



CPE POLICY

Issue Date: 11/21/2024

Applies to: Downtown &/or Community

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

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Data Collection

Review Date:	Change Description:
11/21/2024	New policy related to 2025 required Accreditation Manual updates

Policy. As a learning organization, ACPE requires that programs gather data in a variety of forms. This data serves as “evidence” of a program’s compliance with standards and of its programmatic and educational effectiveness. As a program embarks upon continuous improvement processes, data collection is essential to understanding the ways in which the program and curriculum are or are not working, that the program is on target for achieving/maintaining compliance with standards, and to ensure that the student experience matches the stated goals and objectives of the program.

Required Areas for Data Collection

- Applicant, Admission, Enrollment, and Completion Statistics
- CPE Program Evaluations (to be completed at the end of each unit after students have received their end of unit evaluations)
 - For residencies, programs may choose to do shorter, interim program evaluations throughout the year and then a comprehensive program evaluation after the final unit.
- Exit Interviews with Students (to be done at the conclusion of a student’s last unit)
- Alumni Questionnaire (required for the Six Year Site Visit self-study, but may be done more frequently if the center desires)

Programs may develop and utilize a variety of data collection techniques. In addition to uploading the raw data to the portfolio, programs shall also conduct an analysis of the data, noting trends, influences, and other items of interest.

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)