



## CPE POLICY

Issue Date: 2/11/2004

Applies to:

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

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### Clinical Placements and Agreements

Review Date:	Change Description:
07/14/2010	Language clarifications, update references
Revised Date:	Change Description:
11/21/24	Updated policy to align with 2025 Accreditation manual

Policy. A clinical placement is a site for CPE student(s) that is outside of an Accredited Member program. The clinical placement must meet all the requirements for a student(s)' supervised clinical practice of spiritual care. A clinical placement agreement is required when an accredited program uses an element external to itself.

**The clinical placement agreement must be completed/signed PRIOR to students beginning their work at a site.** When a clinical placement site is utilized, there must be a written document of understanding established between the accredited program and the selected site. **The purpose of a clinical placement agreement is to ensure the safety of students and the quality and integrity of the educational program.** When the ACPE Certified Educator is not regularly on site for supervision at the clinical placement site, there must be an onsite [preceptor](#) who has completed the [Preceptor Orientation](#).

Upstate Medical University Hospital Agrees:

- To provide an accredited ACPE program in good standing.
- To assure that the CPE program complies with the Standards of the Association for Clinical Pastoral Education (ACPE) for Level I/II CPE
- To accept the Intern into the CPE program and allow up to twenty (20) hours during a summer unit and 8 hours during an extended unit of their pastoral encounters as partial fulfillment of the 300 required clinical pastoral ministry hours. This arrangement is only permitted for students working fulltime employed in a specialized setting.
- To expect that additional patient visitation will occur at Upstate Medical University Hospital on assigned clinical units and for required weekly evening rotation.
- To provide clinical pastoral education supervision of the Intern by an ACPE Certified Educator/Certified Educator Candidate on a regular

basis, including on site rounding with the intern at this placement.

#### The Specialized Setting Agrees:

- The ACPE Certified Educator(s) and student(s) must be authorized to function in the clinical site.
- To identify an onsite preceptor. ACPE defines a preceptor as '*A contextually relevant professional practicing in and recognized by the clinical placement site and the ACPE Certified Educator*'. Recognition for this role requires one or more of the following: professional licensing, professional certification/authority to function in their role, an advanced degree in their field of expertise, faith group endorsement/local equivalent process.
- The CPE program will require a current resume for the preceptor as part of their portfolio (Standard 1, Item 5) and will collect student/stakeholder feedback related to how the preceptor fulfilled their role. The preceptor/mentor must review the ACPE preceptor orientation presentation prior to the start of a unit and confirm in this Agreement that the preceptor responsibilities are understood.
- The number of contact hours that will fulfill the requirements for a student's clinical hour requirement must be clearly stated.
- The site must provide students access to a population that offers significant opportunity for spiritual care, on-going support and consultation for the student(s), opportunities for interdisciplinary and professional interchange, and an environment that encourages human growth and dignity.
- Educational programming for CPE units must be based in the accredited program.
- To authorize the Intern to participate in the CPE program and utilize their ministry experiences in the congregation/specialized setting for educational purposes within the CPE program.
- To provide the Intern with support and encouragement during this CPE experience that can include financial support, time off, and/or personal interest in their learning process and its potential benefits to the congregation.

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)