



CPE POLICY

Issue Date: 02/11/2004

Applies to: Downtown &/or Community

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

Page(s): 1 of 2

Completion of Unit in Event of Substantive Program Changes

Review Date:	Change Description:
11/25/2015	<i>Updated references</i>
Revised Date:	Change Description:
3/15/2016, 04/16/18	<i>Copy editing</i>
1.7.2019	<i>Change Supervisor title</i>
1.22.2020	<i>Update ACPE 2020 Standards</i>
4.22.2021/ 3.25.24	<i>Copy editing/ updated 2024 learning outcomes</i>
11.13.24	<i>Updated in accordance with ACPE policy and procedure development</i>

Changes in Personnel, Program and Student Policy:

It is the policy of Upstate University Hospital to ensure continuation of a program if the current CPE Certified Clinical Pastoral Educator (CE) is unable to complete or fulfill their supervisory duties, if the peer group enrollment falls below standards or if substantial changes in the institution place the continuation of the unit and/or program in jeopardy. Accredited Member programs must notify the Commission of any substantive change(s) with potential for or adversely affecting capacity to meet ACPE standards and accreditation requirements for programs as soon as possible.

1. ACPE Standards require program to maintain faculty composed of persons authorized by ACPE (ACPE Certified Educator) and of sufficient number to fulfill program goals.
2. Programs may not conduct units of CPE or CEC training or advertise for students unless an ACPE Certified Educator is present.
3. Programs may satisfy the requirements by employing or contracting with an ACPE Certified Educator on an interim basis.
4. Certified Educators must complete the [Changes in Programs and Personnel Form found in the ACPE Accreditation manual](#) as soon as they know they are leaving a faculty position, regardless of size or composition of the program.
5. See [Transitions in Programs](#) information found in the ACPE Accreditation manual for when an accredited program is without an ACPE Certified Educator. Payment of the yearly membership fee is required, as well as maintaining the program's portfolio to reflect the program's search for an ACPE Certified Educator and any significant structural changes that might impact its accreditation status.

6. The program may maintain its accreditation for up to 2 (two) years without an ACPE Certified Educator. At the end of this time, if the program has not successfully engaged an ACPE Certified Educator and has not voluntarily withdrawn their accredited member status, the Commission will review the situation and may remove the program's accredited member status at its next regularly scheduled meeting. If the program wishes to start a program after this action, they will be required to begin the [accreditation process](#) from the beginning.

Protocol for change in personnel:

When the existing Educator is either observed or deemed incapacitated due to illness, behavior, or other extenuating circumstances, the following will apply:

1. Any person may bring the above assessment to the attention of the designated Upstate Administrative Liaison.
2. The Hospital Administrative Liaison in consultation with hospital senior leadership and the CPE PAC Chair or designees of the Professional Advisory Committee will conduct an immediate assessment of the CPE CCPE's status.
3. If the Certified Clinical Pastoral Educator is assessed as incapacitated, an immediate contact will be made with the ACPE National Office for consultation and assistance. The entire Professional Advisory Committee will be informed as soon as possible of this situation.
4. All effort will be made to secure a replacement within a reasonable time. The program will be forfeited, and student fees returned per the Financial Policy if this is not accomplished.

Standard Enrollment Requirements:

1. A CPE program at Upstate University Hospital shall not begin if there are fewer than three (3) students enrolled.
2. If the CPE unit begins and enrollment falls below three (3) students, reasonable effort will be made to enroll qualified persons who will bring the peer group membership up to standards. Definition of Terms states: *A peer group is a small group of at least three CPE Level I A/B/Level II A/B students engaged in small group process and committed to fulfilling the requirements of the educational program.* These students may include lay persons or representatives of other professional disciplines. Please see Admissions Policy.
3. If recruitment of additional replacement students is unsuccessful, the unit will be discontinued, and student fees returned per the Financial Policy.

Standards for Institutional Change:

1. If Upstate University Hospital undergoes a significant institutional change or commitment to the program to the extent that administrative and program support are withdrawn or insufficient for the CPE program to continue, every effort will be made to negotiate completion of the training unit in process. Events requiring ACPE notification include institutional ownership change, mergers or consolidations that affect the CPE program. Ownership change, institutional and/or name change, program discontinued or closure.
2. If efforts to negotiate continuation of the program are not possible, the CPE program will be discontinued, partial fulfillment determined and acknowledged by

the ACPE's Certified Clinical Pastoral Educator and student fees returned per the Financial Policy.

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)

