

ACCEPTANCE LETTER



CPEO

EQUIPPING LEADERS TO SERVE GOD'S PEOPLE

Dear CPE Students,

Congratulations on your acceptance into a CPEO, LLC CPE Program! Program units are 26 weeks each. The program calendar dates are usually January-June and July-January. **Attendance at both orientation didactic sessions, as well as, all future class sessions, are mandatory to be a part of the program.**

Level IA & IB/IIA & IIB tuition is \$2500 per unit. However, to secure your position you must submit your deposit of \$350 to secure your place in the unit within two months prior to the date the unit begins. Monies are payable via CPEO, LLC Chase Bank Zelle account bbrendawallace@gmail.com. Signed Clinical Placement Agreements are required and must be received at least 30 day prior to the date a unit begins. At the time of student ACPE enrollment when the unit begins, students must pay \$240 for ACPE fee payable via CPEO, LLC Chase Bank Zelle account bbrendawallace@gmail.com. **A complete fee structure is attached.**

Additionally, because CPE is anxiety producing there are **Course Prerequisite Readings**. Prior to the class orientation, please read the book *CPE: Survival Kit For Success*. You will have quizzes on the following sections. In order, to understand the course outline you must be familiar with the design. The following sections are mandatory, and the starred sections are absolutely required.

Readings	
-Introduction	Reading Reflection Guidelines
-Relational Learning	-Feeling Wheel and How to Use It**
-Clinical Method of Learning **	-Guidelines for Verbatim Write Up**
-Integrated Learning in Small Groups	-Transformative Learning in Small Groups
-Pastoral Care	-Individual Supervision and Process Notes**
-Types and Functions of Pastoral Care**	-Guidelines for Weekly Process Notes**
-Self-Awareness**	-Reading Reflection Guidelines
	-Integration Paper Guidelines***

Welcome Aboard and Let the Journey Begin!

Sincerely,

Rev. Brenda Perry Wallace

CPEO, LLC Chief Executive Officer
& ACPE Certified Educator, EdD

Attachment

FEE STRUCTURE

Fees

CPEO's application fee plus deposit fee is non-refundable	\$400.00
<i>ACPE Student Fees due to CPEO once accepted prior to class</i>	\$ 240.00
<i>Total paid before orientation</i>	<u>\$640.00</u>
<i>Total Tuition due CPEO minus deposit</i>	<u>\$2150.00</u>

Breakdown of total tuition and fees due to CPEO include:

<i>Total CPEO Tuition</i>	\$2500.00
<i>Total Application fees</i>	\$ 50.00
<i>Total ACPE fees</i>	\$ 240.00
<i>Total Deposit</i>	\$ 350.00
<i>Total CPEO Tuition and fees</i>	<u>\$2790.00</u>
<i>Total tuition minus deposit.</i>	<u>\$2150.00</u>

ALL FEES MUST BE PAID BEFORE THE FINAL SELF-EVALUATION

Thank you for your business