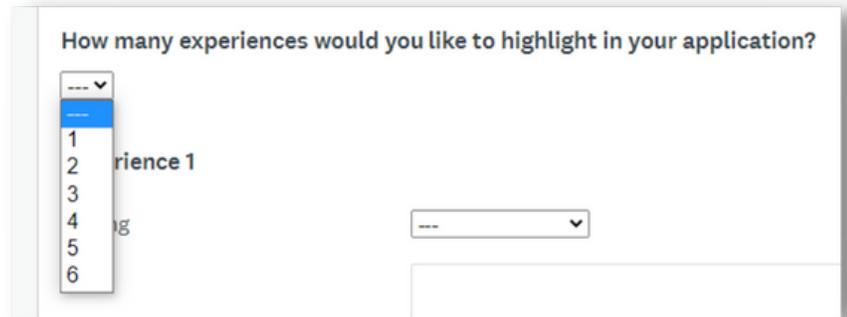
Additional Course 2

Additional Course 3

Experience Documentation

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.

Determine how many experiences you would like to highlight in your application. A minimum of 2 (one involving well children and one involving children under stress) will be required to complete the upcoming essay questions. You can highlight a maximum of 6 experiences.



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

--- v

1
2
3
4
5
6

Experience 1

g

For each experience, you will provide the following information: Description of setting, description of role and responsibility, reflection on how experience prepared you to become a child life professional, start date, end date, and number of hours.

Experience 1

Description of setting	<input type="text"/>
Description of role and responsibility	<input type="text"/>
Reflection on how experience prepared to become a child life professional	<input type="text"/>
Start Date (MM/DD/YYYY) or Present	<input type="text"/>
End Date (MM/DD/YYYY) or Present	<input type="text"/>
Number of hours	<input type="text"/>

Application of the Internship Readiness KSAs

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.

Prompt	Word Limit	Tip
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.	250 words	Pair this prompt with an experience from the previous section
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.	250 words	Pair this prompt with an experience from the previous section
Describe a situation you have encountered that indicates your awareness of/growth mindset relating to diversity, equity, and inclusion (DEI). 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	ACLP definitions of Diversity, Equity, and Inclusion (DEI) are provided on the following page
Which element from the Internship Readiness KSAs do you most want to grow/learn more about during your internship?	150 words	The CCLS Internship Readiness Domain Blueprint can be found in the Appendix
Please describe any additional information or experiences that were not shared elsewhere in this application that are important for reviewers to know.	250 words	Keep in mind whether or not you will be submitting this application to multiple internship sites

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.

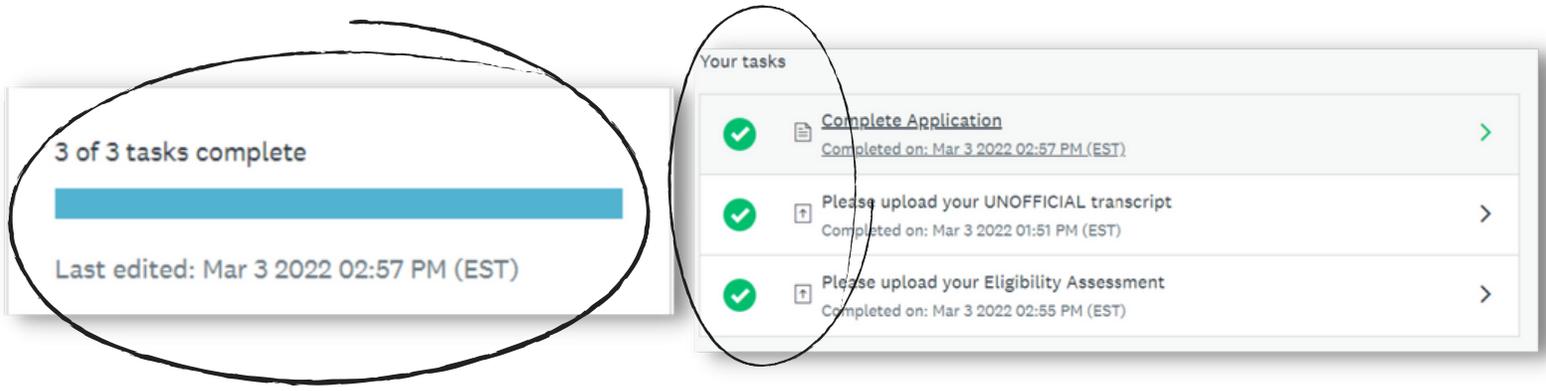
Term	Definition
Diversity	Diversity is the representation of all our varied individual and collective identities and differences. We proactively seek out and engage with a variety of perspectives because we believe we can only advance justice when we affirm our similarities and understand and find value in our differences.
Equity	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.
Inclusion	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.



Downloading Your Application

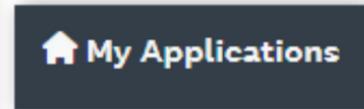
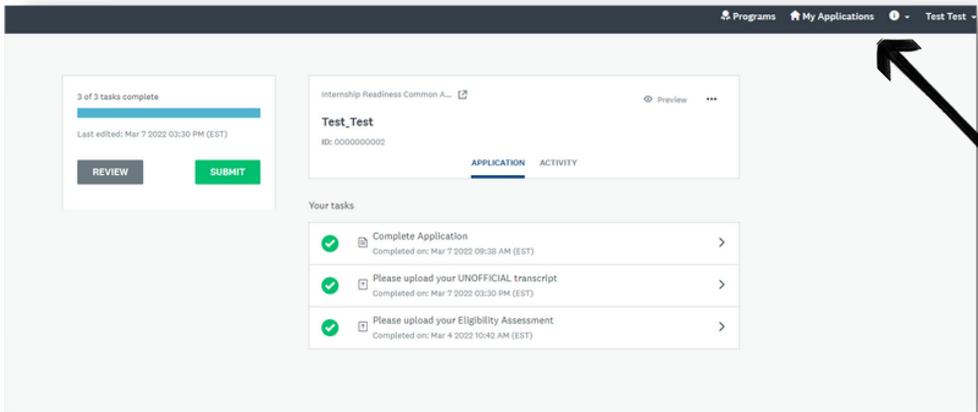
Is Everything Complete?

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.



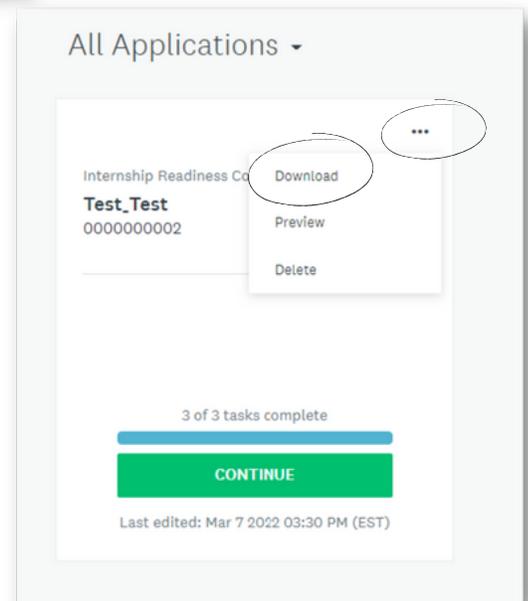
Download Application

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



This will bring you to you Application Home Page. Find your application and select the three black dots in the upper right corner of the box.

Select **"Download."** All three steps of the application will compile to one PDF. Save the PDF application. This PDF is now ready for electronic 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?

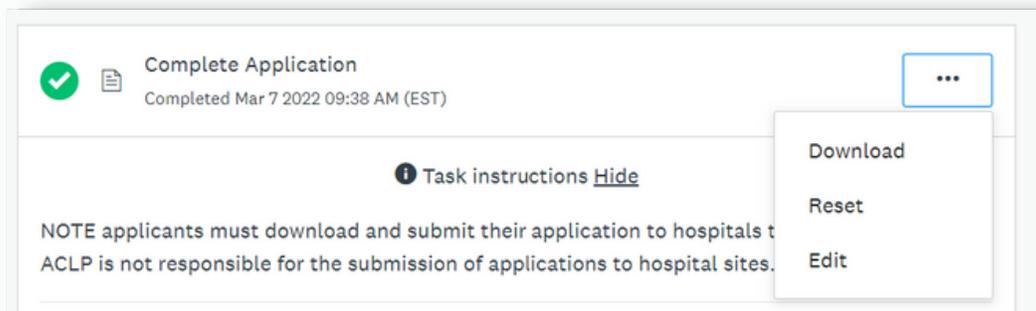
Yes, your application will automatically save. The option to manually save is available at the bottom of the screen (see image below) while working on the "Complete Application" task.



SAVE & CONTINUE EDITING

? 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.



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.



Why can't I attach my file?

Verify that your file type is PDF. The system will only accept PDFs. 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

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

Contact Information

ACLP

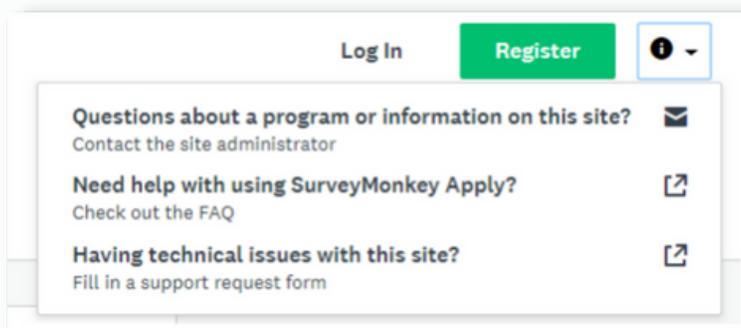
Email: certification@childlife.org

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.





Appendix

CCLS Internship Readiness Domain Blueprint

The CCLS Internship Readiness Domain Blueprint is a document that outlines the knowledge, skills, and abilities (KSAs) of a minimally qualified child life internship candidate. These KSAs are sorted into three domains: Awareness, Knowledge, and Implementation.



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 Minimal Competence

- Leveraging the expertise of our SMEs and Alpine we began by defining minimal competence
- With this definition in place, the group applied the psychometric processes to identify what internship readiness looks like for a minimally qualified 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 CCLS Internship Readiness Domain Blueprint on next page as you fill out your Internship Readiness Common Application.

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 Understand 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 Familiarity with the concept of health disparities and the child life specialist's role in promoting health equity

Knowledge

- 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 Familiarity working in a healthcare settings

Implementation

- 3.01 Experience working with well and sick children
- 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