



Application for Clinical Pastoral Education

Print or type responses and mail or email completed application to:

**Cleveland Clinic
Spiritual Care
9500 Euclid Avenue / Q1-3
Cleveland, Ohio 44195
ClinicalPastoralEducation@ccf.org**

Applying for: Fall (extended) _____ Winter/Spring (extended) _____ Summer (intensive) _____ 12 month residency* _____

Preferred program/site: _____ Earliest date you can begin: _____

**Please note that our residency program requires an in-person interview during the admissions process.*

Directory Information

Name: _____ U.S. Citizen: Yes No

Mailing address: _____ City: _____ ST: _____

Country & ZIP: _____ Email: _____

Day Tel.: _____ Alt Tel.: _____ Fax: _____

Permanent address: _____ City: _____ ST: _____

ZIP: _____ Country: _____ Alt Email: _____

Denomination/Faith Group Affiliation: _____

Jurisdiction/District/Diocese/Conference/Association: _____

Jurisdictional Authority (name/title): _____

Local Church & Ministry Position: _____

Ordained/Licensed/Appointed: _____ Date: _____

College (Name/Degree/Date): _____

Seminary (Name/Degree/Date): _____

Graduate School (Name/Degree/Date): _____

Prior CPE Dates:	Center	Supervisor
_____	_____	_____
_____	_____	_____
_____	_____	_____

References

Denominational/Faith Community Reference (name & title): _____

Ph: _____ Address: _____

City: _____ ST: _____ ZIP: _____ Email: _____

Personal Reference (name & relationship): _____

Ph: _____ Address: _____

City: _____ ST: _____ ZIP: _____ Email: _____

Admissions Interviewer (if applicable): _____

Address: _____

Interviewer's Ph: _____ Email: _____

Signature of applicant: _____ **Date:** _____



Application & Instructions for Clinical Pastoral Education

Respond to each of the following items using typed responses on separate pages. Read instructions carefully before submitting. International applicants have additional requirements and deadlines.

1. A reasonably full account of your life, including important persons and events, and how they have impacted or continue to impact, your personal growth and development. Describe your family of origin, current family relationships, and important and supportive social relationships.
2. A description of your spiritual/religious growth and development, including the faith heritage into which you were born and significant relationships. Describe and explain any subsequent personal conversions, your call to ministry, religious experiences, and significant persons and events that have impacted, or continue to impact, your spiritual growth and development.
3. A description of your work (vocational) history, including a chronological list of jobs/positions/dates of employment (this can be in the form of a current resume) and a brief statement about your current employment and work relationships.
4. An account of a "helping incident" in which you were the person who provided the help, including the nature and extent of the request, your assessment of the issue(s), problem(s), situation(s). Describe how you came to be involved and what you did. Give a brief, evaluative commentary on what you did and how you believe you were able to help. *If you have had prior and **recent** CPE, please attach a copy of a **recent** verbatim as your 'helping incident' and add to the verbatim your own notes on how and what you learned from sharing this verbatim with your supervisor and/or peers. If you have had CPE, but it was more than two years ago, include a recent account of a helping incident, written up in a verbatim format. If possible, include feedback from current pastoral colleagues and/or administrative supervisor.*
5. Your impressions of Clinical Pastoral Education, including how this training will be used to meet your goals for doing ministry. Indicate what you believe or imagine CPE to be, if CPE is being required of you, and any learning goals or issues of which you are aware and would like to address in CPE. *If you have had prior CPE, please indicate the most significant learning experience you had during CPE. State how you have continued to use the clinical method since your previous experience. Indicate strengths and weaknesses that you have as they relate to your ministry and your identity as a professional person. Indicate any personal and/or professional learning goals and issues that you have at this time and how you believe that CPE will help you to attain or address these learning goals and issues.*
6. Applicants with prior CPE should attach all previous self and supervisory evaluations.

Other information and instructions:

You are required to complete an admissions interview with an ACPE supervisor or a person approved by the center. In-person interviews are preferred for extended and intensive units; however, phone interviews may be granted based upon your particular circumstances. In-person interviews are *required* for residency positions.

An application fee of \$25 must be submitted with your application. Checks or money orders made out to "Spiritual Care" can be mailed to the Spiritual Care Office, or cash can be dropped off at the Spiritual Care Office (Q1-101). *Note: if you email your application, it will not be considered until your application fee is received.*

If you are an international applicant, you will have to obtain appropriate documentation from U.S. Immigration, which usually implies a visa and a US Social Security Number. Therefore, international applicants should have such documentation approved at least six (6) months prior to the start of the program to which they are applying. If offered employment, can you submit verification of your legal right to work in the U.S.? Yes___ No___

Have you ever been convicted or pled *nolo* to a misdemeanor, a felony, or other crime? Yes___ No___

I certify that all information in this application is factually true, complete, and honestly presented. I understand that I may be subject to disciplinary action, including admission revocation or program expulsion, should the information I've certified be false. I hereby give permission to the ACPE center to which I am applying to access my CPE evaluations and contact previous supervisory personnel about matters pertaining to this current application, and I consent for those contacted to provide the information sought. I verify that if sending in this application electronically it constitutes my electronic signature.

Signature: _____ Date: _____

The Cleveland Clinic CPE Center is accredited by the
Association for Clinical Pastoral Education
One West Court Square, Suite 325 ■ Decatur, GA 30030
Phone: (404) 320-1472 ■ Fax: (404) 320-0849
acpe@acpe.edu ■ www.acpe.edu



Clinical Pastoral Education Application Information

What is Clinical Pastoral Education (CPE)?

CPE is graduate-level theological training for ministers of all faith traditions conducted in a clinical setting under the on-site supervision of a person certified by the Association for Clinical Pastoral Education, Inc. (www.acpe.edu). This organization, recognized by the U.S. Department of Education, is the premier training source for professional ministers, whether they serve in congregations or in multi-faith secular institutions (hospital, hospice, penal system, military, nursing facility, etc.). The Cleveland Clinic CPE program is accredited by ACPE to offer all levels of training – from a 400-hour “basic level” internship, to a year-long full-time residency, to advanced training for becoming an ACPE Supervisor.

Much like the medical training model (and borrowing heavily from it), CPE takes persons who have completed (or are in the process of completing) a master’s degree in divinity (M.Div.), theology, pastoral ministry, or some equivalent field, and places them in a clinical context to practice interfaith ministry under supervision.* **The Clinic’s program is open only to persons with theological training from a graduate school accredited by the Association of Theological Schools (www.ats.edu) or an international equivalent (www.professionalchaplains.org).**

Students learn (by observation, practice and clinical case presentations) to serve as the spiritual care practitioner (chaplain) on the health care team. Student chaplains serve in all capacities within the hospital. According to the Joint Commission on the Accreditation of Health Care Organizations (JCAHO), all patients have the right to have their spiritual needs addressed as part of their overall treatment plan.

What is the curriculum?

The CPE curriculum is based mainly in your direct ministry with people and on the related activities of reflection, discussion, and evaluation with other students and the supervisors. In CPE you will utilize case studies and other ministry descriptions to present your ministry for supervision. The focus in some seminars will be on what is happening to you, the caregiver, as much as on what is happening to the people receiving your ministry. There will be discussions which assist you in understanding theological issues arising from experience. There will be opportunities to learn from the behavioral sciences and to reflect theologically so that you can draw from both in understanding the human condition. You will be challenged to think about groups and social structures as well as individuals in defining your ministry. You will be part of a dynamic peer group with other students and your supervisor which will provide opportunities for mutual supervision, care giving, challenge, and appreciation.

Where will I be ministering?

You will minister as a chaplain on the in-patient units. When you are the on-call chaplain, you will minister to all emergencies and deaths throughout the hospital’s main campus. You will be called upon to minister to patients, families, and staff

* Note: ordination and/or endorsement is not required for CPE. However, if you intend to become certified at a later time as a professional chaplain you must be ordained and/or endorsed by your respective faith group.

according to need and opportunity. Patients at the Clinic come from every state and dozens of foreign countries, even though more than 75% are less than a half-day from home. Diversity in age, acuity, disease, race, faith and income level abound.

What is a typical day like in CPE?

CPE units may be either full time or part time. One unit will include at least 400 hours of ministry and education. About three quarters of your time is spent in direct ministry, while the other quarter is spent in the educational components (individual supervision, group supervision, didactic seminars, case study seminars, worship leadership and team meetings). Extended (part-time) units meet one day per week for all of the educational sessions and the ministry is performed at other times, mostly through the on-call rotation. Full-time basic units (summer only) are Monday-Friday from 8a-4:30p plus on-calls. The residency year includes three units and general runs from August to August. Students are provided a stipend of \$26,000 and work full-time (8a-4:30p plus on-calls). **At least one unit of ACPE accredited CPE is a pre-requisite for residency.**

Who may apply?

Clergy, theological students, members of religious orders, and lay persons with theological training are eligible to apply for a unit of CPE at Cleveland Clinic. Other admission criteria relate to personal and educational readiness for this experience. Your completed application should be 8-10 pages in length. The application fee is \$25 and is non-refundable.

Where do I do the admission interview?

The supervisory staff will contact you after receiving your application in order to set up the admissions interview. The interview provides a chance for you and the supervisor to engage in discussion of your application materials and your goals, in order to help you and us determine your readiness for CPE. The interview will be conducted by the Director of CPE or another member of the supervisory team. Persons unable to come to the Clinic for an interview may arrange for an interview by an ACPE-accredited supervisor in your area. There is usually a fee for this interview and write-up, to be sent to the Director of CPE. This is only for the basic unit, however. For the residency year, a face-to-face interview will be required. In general, you will know whether or not you have been accepted into the program within a week of the interview.

If you have further questions, please call, email, or write:

Cleveland Clinic
Spiritual Care
9500 Euclid Ave / Q1-3
Cleveland, Ohio 44195
216.444.2518
ClinicalPastoralEducation@ccf.org

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www.acpe.edu | www.acpe.edu



CPE Policies: Admission Criteria, Admission Procedures, and Fees

CPE Admission Criteria

I. NON-DISCRIMINATION POLICY

Cleveland Clinic does not discriminate in admission, employment, or administration of its programs or activities, on the basis of age, gender, race, national origin, religion, creed, color, marital status, physical or mental disability, pregnancy, sexual orientation, gender identity or expression, genetic information, ethnicity, ancestry, veteran status, or any other characteristic protected by the federal, state, or local law. In addition, Cleveland Clinic administers all programs and services without regard to disability, and provides reasonable accommodations for otherwise qualified disabled individuals.

II. ADMISSION CRITERIA FOR CPE

Clinical Pastoral Education at the Cleveland Clinic is professional education for ministry. Applicants will usually be ordained, have taken vows in a religious order, or have completed at least one year of graduate level theological studies. In the admission process, applicants should be able to demonstrate maturity, development, or potential in each of the criteria. Serious deficiency in any of the criteria would be grounds for a decision not to admit the applicant.

A. Formal Criteria

1. Educational Requirements: completion of at least a college baccalaureate degree and several courses in theology, Scripture, pastoral care and/or behavioral sciences, including development (age-specific) theory.
2. Satisfactory Health: freedom from health problems that would preclude patient contact (e.g., communicable disease) or meeting other program requirements, such as walking a minimum of two miles per day.
3. Evidence of health insurance coverage
4. Completed Application: ACPE application face sheet and written materials on subjects described in application questions.
5. Admission Interview: to be conducted at Cleveland Clinic after application is received. Exceptions for single units may be arranged when the applicant cannot come to the Cleveland Clinic.
6. References available for immediate contact.
7. Fee payment (see Fee Policy SC-421)

B. Subjective Criteria

1. Strong personal religious identity but with openness to others.
2. Accepts responsibility for meeting program objectives and requirements.
3. Motivated to learn about ministry (professional growth).

4. Emotionally stable
5. Self-aware (of some strengths and weaknesses as a person and professional; aware of one's own strong feelings, even if not openly displayed).
6. Open attitudes, able to cooperate with authority, willing to learn to and understand others, willing to share thoughts and feelings. Has strong interpersonal skills.
7. Realistic expectations. An understanding of CPE.
8. Appreciation and humility around cultural diversity issues.

III. ADDITIONAL FORMAL CRITERIA FOR ADMISSION TO THE RESIDENCY

- A. Applicants must have completed the Master of Divinity degree or an equivalent post-graduate degree in theology.
- B. Applicants must have successfully completed at least one unit of CPE.
- C. Applicants must demonstrate faith group endorsement (or be in process).
- D. All applications to the residency will be processed according to the admission procedures.

IV. ADDITIONAL FORMAL CRITERIA FOR ADMISSION TO SUPERVISORY CPE

- A. Applicants must demonstrate faith group endorsement
- B. Applicants must have a minimum of three years of pastoral ministry experience.
- C. Applicants must have completed the Master of Divinity degree or an equivalent post-graduate degree in theology.
- D. Applicants must have a schedule for meeting a Regional Certification Committee for consultation regarding readiness to enter Supervisory CPE.
- E. All applications to Supervisory CPE will be processed according to the admission procedures.

CPE Admission Procedures

- A. When an inquiry about any of the CPE programs is received, the inquirer will be given a letter, email or phone call acknowledging the inquiry with guidance to finding the following on our web site:
 1. A brief description of CC and the particular program in which the inquirer is interested
 2. Admissions procedures
 3. Admission criteria
 4. ACPE application form
 5. Fee Policy
 6. Objectives for that program
 7. Stipend and benefits information (residency only)

- B. When an application is received, the applicant will be sent a letter or email which:
 - 1. Acknowledges the receipt of the application
 - 2. Initiates arrangements for on-site interview
 - 3. Notifies the applicant of the date admissions decisions will be made
- C. An incomplete application may or may not receive a reply.
- D. An admissions interview will be conducted by the Director of CPE and/or another certified ACPE supervisor (Associate or Full).
- E. Decisions will be made by the Director of CPE in consultation with the other interviewers.
- F. Notification of admissions decisions will be made promptly.

Those accepted to any of the CPE programs will have 21 days to indicate their intentions to enroll by:

- paying the unit fee, paying a deposit toward the fee, or giving written notification of the third party who will be paying the fee (such as a seminary, which will include agreement to pay if the student fails or withdraws),
- and evidence of health insurance coverage.

CPE Fee Policy

Students in Clinical Pastoral Education will pay tuition for the initial unit. Stipends for residency assumes a lower pay scale to compensate for tuition costs which are waived for year-long participants.

I. Fees

- A. Application Fee (\$25, non-refundable, applies to unit fee for all students).
- B. 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 as well as a written guarantee from the third party that payment is due regardless of student grade).
- C. Residency: no tuition due
- D. Summer Internship: Unit fee is \$500.
- E. Extended Internship: Unit fee is \$500
- F. Admission Interview Report: Fee is \$50 for a student who is applying to a different CPE program.

II. Reimbursement

- A. Tuition (except application fee) is reimbursable in full only in documented medical emergency cases before the unit begins.
- B. Half of a unit fee is reimbursable if the student withdraws from the unit up to the beginning of the second week.

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