

ACPE: The Standard for Spiritual Care and Education CLINICAL PASTORAL EDUCATION & ORIENTATION, LLC CPEO, LLC



CPEO

EQUIPPING LEADERS TO SERVE GOD'S PEOPLE

ADMISSION POLICY

Purpose

To assure that the ACPE: The Standard for Spiritual Care and Education (CPE) the CPEO program does not discriminate against persons because of and not limited to age, culture, class, color, disability and ability, ethnicity, gender, gender identity and expression, immigration status, marital status, political ideology, race, ethnicity, religion/spirituality, sex, sexual orientation, and tribal sovereign status; and that admissions to the CPE program are made in a consistent manner. CPEO is a CPE program dedicated to anti-racist and anti-bias practices. See CPEO recommends that programs include the following policy language.

Fees

<i>Application fee non-refundable is</i>	\$50.00
<i>Deposit fee is non-refundable</i>	\$350.00
ACPE Student Fees before unit start date CPEO is to collect non-refundable fee from students	\$240.00
AMOUNT DUE BEFORE UNIT START	\$640.00
Tuition. CPEO's tuition for each unit	\$2500.00
Tuition minus \$350.deposit	\$2150.00

Policy

CPEO, LLC and its program participants shall not discriminate against any individual for reasons of race, gender, age, faith group, national origin, or physical disability. Equal access to education

opportunities is extended to all qualified persons. All members of the faculty and advisory/consultation group are expected to cooperate in making this policy valid in fact. This policy notwithstanding, all students accepted in the program shall be able, with reasonable accommodation, to perform physically the duties described in the job description or expectations for chaplains and to understand theological terms and ideals.

At all levels, the CPE student needs to sustain sufficient physical and emotional health to deliver pastoral/spiritual care. CPE is high anxiety producing when providing spiritual care. The student must demonstrate the capacity to consistently establish and maintain relationships at significant levels and be open to learning, change, and growth. The CPE student must demonstrate a capacity to endure at least moderate amounts of chaos, a normal part of institutional culture and clinically supervised processes. The CPE student should expect to spend at least three hour each week reading and at least two hours each week in verbatim preparation. The CPE student will spend additional time in reflection.

In addition, CPE students entering Level IA or IB must have some pastoral/spiritual care experience in a church, mosque, synagogue, any other faith tradition or non-profit institutions. Usually, students want to gain spiritual care experience. Students may also be a part of a nonprofit that provides care to clients. Also, students may have some theological experience working with patients, clients, or students.

Students entering Level IIA IIB CPE must have completed a college education. Seminary training from an institution recognized by the Association of Theological Schools (ATS) is not required but is preferred. A master's level in some theological field is required for higher levels of CPE.

A peer group of at least three (3) students is required to begin a program. If enrollment falls below three students, the supervisor(s) will endeavor to enlist another student as soon as possible or will work with other CPE groups to gather with them so that learning may continue.

Procedure

All students shall adhere to the following admission procedure:

1. Students locate a clinical site of their choosing along with a clinical site mentor who must be employed and/or available on location at the site.
2. Students apply to a program by submitting a CPE application (from cpeleaders.com Website or [ACPE Website](#)).
3. If application is accepted, students receive a formal interview with a ACPE Certified Educator and if available member(s) of the Board of Directors and/or Professional Advisory Group.
4. One month prior to student orientation didactic students must submit a clinical placement agreement with all signatures
5. If accepted into the program (see Admission Policy), person will begin the program as an official student after paying the tuition deposit (see Financial Policy and information above).
6. Students will receive a CPE Orientation (including Student Handbook) along with a Site Orientation facilitated by Clinical Mentor.
7. Students will have two weeks after the start of the program to submit Educational Training

Agreement and Clinical Training Agreement. Failure to submit these forms within this time frame will result in students being terminated from the program.

8. Students must purchase and show proof to the ACPE Educator of appropriate student internship liability insurance if not otherwise covered by the site.

9. Students will begin presenting verbatims after orientation. A total of 8 verbatims must be completed by the completion of the program.

10. Students will complete a minimum of 100 hours of group time and 300 hours of clinical time. Failure to achieve these group and clinical hours will result in students' inability to complete program.

11. Students will complete a mid-unit evaluation, final evaluation and program evaluation.

12. Students will receive a Final Educator Evaluation within identified timeframes mandated by ACPE.

13. Students will follow all Policies of CPEO, LLC as well as all Policies and Standards of ACPE (see Student Handbook). Failure to adhere to any of these policies and standards will result in termination from the program.