

ADMISSION TO THE CPE PROGRAM

[ACPE Admission Policy](#)

EFFECTIVE DATE: May 2014

APPROVED BY:

Manager of CPE Programs

The Methodist Charlton Pastoral Services Department's clinical pastoral education program does not discriminate against any individual for reasons of race, color, national origin, sex, age, physical disability, sexual orientation, faith group, or military status. This is supported by the MHS Policy 153: "In accordance with Title VII of the Civil Rights Act of 1964, its implementing regulations, and MHS Policy, MHS will not unlawfully discriminate on the basis of race, color, religion, national origin, sexual orientation, marital status, ancestry or gender in its employment practices." Equal access to educational opportunities is extended to all qualified persons. All members of the department and the Pastoral Care Advisory Committee are expected to ensure that this guideline is not violated.

This guideline notwithstanding, all students accepted into the program shall be able, with reasonable accommodation, to physically perform the duties required in this position.

The CPE student must have sufficient physical, spiritual, and emotional health to deliver pastoral care to his or her assigned clinical areas and in the overnight on-call rotation. The student must demonstrate the capacity to consistently establish and maintain relationships at significant levels and be open to learning, change, and growth. The student must demonstrate a capacity to endure at least moderate amounts of chaos, which is a normal part of hospital/healthcare culture.

Procedures

1. Interested students apply for admission by submitting a completed ACPE application.
2. All applicants are required to have an admission interview. Applicants for the Residency program are usually required to have an on-site interview with an interview team consisting of members of the supervisory staff and the Pastoral Care Advisory Committee.
3. Applications are reviewed and considered as they are received. Group composition is considered during the selection process to enhance opportunities for learning in a diverse peer group.
4. The certified educator conducting internship programs (Summer and Extended units) has a key role in the selection of applicants for admission into those programs. The CPE staff takes into account the interview team's verbal and written input, using the admission interview guide. The CPE manager is ultimately responsible for all CPE admissions.
5. Letters of invitation are sent to candidates selected for admission. These letters include information about the unit date, tuition cost, program philosophy, etc.
6. Candidates submit written responses to the department regarding their acceptance within a specified time period after receiving the invitation to participate. If they accept the invitation to

participate, a non-refundable deposit is required to secure their position in the program. The deposit is applied to the tuition.

Additional requirements for Supervisory education at Methodist Charlton include:

- a. Completed an undergraduate degree.
- b. Master of Divinity degree or its equivalent.
- c. Completed a minimum of four (4) units of Level I/II ACPE accredited CPE.
- d. Demonstrated completion of Level II Outcomes of ACPE, CPE.
- e. Ordained and commissioned as a minister by an appropriate religious authority.
- f. Be eligible, within the appropriate religious authority, for Endorsement to be an ACPE Supervisory Education Student.
- g. Be eligible to be a member in the ACPE.
- h. Demonstrated independent professional experience as a minister.
- i. On site interview with the Methodist Charlton admissions committee.
- j. The accepted applicant will initially be participant in a Level II unit. Within the first three months of acceptance into Methodist Charlton CPE will meet with a Readiness committee comprised of Southwest Region ACPE Certification member's area supervisors, and Methodist Charlton Certified Educator(s). Successful completion of this Readiness Committee will normally mark first unit of Supervisory CPE at Methodist Charlton.