

Dear internship applicant,

Thank you for your interest in our child life internship! We value the effort you have put into pursuing a career as a Certified Child Life Specialist. We know there can be confusion regarding application requirements from program to program. We hope to streamline our program information as much as possible.

This packet is designed to outline the internship application requirements. Please read it all the way through. Many of your questions are answered in this packet. Should you have additional questions or seek clarification, please refer to the FAQ section of our [website](#) or email us directly.

We recognize how important it is to find a program that is the right fit for you. Our Child Life department is large, with many Certified Child Life Specialists. Other department members are child life activity coordinators, Child Life Zone staff, music therapists, school teachers, therapeutic clowns, artists in residence, and the facility dogs in our Sit...Stay...PLAY program. Below you will find a brief overview of our program philosophy. We hope this helps you have a better understanding of our program.

Our philosophy

The child life program at Cook Children's strongly emphasizes balance between play and preparation. This balance is achieved through clinical practice. We are a "hands-on" department. Though we believe that we have a function in educating staff and advocating for children, the majority of our time is spent with the patients and families. We believe child life has a role in the changing health care environment and we are evolving in response to this. In addition to the traditional inpatient areas, we offer integrated services in the Emergency Department, Radiology, PICU, NICU, Special Procedures Unit, and most outpatient areas. We are team focused, both within our department and within our areas of coverage, and we see students as a part of that team. We believe that interns must practice what they have learned. Interns have many opportunities for both formal and informal learning, hands-on clinical practice, and collaboration with peers. All students are given opportunities for self-directed learning. We also help students identify and access resources within the Cook Children's Health Care System.

Due to the Covid-19 pandemic, some changes have been made to our program in order to keep patients and students safe. We have remained committed to child life interns and their learning during this time and we are grateful to continue to be a resource to those pursuing a career in child life.

Child Life Internship Program Information

- The Cook Children's child life internship was the first child life program in Texas to be accredited by the Association of Child Life Professionals. Our ACLP accreditation is current and in good standing.
- We choose to comply with the Association of Child Life Professionals Internship Learning Modules
- We offer comprehensive internship training three times a year beginning in January, May, and September
- The child life internship is a 15 ½ week, full-time experience (40 hours/week)
- Interns obtain approximately 616 hours of clinical experience
- Interns are expected to be available for internship during standard business hours
 - Certain individual rotations may require an intern to work some evenings and/or weekends

NOTE

Cook Children's accepts the first 60 completed applications received each semester. Once 60 complete applications are received, the online application submission portal will close. Details about this process are found on page 4 of this document. Direct questions to ChildLifeStudents@cookchildrens.org

Applicant requirements

- College seniors, graduate students, or college graduates.
- Unaffiliated applicants are welcome.
- A minimum of 100 hours of direct experience interacting with well infants, children, youth, and families, who are typically developing, in group settings
- A minimum of 150 hours of direct experience with infants, children, youth, and families in stressful situations, health care settings, and/or programs for children with special needs or those experiencing crisis/trauma
 - Cook Children's no longer requires internship applicants to have completed a child life practicum.
- Competence in past roles with children and families
- Demonstration of knowledge of child development and child life theory
- Required coursework must be completed and verified by ACLP Eligibility Assessment Report by the internship start date
 - We do accept ACLP In-Progress Course Forms at the time the application is submitted
 - We request and accept unofficial college transcripts
- If the internship is for academic credit or the fulfillment of any academic requirements, it is the applicant's responsibility to verify the child life internship at Cook Children's fulfills the expectations of the academic program. If you are unsure, please talk with your academic advisor for clarification.

Explanation of application requirements

- Association of Child Life Professionals (ACLP) [Common Internship Application](#)
- Cover Letter
- Professional résumé
- Validation of all required coursework by [ACLP Eligibility Assessment Report](#)
 - Applications with “Not Yet Passed” courses must include ACLP Course In-Progress form(s)
 - A completed ACLP Eligibility Assessment must be provided prior to the internship start date.
 - Applicants from ACLP endorsed academic programs will not have individual classes on the Eligibility Assessment; however, you are still required to submit the Eligibility Assessment Report and the ACLP Endorsement Letter and course table provided by your academic program director.
- Electronic signature on the “Confidentiality Statement” available in the online submission portal
- All academic transcripts represented by accepted courses on the ACLP Eligibility Assessment – unofficial transcripts are requested and completely acceptable. Please be sure your unofficial transcript contains your first and last name, as well as the name of the school.
- Three (3) **electronic** ACLP Child Life Internship Candidate Common Recommendation Forms
 - This reference must be completed electronically on our online portal by the person submitting the reference
 - To be clear, this is the ACLP form recreated in an electronic format and we *do not accept* a PDF of the Common Reference Form
 - You will provide the name and contact information for three references within the application portal and your references will receive an automated email that includes a link where they will complete the reference
 - Two (2) references must be completed by people who have directly observed and/or supervised your experience with children
 - One (1) reference may be completed by a person (nonfamily member) of your choice
 - You will receive a confirmation email each time one of your references submits the reference form
 - Your application will not be reviewed if all reference forms are not received via email by 11:59 p.m. (Central) on the ACLP application deadline date (deadline dates are posted on p. 4 of this packet)

Application submission

- We use an [online application process](#)
- The online application submission portal opens at 12:00pm (noon) Central time and specific dates are indicated on p. 4 of this packet.
- All documents must be submitted to the online application submission portal in PDF format
- The online application submission portal closes once we have received 60 completed applications. This may occur before the actual ACLP application deadline date.
- References will be completed online as well, and are also due by 11:59 p.m. (Central) the night of the ACLP application deadline. *It is your responsibility to notify your references of this deadline requirement.*
- Submitting a complete application does not guarantee an applicant an interview or internship placement; only the most qualified applicants will be invited to interview

NOTE

Cook Children's accepts the first 60 completed applications received each semester. Details about when an application is considered complete are listed below.
Direct questions to ChildLifeStudents@cookchildrens.org

Completed application details

Cook Children's only accepts the first 60 completed applications received each semester. **Once 60 complete applications are received, the Cook Children's online application submission portal will close.** This could happen well before the identified ACLP application deadline date. The following information details the parameters that dictate when an application would be considered "complete" by our program.

- ACLP Common Internship Application
 - pages 1-3 and 5-9 are required (optional: p. 4 and pp. 10-12)
 - pages 14-16 may also be needed and will be uploaded into specific areas of the application portal
 - page 17 is unnecessary and should not be included
 - pages 18-20 will be requested of and completed by your reference electronically (see p. 3 of this packet for details)
- Cover letter
- Professional résumé
- Confidentiality agreement – available in the online application submission portal
- ACLP Eligibility Assessment – see p. 3 of this packet for details
- Unofficial academic transcript(s) verifying courses/program required by the ACLP Eligibility Assessment

NOTE

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Offer and Acceptance dates

Internship Session	Reference Deadline	Initial Offer Date	Acceptance Date	2 nd Offer Date
Winter/Spring 2022 (Jan – Apr)	September 5, 2021 11:59 p.m.	October 12, 2021 12p.m. – 4p.m. Central time	October 13, 2021 No later than 4p.m. Central time	October 14, 2021 12p.m. – 4p.m. Central time
Summer 2022 (May – Aug)	January 5, 2022 11:59 p.m.	February 8, 2022 12p.m. – 4p.m. Central time	February 9, 2022 No later than 4p.m. Central time	February 10, 2022 12p.m. – 4p.m. Central time
Fall 2022 (Sept – Dec)	March 15, 2022 11:59 p.m.	May 3, 2022 12p.m. – 4p.m. Central time	May 4, 2022 No later than 4p.m. Central time	May 5, 2022 12p.m. – 4p.m. Central time

- Applications will be initially reviewed as they are received. Once we have accepted 60 complete applications, the online application submission portal will close. This could happen in advance of the ACLP application deadline.
- References must be submitted into the Cook Children's online portal by 11:59 p.m. (Central) on the deadline date indicated above.
- As an ACLP accredited internship, Cook Children's follows the ACLP offer and acceptance process.

Interview information

- The first phase of our interview process is a brief phone interview
- The second phase of our interview process is a final interview conducted virtually via Zoom
 - We use an interview format called Multiple Mini Interviews (MMI)
 - Typically, interviews are held the week before offers are made (Interview dates are listed on the Cook Children's child life internship webpage)
- Only the most qualified of the applicants will be offered interviews
- We interview ten to fifteen applicants each semester

Additional requirements for only those applicants who are accepted as child life interns –

Costs associated with each requirement are approximations

- Clear criminal background check
- American Heart Association Healthcare Provider BLS certification (\$65)
- Current negative TB test
- Proof of immunity (MMR, varicella, adult Tdap, Hepatitis B series, COVID-19, current influenza)
- Current negative drug screen (\$25)
- Current health insurance
- Proof of individual liability insurance or liability coverage by university (\$35)
- Signed individual educational experience agreement **or** a signed affiliation agreement between your university and Cook Children's

Application check-list – Reminder! All documents must be saved to your computer as PDFs before they can be submitted.

- ☐ Association of Child Life Professionals Common Application
- ☐ Cover letter
- ☐ Professional résumé
- ☐ Association of Child Life Professionals Eligibility Assessment Report
- ☐ Electronically signed Confidentiality Statement
- ☐ All academic transcripts represented on the ACLP Eligibility Assessment (unofficial transcripts are accepted)
- ☐ Submission of names and contact information for 3 references (all references must be received by 11:59 p.m. [Central] on the day of the application deadline)

Submit all documents/information to the **online submission portal**: [Child Life Intern Application](#)

If you have questions, please contact:

Linsey Hammon, MS, CCLS
Child Life Education Coordinator

ChildLifeStudents@cookchildrens.org
Email is the preferred method of communication

682-885-4740