



CPE POLICY

Issue Date: 07/14/2010

Applies to: Downtown &/or Community

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

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Unit Evaluations and Student Achievement

Review Date:	Change Description:
11/25/2015	Updated References
Revised Date:	Change Description:
3/6/16, 04/16/18, 1.7.19	Copy editing
1.22.2020	Update ACPE 2020 Standards
4.22.2021, 3/28/24, 11/19/24	Copy editing, adding new outcome measurement

Policy:

It is the policy of Upstate University Hospital Clinical Pastoral Education Program to provide an ACPE Certified Educator/Certified Educator Candidate's evaluation within a defined time frame as determined by ACPE.

Procedure:

All Level I/Level II programs must have a process for student evaluation in each unit that includes the standardized ACPE Certified Educator's evaluation form. The narrative section of this form will include the educator's professional judgment about student's work, abilities, strengths, weaknesses in relation to the current Outcomes and Indicators with an assigned rating.

Students participating in the accredited ACPE learning processes shall have the right to a unit of CPE consisting of 400 hours. Depending on the level of student achievement, students will earn 0, .5, or 1 credit for the unit. Information must include:

- the level (Level IA, Level IB, Level IIA, Level IIB),
- the duration (i.e. number of weeks) of each program,
- the specific dates for each program.

Programs may have students learning at multiple levels within the same unit.

Student achievement is based on demonstration of the outcomes and indicators that are assigned to each level of CPE. Each indicator will be scored by the educator according to the following scale:

- 1 – Not Yet Engaging: This rating is for the student who is not engaging the indicator in both education and clinical hours.
- 2 – Beginning to Engage: This rating is for the student who is trying, but is not yet fully demonstrating the required knowledge, behaviors, skills, and attributes in both education and clinical hours.
- 3 – Meets Expectations: This rating is the standard expectation of demonstration of the required knowledge, behaviors, skills, and attributes for the indicator in both education and clinical hours.
- 4 – Exceeds Expectations: This rating is for the student who is excelling in the indicator in both education and clinical hours.

Based on the aggregation of the individual scores, an achievement score will be calculated, and credit will be assigned in accordance with the following:

Full Credit and Advances to the Next Level of CPE

To receive 1 credit and advance to the next level of CPE, the student must successfully complete the 400-hour unit requirement, demonstrate achievement of a *minimum* score of 80% for the assigned indicators of the level on the standardized evaluation, and meet all local requirements. This level of achievement will be indicated with an asterisk* as part of the certificate title and denoted at the bottom of the certificate, indicating eligibility to advance to the next level.

Full Credit but DOES NOT Advance to the Next Level of CPE

A student who demonstrates a level of achievement between 70% – 79% for the assigned indicators of the level on the standardized evaluation, successfully completes the 400-hour unit requirement, and meets all local requirements will receive 1 credit for the unit. The student will not be eligible to advance to the next level of CPE. The student will receive a certificate for the completion of the unit. At the discretion of the program, the student may repeat the current level.

Half Credit but DOES NOT Advance to the Next Level of CPE

A student who demonstrates a level of achievement between 50% – 69% for the assigned indicators of the level on the standardized evaluation, successfully completes the 400-hour unit requirement, and meets all local requirements will receive .5 credit for the unit. The student will not be eligible to advance to the next level of CPE. The student will receive a certificate for the completion of the unit. At the discretion of the program, the student may repeat the current level.

Zero Credit

A student who demonstrates a level of achievement less than 49% for the assigned indicators of the level on the standardized evaluation or does not complete the 400-hour unit requirement or does not meet all local requirements will receive 0 credit for the unit. The student will not be eligible to advance to the next level of CPE. At the discretion of the program, the student may repeat the current level.

In addition to addressing the outcomes/competencies, end of unit evaluations should focus on the student's individualized learning plan and learning goals and learning issues that have emerged in the CPE experience.

The end of unit evaluation must be timely in respect to the evaluation experiences being summarized and to the availability of the document for future use; the signed and final educator's evaluation must be sent to the student through the online portal within 21 calendar days of the end of the unit. In addition, evaluations must respect the confidentiality of the student, peers, and persons to whom the student provided spiritual care and never be given to anyone without the written permission and direction of the student, except as noted in the Guide for Student Records

Students (Level I/Level II and Certified Educator programs) must write a final self-evaluation at the conclusion of the unit.

Students (Level I/Level II and Certified Educator programs) may attach a written response to the educator's evaluation. If submitted, the student's response becomes a part of the student's official record.

A certificate based on the level of program achievement will be provided to each student for each unit successfully completed. An asterisk* in the certificate will indicate that the student is eligible to enroll in the next level of CPE.

The end of unit evaluation must be sent to the student through the online portal *within 21 calendar days* of the end date of the unit. To extend this deadline in rare circumstances, the ACPE Certified Educator may negotiate with the student and inform their assigned accreditation commissioner to extend this deadline to a specifically defined date not to exceed 45 calendar days after the conclusion of the unit. The ACPE Certified Educator's evaluation narrative must document this process, and it must be reported in the program's Accreditation Portfolio.

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)