

CLINICAL PLACEMENT AGREEMENT

CPEO,LLC CPE Center is a virtual CPE program. All preceptors/mentors are required to review the [ACPE Preceptor Training](#) PowerPoint Presentation. Therefore, students are required to secure a location to complete at least 260 hours of clinical training site that is mutually agreed upon between ACPE Educator, CPE student, site administrator, and a site preceptor/mentor in a binding agreement. Signatures agreeing to the covenantal agreement are required prior to the beginning of a CPE unit of training (Extended) CPE Students are required to obtain personal workman's compensation liability insurance if the placement sites' is not the students' employer. If the employer does not provide workman's compensation liability insurance, it is required that the CPE student secure insurance coverage. Proof of insurance is required 10 days prior to the beginning of a CPE unit of training. The CPEO CPE Center is not an employer therefore wages are not paid for CPE continuing education and workman's compensation insurance is not provided. Clinical Placement Agreements must be signed by all parties involved at least 30 days prior to the start of the CPE Unit.



CPEO

EQUIPPING LEADERS TO SERVE GOD'S PEOPLE

CLINICAL PLACEMENT AGREEMENT FORM

for

CLINICAL PASTORAL EDUCATION & ORIENTATION, LLC CPE CENTER

Clinical Pastoral Education & Orientation LLC, Decatur, GA in covenant with

Clinical Placement Site Name: _____

CPE Student: _____ has been accepted into an extended unit
_____ (Level IA, IB, IIA or IIB) Unit or Certified Educator CPE of Clinical Pastoral
Education (CPE) with Clinical Pastoral Education & Orientation, LLC CPE Center to be placed
at Name, Address of Clinical Placement Site Name, a full and complete Description of the site
where spiritual care ministry is completed:

Description of Site:

The CPE Student is not a paid employee of Clinical Pastoral Education & Orientation, LLC and therefore is not covered by our Worker's Compensation policy. The student is an individual volunteer or employee for the facility named above. The student is responsible for purchasing their own internship training worker's liability insurance if not covered by the site.

Clinical Pastoral Education is designed to meet the continuing education needs of the spiritual care providers, for the purpose of enhancing and improving spiritual care giving skills. Successful completion of this program is designed to result in an improved understanding of the complex needs of a person in spiritual or physical crisis, and improved skills and competency in responding to persons in need of spiritual support.

The ACPE Standards require that the CPE Student be placed in a setting where s/he is intensively engaged in ministry. Such placements can be a health care facility, faith community,

correctional facility, social service agency, hospice or anywhere viable spiritual care can be accomplished. The Standards further require that a CPE program be conducted by an ACPE

Certified Educator who is authorized by an accredited center, whereby the student's clinical skills can be carefully assessed in both group & individual supervision. The Standards further direct that an accredited program must include a minimum of 260 hours of supervised clinical experience. The CPE Student and the certified educator both have an accountable relationship to the sanctioning agency and the facility or faith community where ministry is rendered. We propose to enter into a temporary affiliation agreement or covenant which clarifies the supervising tasks, responsibilities and interaction:

1) Clinical Pastoral Education & Orientation, LLC Certified Educator agrees to provide:

- a) Confidentiality of CPE student personal & clinical client information
- b) An orientation to CPEO and CPE
- c) At least 100 hours of group education plus individual supervision
- d) All peer group and individual supervision sessions will be held virtually according to the schedule:
- e) A Certified Educator Evaluation and register unit with ACPE

2) Preceptor Name _____

- a) A regular contact person for the CPE student
- b) A context in which to engage in spiritual care ministry in compliance with the ACPE Standards.
- c) Any and all required liability insurance as is provided for other volunteers.
- d) Participation in the clinical evaluation process of the CPE Student's work at the end of the training unit.

3) The contact person to whom the CPE Student is responsible (site supervisor, chair of parish governing body, education committee, et al.) agrees to provide:

- a) orientation of the CPE Student, informing them about the facility's policy and protocol
- b) administrative supervision for the CPE Student.
- c) support for the CPE Student's continuing education.

d) continued interpretation to the clinical placement site with periodic feedback to the ACPE Certified Educator regarding the nature and progress of the CPE Student's learning and work.

e) participation in the clinical evaluation process of the training unit for the student
of the Site _____ agrees to provide input to the educator.

UNIT START DATE: January 18, 2025. UNIT END DATE: Jun2 14, 2025

Rev. Brenda Perry Wallace
CPEO, LLC Chief Operating Officer
& ACPE Certified Educator

Date

CPE Student Name

Date

CPE Student Signature

Preceptor/Mentor at Placement Site

Date

Administrative Representative at Placement Site

Date