



CLINICAL PASTORAL EDUCATION
Admissions and Fees Policies and Procedures

I. NONDISCRIMINATION POLICY

No person will be denied acceptance on the basis of race, color, gender, sexual orientation, age, religious affiliation, marital status, national origin, ancestry, military status, or physical disability.

II. ADMISSION CRITERIA FOR CPE - SUMMER AND EXTENDED SINGLE UNIT

A. Formal Criteria For All Programs

1. Educational Requirements (see Application Information page)

2. Satisfactory Health

Freedom from health problems that would preclude patient contact (e.g. communicable disease) or meeting other program requirements.

Evidence of health insurance coverage.

3. Completed Application

ACPE Application Face Sheet (ACPE Form #1), and written materials on subjects described on page 2 of Application.

4. Admission Interview and Report (To be done at CCF after application is received. Exceptions for single units may be arranged when applicant cannot come to CCF.)

5. Favorable references.

6. Fee Payment (See Fee Policy below.).

B. Subjective Criteria

1. Religious Identity

Feels a call to a religious vocation that has been confirmed by ecclesiastical authorities, able to claim identity as a religious professional or student of the same, able to discuss religious beliefs with professional peers, has a personal faith.

2. Responsibility

Willing to accept the Program Objectives and Requirements (schedule, fee, pastoral calling, written assignments, reading assignments, supervision, and attendance and participation in scheduled seminars), and to develop a Learning Contract, willing to comply with hospital policies, able to show evidence of faithfulness to responsibilities.

3. Motivation

Motivated to learn about ministry (professional growth), motivated to learn about self (personal growth), motivated to minister to persons, not motivated primarily by wanting personal therapy.

4. Emotional Stability

Able to tolerate the stress of clinical settings and interpersonal/experiential

education, free enough of depression and situational stress to invest self in learning.

5. Self-Awareness

Awareness of some strengths and weaknesses as a person and professional, aware of one's own strong feelings.

6. Open Attitude

Free of attitudes that would be harmful in relating to patients and/or staff (e.g. strongly prejudiced against any minority, condemning of others), able to cooperate with authority, open to discovery, (i.e. not so defensive as to preclude change), willing to listen to and understand others, willing to share one's own thoughts, feelings and observations.

7. Interpersonal Competence

Able to initiate and sustain interpersonal relationships, able to communicate one's thoughts and feelings.

8. Realistic Expectations

Goals for learning that are relevant to the Objectives of CPE, an understanding of CPE not incongruent with the program.

III. FEE POLICY

A. Applicants will be given the following CPE Fee Policy when they inquire or apply to any of our CPE programs.

B. Fees

1. Application Fee (\$25 - non-refundable).
2. Deposit of \$50 due within two weeks of acceptance. (Option: If a third party is paying the unit fee, a letter from the applicant to that effect.)
3. Summer Internship: Unit Fee is \$500. Returning CPE students may receive a \$100 rebate.
5. Extended Internship: Unit fee is \$500. Returning CPE students may receive a \$100 rebate.
6. Admission Interview Report: Fee is \$50 for a student who is applying to a CPE program other than this one.

C. Reimbursement

1. Unit fee (except application fee) is reimbursable in full only in documented medical emergency cases and before the unit begins.
2. Half of a unit fee is reimbursable if the student withdraws from the unit up to the beginning of the second week. One-fourth of a unit fee is reimbursable for withdrawal during the second week. No reimbursements will be made for withdrawal from the third week on, or for failure to receive credit for the unit of CPE.

D. Scholarships

1. Scholarships are available. Criteria for eligibility will be developed on a case by case basis.

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All Clinical Pastoral Education programs are accredited by the Association For Clinical Pastoral Education, Inc.; 1549 Clairmont Road, Suite 103; Decatur, GA 30033-4635. 404-320-1472. www.acpe.edu.