



## CPE POLICY

Issue Date: 2/11/2004

Applies to: Downtown &/or Community

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

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### Consultation

Review Date:	Change Description:
11/24/2015	<i>Updated references,</i>
1.7.2019	<i>Reviewed, no changes</i>
Revised Date:	Change Description:
2/8/2016, 04/16/18	<i>Copy Editing</i>
1/22/2020	<i>Update ACPE 2020 Standards</i>
3/25/24	<i>Updated learning outcomes and descriptive language</i>

#### Policy:

Upstate University Hospital Clinical Pastoral Education students will be provided the opportunity to obtain consultation with other Board-Certified Chaplains and/or Professional Advisory Council Members regarding their progress and process with CPE outcomes and objectives. This will ensure a productive learning environment and educational opportunity.

#### Procedure:

1. The student shall be educated on Level IAB and Level II AB categories, outcomes and indicators of ACPE during orientation, including the process of moving from one level to the next.
2. At the end of each unit of training, the ACPE Certified Educator/Certified Educator Candidate's final evaluation will assess the student's ability to meet the ACPE Level I A/B or Level II A/B outcomes in their earning process.
3. Students are strongly advised by this CPE program to meet with a consultation group as part of the process to be considered as a Level II A intern (see attached Procedure for Review of Level I A/B Outcomes and Readiness for Level II A CPE).
4. The consultation group shall conclude the session with consultation to both the student and ACPE Certified Educator/Certified Educator Candidate on their training dynamics.

5. This group is consultative and does not make final decisions. The ACPE Certified Educator/Certified Educator Candidate makes final decisions regarding the assessment of the student's learning goals, process or level of functioning.
6. The ACPE Certified Educator or ACPE Certified Educator Candidate will include the consultation feedback in the student's next final evaluation and/or in a separate report of the consultation.

Process:

1. *Review of Level IA/B Outcomes and Readiness for Level IIA CPE:* The following process has been put in place so that students interested in moving on to Level II A objectives/outcomes can receive input regarding their attainment of Level I outcomes from persons not directly involved in the student's supervision.  
This consultation also gives the primary supervisor an opportunity to look at the student's learning process through the lens of those who are not as close to the student's day-to-day activities. In general, a student will be considered for Level IIA once they have completed a minimum of two units of CPE, including one Level IB unit. Exceptions will be made on a case-by-case basis. Either way, it is the responsibility of the student to request a consultation.
2. *The Consultation Group:* This group will include 1-2 CPE Professional Advisory Council Members as well as 1-2 Board Certified Chaplains who serve in another institution. The student's ACPE Certified Educator can view the consultation but is not included in the direct group process. A person familiar with the student's ministry may be included, such as a nurse, social worker, doctor, faith endorser representative or a hospital staff chaplain.
3. *Written Requirements in Preparing for a Consultation:* All written requirements should be given to the committee one week prior to the meeting unless otherwise negotiated. Written materials should be of graduate level and neatly presented. The required written materials include:
  - a. A one-page paper stating why the student wants to meet the committee, what they hope to get from this meeting, what they have learned from training so far, and proposed learning goals for Level IIA in conjunction with ACPE Standards.
  - b. A paper (maximum five pages) that describes how the Level IB outcomes have been met. The paper should be specific and reference clinical and personal examples from CPE training and evaluations.
  - c. A recent verbatim that demonstrates meeting Level IB outcomes and providing competent pastoral care. It should NOT be a learning problem focused verbatim.
  - d. Any previous CPE evaluations – both ACPE Certified Educator/Candidate and the students.
4. *The Consultation Meeting and Report:* The consultation will be scheduled for 90 minutes, including committee preparation, 50 minutes directly engaging with the student referencing prepared materials and here and now processing. If held on Zoom, the consultation will be taped for review with the student and CE/CEC. The student will leave the room while the committee consults following the

consultation. The student will be invited back into the room to hear the committee's summary, along with the CE/CEC. The student will receive a written summary report of this consultation within two weeks of the meeting.

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)