



CPE POLICY

Issue Date: 02/11/2004

Applies to: Downtown &/or Community

Values: *Drive Innovation & Discovery, Respect People, Serve our Community, Value Integrity*

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Admission to CPE

Review Date:	Change Description:
10/26/2015	. Updated references, Link to UH policy
Revised Date:	Change Description:
2.8.16; 3/6/16, 04/16/18,	Copy editing
1.7.2019	Addition to standards for admission, corrected title of Supervisor
1.22.2020	Updated to ACPE 2020 Standards
4.6.2021	Copy editing
8.31.2023	Align anti-discrimination policy with ACPE standard
3.13.24	Copy editing
11.13.24	Updated to reflect anti-racist and anti-bias practices

Policy:

This ACPE accredited program does not discriminate against persons because of race, ethnicity, religious/spiritual tradition, sexual orientation, gender identity, gender expression, age, disability.

Equal access to CPE is extended to all qualified persons. All members of the faculty and CPE Professional Advisory Council are expected to uphold this policy. This policy notwithstanding, all students accepted in the program should be able, *with reasonable accommodation that must be requested prior to beginning training*, to perform the duties as contained in the CPE policy on student rights and responsibilities.

Standards:

To be eligible for admission to Level I and Level II CPE, the following qualifications must be met or exceeded:

The applicant may be ordained or a layperson, depending on their vocational discernment process and doctrine of their faith tradition. The applicant will have a sufficient base of theological/dharmalogical education understanding that enables them to engage and reflect upon the theological/dharmalogical questions and issues that arise in the context of providing spiritual care to patients, families, and staff.

Purchased ordination or granted degrees *are not recognized* in this CPE program.

The applicant will demonstrate and be able to sustain sufficient physical, spiritual, and emotional health to provide spiritual care in a Level 1 trauma center.

The applicant will demonstrate the capacity to consistently establish and maintain relationships at significant levels, as well as be open to learning, change and growth on personal, spiritual, and professional levels.

The applicant will have sufficient English language skills, both verbal and written, as well as adequate computer skills (email, word processing) to fulfill program requirements and communicate professionally with peers, patients, staff and the ACPE Certified Educator/Candidate.

The applicant will have sufficient experience in pastoral ministry and/or in a helping profession/capacity, to function as an interdisciplinary team member representing spiritual care.

The minimum degree requirement is either graduation from high school/completion of a GED or ordination by a religious/spiritual tradition or commission to function in spiritual care by an appropriate religious/spiritual authority as determined by ACPE

International students must check with the website www.acpe.edu for additional requirements regarding visa applications. It is recommended this process begin a minimum of six months prior to anticipating beginning training.

Level IIA/B applicants must have documented evidence in prior CPE unit final evaluations that they were assessed as functioning at one of these levels by an ACPE Certified Educator.

The applicant will demonstrate openness to diversity in all forms (age, race, socioeconomic, sexually, ethnic, religious/spiritual), without imposing their own beliefs or values.

An application may be affected by the experience of a major life trauma or other concerns which the ACPE Certified Educator/Candidate in consultation with the CPE PAC may deem could interfere with the full experience of the program. This may result in deferral of entry, deferral of decision and/or no admission.

Procedure:

Formal admissions criteria and process may vary according to the level of training sought and duration of program. Such admissions requirements and procedures shall follow ACPE standards.

1. The Department of Spiritual Care will receive and document all inquiries about our CPE program in the CPE master folder under 'CPE inquiries'. Criteria for acceptance and program expectation into CPE will be shared with potential applicants.

2. Exploring the program's website is recommended for comprehensive information. www.upstate.edu/spiritualcare as well as the national website for ACPE at <http://www.acpe.edu>
3. The deadline for applying is January 31st for a Summer Unit and June 1st for a Fall/Winter Extended Unit. Admission deadlines are published in the program brochure and website. A one year one unit residency program or weekend Extended Unit may be offered at the discretion of the program with deadlines to be determined. The program may create shortened extended units of approximately 20 weeks with deadlines to be determined.
4. An application file will be established for each prospective student who applies to the program. An application is complete when it includes the ACPE application face sheet, the student's written responses to the information requested in the application and previous CPE Certified Clinical Pastoral Educator and student evaluations (if applicable).
5. The CPE program staff will contact the prospective student to schedule an interview once all materials are received.
6. Three references are required as indicated on the application form. In addition, a reference from one's faith endorser (if applicable) is highly recommended. The CPE Certified Clinical Pastoral Educator (or Candidate) or designated representative will contact references.
7. The applicant's interview will be with a minimum of two people: the CPE Certified Clinical Pastoral Educator (and Candidate, if applicable), a member of the CPE Professional Advisory Council and/or Upstate staff chaplains. Guidelines for Admission interview will be utilized in preparation and a standardized scoring assessment will be utilized after the interview.
8. The CPE Certified Clinical Pastoral Educator is ultimately responsible for making admissions decisions. Decisions may be made in consultation with members of the CPE Professional Advisory Council and Upstate staff chaplains.
9. Upon completion of the interview and receipt of references, applicants will receive a letter within approximately 21 business days informing them of their acceptance, rejection, wait-listing, or offering alternative training suggestions.
10. Applicants are not considered formally admitted until they have returned their signed ACPE consent form by the indicated due date, indicating their understanding of training requirements and including the non-refundable payment of \$100 to secure their place. A signed ACPE *Use of Clinical Materials Consent Form* mailed with the acceptance letter must be signed and received to be admitted to training. Upstate also requires and provides for a criminal background check and medical clearance prior to receiving an ID badge. All clearance should be completed prior to orientation.

11. Student enrollment during orientation through the ACPE website prior to the completion of orientation is expected within the first week of the unit. It is the responsibility of the ACPE Certified Educator/Candidate to ensure that all students have enrolled themselves properly into the unit. Any issues with enrollment need to be addressed with the national ACPE office designated staff person. If a student withdraws from the unit prior to the end of orientation, The ACPE Certified Educator/Candidate may ask for the student's enrollment to be deleted by contacting the designated staff person in the national ACPE office. If a student withdraws from the unit after orientation, they must be given zero 'o' credit. Regardless of the credit earned by a student (0 credit, .5 credit, 1 credit for the unit) the student unit fee is the same and will be billed quarterly.
12. If academic course credit from a related institution regarding a student's completion of training is requested, this CPE program will provide a score related to the 2024 learning outcomes guidelines.

Form Name(s) and Number(s): N/A

Originating Department: Spiritual Care

Contributing Department(s): N/A

References: Association for Clinical Pastoral Education (ACPE, January 2025)