



SPIRITUAL CARE & EDUCATION CENTER

A DIVISION OF EPISCOPAL COMMUNITY SERVICES

ADMISSION TO CPE PROGRAMS

POLICY

An applicant's suitability for admission to any CPE program is a matter of professional judgment by the ACPE accredited center in accordance with its admission policies. St. Mark's Hospital ACPE accredited Center and HCA Mountain West Hospitals do not discriminate against persons because of race, ethnicity, religious/spiritual tradition, sexual orientation, gender identity, gender expression, age, and disability. Equal access to educational opportunities extends to all qualified persons.

PROCEDURE

1. REQUIREMENTS FOR ALL CPE PROGRAMS

Requirements for admission to CPE programs include but are not limited to:

- a completed ACPE application.
- an admission interview with a qualified interviewer, for persons applying for an initial unit of CPE, to determine readiness for clinical learning.
- fulfillment of education or experience requirements established by the ACPE accredited center.
- a signed Use of Clinical Materials Consent Form

2. CENTER REQUIREMENTS FOR CPE LEVEL I/LEVEL II PROGRAMS

- Email submission of completed ACPE Application Form in PDF format and all previous evaluations of CPE units written by student and Educator are required, if applicable. One PDF document preferred.
- an admissions interview with the CPE Certified Educator and/or the PAG Admissions Committee for those in the residency program selection process.
- fulfillment of education or experience requirements established by the ACPE accredited center:
 - Residency: Graduate theological degree or its equivalent required. Masters of Divinity preferred. Preference given to persons with a graduate theological degree from an accredited seminary and ordination or certification in a religious vocation.
 - Extended/Single Units: either graduation from high school/completion of a GED, or ordination by a religious/spiritual tradition or commission to function in spiritual care by an appropriate religious/spiritual authority as determined by ACPE. Theological degree and/or college degree preferred.



SPIRITUAL CARE & EDUCATION CENTER

A DIVISION OF EPISCOPAL COMMUNITY SERVICES

- Endorsement by religious faith group for Clinical Pastoral Education
- Pastoral experience
- Emotional maturity, spiritual awareness, and cognitive ability sufficient to function as a chaplain intern or resident.
- Time and motivation to meet program expectations and clinical requirements.
- Demonstrated ability to establish and maintain spiritual care relationships.
- Demonstrated ability to learn from experience.
- Demonstrated ability to work in situations of high stress and emotional conflict.
- An ability to maintain personal and professional confidences
- Completion of at least one unit of ACPE CPE™ at an accredited ACPE CPE™ center, demonstrating competency with Level I goals and objectives, preferred.

3. CENTER REQUIREMENTS FOR THE CERTIFIED EDUCATOR PROGRAM

- A completed Application for Certified Educator Programs
- College graduation from an accredited college or university
- Graduate theological degree or its equivalent from accredited theological school
- Ordination or commissioning to function as a spiritual care provider by an appropriate religious/spiritual authority as determined by ACPE
- Endorsement/statement of accountability from an appropriate religious/spiritual authority as determined by ACPE
- Successful completion of a minimum of four units of Level I/Level II ACPE CPE
- Demonstration of spiritual care and conceptual competence as evidenced by the attainment/completion of Level I/Level II Outcomes
- Evaluation of the competencies for admission to a Certified Educator Program
- Preference given to persons with a graduate degree in addition to that of Master of Divinity and those who have completed CPE Residency at this Center.
- Previous spiritual care/ministry/career experience in which the applicant demonstrates the ability to function pastorally/professionally.
- Demonstrated ability to work as a staff member within an interdisciplinary setting.

Please note that there are two parts to the Admission Process for Certified Educator Programs: Local center admission and the ACPE Certification Process.

4. ADMISSION AND SELECTION PROCESS

- Upon receipt of complete application, the Center will email the applicant to acknowledge receipt of application.

EPISCOPAL COMMUNITY SERVICES OF UTAH, INC.

801-268-7292 | www.ecsutah.org | 75 S 200 E, Salt Lake City, UT 84111



SPIRITUAL CARE & EDUCATION CENTER

A DIVISION OF EPISCOPAL COMMUNITY SERVICES

- Review of the candidate's materials by the CPE Center's staff and, if applicable, by the Professional Advisory Group (PAG) Admissions Committee.
- Interviews are schedule in phases according to the number of applications received. For instance, in the six months before the beginning of single units, and about one year to eight months before the Residency Program.
- Our Center has an ongoing selection process for both single CPE units and the Residency Program.
- Our Center conducts its own screening interviews. When a face-to-face interview is not possible, we may interview in a video conference call. We may also request the student to complete a screening interview with an ACPE accredited center nearby the student's place of residence. This interview report is to be emailed to the St. Mark's CPE Center.
- A face-to-face or video conference admission's interview will be schedule for qualified applicants to determine readiness for CPE learning. Qualified interviewers in our Center are ACPE Certified Educators and/or Certified Educator Candidates (CEC) and the PAG Admissions Committee.
- Face-to-face interview is required for persons seeking additional CPE units to determine motivation and explore/inform about the Center's philosophy.
- Acceptance by the CPE Center's Educator(s) into the appropriate accredited program (Level I/Level II)

Admission Process for the Certified Educator Program:

- Review of the candidate's materials by the Learning Center's Educators and possibly guest Certified Educator(s).
- Request a letter of reference from applicant references, if applicable.
- Face-to-face admission's interview with the Center's educators to determine motivation and readiness for the CPE Educator Program.
- All previous evaluations of CPE units written by student and educator are required as well as any ACPE Certification Reports, if applicable.
- Center level interview to assess readiness for CEC Program and Certified Educator Student (CES) status
- ACPE Certification Process interview for Certified Candidate status
- Acceptance by the Learning Center's educator(s) into the CEC Program.
- Acceptance by ACPE as a Certified Educator Candidate (CEC)

5. PROCESSING CPE APPLICATIONS IN A TIMELY FASHION

Procedure for processing applications:

- Email will be sent within 5 days informing the applicant that we have received their materials and will be in contact with them regarding next steps.

EPISCOPAL COMMUNITY SERVICES OF UTAH, INC.

801-268-7292 | www.ecsutah.org | 75 S 200 E, Salt Lake City, UT 84111



SPIRITUAL CARE & EDUCATION CENTER

A DIVISION OF EPISCOPAL COMMUNITY SERVICES

- Applicant information is entered in the Center's master application spreadsheet including:
 - applicant's name,
 - program they are requesting,
 - date application was received,
 - date reference letters were requested, if applicable,
 - date Center received reference letters, if applicable,
 - date materials were read by the educator(s) and/or PAG,
 - date of interview, and
 - whether applicant was accepted/denied or placed in a waiting list.
- A digital folder will be made under the applicant's name and will include the application face sheet and all other application materials,
- Students will be advised of their acceptance as soon as possible but no later than one month before the beginning of the unit for which application is made.
- Upon acceptance, the student should sign the letter of acceptance and send back to the CPE Center within ten days with a non-refundable fee of \$200. This fee will be applied toward the CPE unit's tuition.
- Our Center does not set or publish rigid deadlines. Customarily, applications for Residency, Extended, and single units are accepted up to six weeks before the unit begins.