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, most of our time is spent with 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.

Child Life Internship Program Information

- The Cook Children's child life internship follows the recommended ACLP internship learning module.
- We utilize the Association of Child Life Professionals Internship Readiness Common Application. The ACLP internship readiness common application can be uploaded into our online portal in one document with the required eligibility assessment and unofficial transcripts.
- We offer comprehensive internship training three times a year beginning in January, May, and August.
- The child life internship is a 16-week, full-time paid experience (40 hours/week).
- Interns obtain approximately 600 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 3 of this document. Direct questions to ChildLifeStudents@cookchildrens.org

Applicant requirements

- College seniors, graduate students, or college graduates.
- Unaffiliated applicants are welcome.
- You must have **COMPLETED *150 hours of child life experience in a HOSPITAL*** setting (we do not accept future in progress hours)
    - Only three experiences fall into this category:
        - Child life volunteer hours in a hospital
        - Child life practicum in-person in a hospital
        - Child life assistant work experience in a hospital
    - You may have one or a combination of the above experiences.
- Applicants must have experience with children and families in healthcare and outside of healthcare settings.
- 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 when you submit your application.
    - *We will allow applicants to be in progress with a required course at the time of applying. Your transcripts must verify your in-progress course/s. The applicant must submit a completed ACLP Eligibility Assessment Report prior to the start of internship to begin.*
- 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.
- We request and accept unofficial college transcripts through your ACLP internship readiness application.

Explanation of application requirements

- Association of Child Life Professionals (ACLP) Common Internship Readiness Application
- Validation of all required coursework by ACLP Eligibility Assessment Report
  - 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.
- Electronic signature of the Artificial Intelligence Accountability Form is available in the online submission portal.
- For all academic transcripts, unofficial transcripts are acceptable. Please be sure your unofficial transcript contains your first and last name, as well as the name of the school. All academic transcripts must verify the accepted courses on the ACLP Eligibility Assessment.

Application submission

- We use an online application process
  - If you encounter issues with your submission or document uploads, please ensure that:
    - All documents are in **PDF format**.
    - **Clear your browser's cache and open a new browser** before applying.
- The online application submission portal opens at 12:00 pm (noon) Central time and specific dates are indicated on our website.
- 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 complete applications. This may occur before the actual ACLP application deadline date.
- 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
- Confidentiality agreement – available in the online application submission portal
- Artificial Intelligence Acknowledgement Form-–available in the online application submission portal
- ACLP Eligibility Assessment

- Unofficial academic transcript(s) verifying courses/program required by the ACLP Eligibility Assessment
- Applicant meets all requirements at the time of applying

Offer and Acceptance dates

Internship Session	Application Deadline	Initial Offer Date	Acceptance Date
Winter/Spring 2027	September 4, 2026	October 6, 2026	October 7, 2026
Summer 2027	January 8, 2027 (Friday)	February 17, 2027 (Wednesday)	February 18, 2027 (Thursday)
Fall 2027	March 12, 2027 (Friday)	May 5, 2027 (Wednesday)	May 6, 2027 (Thursday)
Winter/Spring 2028	August 27, 2027 (Friday)	October 6, 2027 (Wednesday)	October 7, 2027 (Thursday)

- 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.
- Cook Children's follows the ACLP offer and acceptance process.

Interview information

- After we review applications, we will ONLY have our interview process which is conducted virtually via Zoom. We do not do phone screenings prior to our zoom interviews.
  - 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, current influenza)
- Current negative drug screen ($45)
- Current health insurance

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
- ☐ Association of Child Life Professionals Eligibility Assessment Report
- ☐ Electronically signed Confidentiality Statement
- ☐ Electronically signed Artificial Intelligence Accountability Form
- ☐ All academic transcripts represented on the ACLP Eligibility Assessment (unofficial transcripts are accepted)

Submit all documents/information to the **online submission portal:** Child Life Intern Application

If you have questions, please contact:

Debbie Wheeler, MS, CCLS
Child Life Education Coordinator

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

682-885-4740