



## 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](mailto:ClinicalPastoralEducation@ccf.org)**

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

Placement program/site: Cleveland Clinic Main Campus      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 & Position: \_\_\_\_\_

Ordained/Licensed/Appointed: \_\_\_\_\_ Date: \_\_\_\_\_

College (Name/Degree/Date): \_\_\_\_\_

Seminary (Name/Degree/Date): \_\_\_\_\_

Graduate School (Name/Degree/Date): \_\_\_\_\_

Prior CPE Dates:	Center	Certified Educator
_____	_____	_____
_____	_____	_____
_____	_____	_____

### 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 faith journey, 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 trainer 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 staff.*
5. Your impressions of Clinical Pastoral Education, including how this training will be used to meet your professional goals. 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 spiritual care 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 Certified Educator evaluations.

### Other information and instructions:

You are required to complete an admissions interview with an ACPE Certified Educator, 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). 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 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 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**

55 Ivan Allen Jr. Boulevard, Suite 835 ■ Atlanta, GA 30308

Phone: (404) 320-1472 ■ Fax: (404) 320-0849

[acpe@acpe.edu](mailto:acpe@acpe.edu) ■ [www.acpe.edu](http://www.acpe.edu)



## **Clinical Pastoral Education Application Information**

### **What is Clinical Pastoral Education (CPE)?**

CPE is graduate-level theological training for leaders of all faith traditions conducted in a clinical setting under the on-site training by a person certified by the Association for Clinical Pastoral Education, Inc. ([www.acpe.edu](http://www.acpe.edu)). This organization, recognized by the U.S. Department of Education, is the premier training source for professionals, whether they serve in faith congregations or in 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 Certified Educator.

Borrowing from the medical training model, CPE takes persons who have completed, or are in the process of completing, a master’s degree in divinity (M.Div.) or some equivalent field, and places them in a clinical context to practice interfaith work under supervision. The Clinic’s program gives priority to persons with spiritual/theological training from a graduate school accredited by the Council for Higher Education Accreditation ([www.chea.org](http://www.chea.org)) or an international equivalent ([www.professionalchaplains.org](http://www.professionalchaplains.org)). Ordination or endorsement is not required for CPE training, but it is required to become a professional chaplain. Students learn (by observation, practice, and clinical case presentations) to serve as the spiritual caregiver (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 clinical work with people and on the related activities of reflection, discussion, and evaluation with other students and the educators. In CPE you will utilize case studies and other written reflections to present your work for supervision. The focus in seminars will be on what is happening to you, the caregiver, as much as on what is happening to the people receiving your spiritual care. There will be discussions which assist you in understanding spiritual/theological issues arising from experience. There will be opportunities to learn from the behavioral sciences and to reflect theologically/spiritually so that you can draw from both in understanding the human condition. You will be challenged to think about groups, social structures, and individuals in defining your spiritual care. You will be part of a dynamic peer group with other students and your certified educator which will provide opportunities for mutual supervision, care giving, challenge, and appreciation.

### **Where will I be providing spiritual care?**

You will serve as a chaplain on the in-patient units. When you are the on-call chaplain, you will provide care for all emergencies and deaths throughout the hospital’s main campus. You will be called upon to provide care to patients, families, and staff 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. The clinic includes a wide diversity in age, acuity, disease, race, faith, and income level.

### **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 clinical time and education. Most of your time (at least 250 hours) is spent directly with

patients, while at least 150 hours is spent in the educational sessions (individual consultation, peer group, didactic seminars, case study seminars, worship leadership, and team meetings). The other fifty hours are used at the discretion of the educator. Extended (part-time) units meet one day per week for all educational sessions, and clinical hours are performed at other times, mostly through the on-call rotation. Full-time basic units (summer only) are Monday-Friday from plus evening and weekend on-call shifts. The residency year includes three units and runs from August to August. Students are provided with a stipend and work full-time. **At least one unit of ACPE accredited CPE is a pre-requisite for residency.**

### **Who may apply?**

Usually, one who has successfully completed at least one year of theological school. Often but certainly not always, applicants are clergy, persons with standing or certification in non-theist traditions, theological students, members of religious orders, and lay persons with theological training or training in their spiritual/philosophical tradition. Other admission criteria relate to personal and educational readiness for this experience. Your completed application should be 8-10 pages in length. The application includes a non-refundable fee of \$25.

### **Where do I do the admission interview?**

The education staff will contact you after receiving your completed application. The interview allows you and the educator to discuss your application materials and goals to help determine your readiness for CPE. The interview will be conducted by a team of people from the department including the Director of CPE or another member of the education team. Persons unable to come to the Clinic for an interview may arrange for a virtual interview or an interview by an ACPE-accredited Certified Educator in your area.

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If you have further questions, please contact:

Andy Burnette, D.Min, BCC, ACPE Certified Educator  
Director of Clinical Pastoral Education  
Cleveland Clinic Spiritual Care  
9500 Euclid Ave / Q1-3  
Cleveland, Ohio 44195  
216.444.2518  
[ClinicalPastoralEducation@ccf.org](mailto:ClinicalPastoralEducation@ccf.org)



## **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 spiritual caregivers. 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. Deficiency in any of the criteria would be grounds for not admitting 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 (e.g., walking a minimum of two miles per day).
3. Submitting the Health Insurance-Medical Expense Waiver.
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 in person to the Cleveland Clinic.
6. References available for immediate contact.
7. Fee payment (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 spiritual care.
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, strong interpersonal skills.
7. Realistic expectations and understanding of CPE.
8. Appreciation and humility for cultural diversity.

### **III. ADDITIONAL FORMAL CRITERIA FOR ADMISSION TO THE RESIDENCY**

- A. Applicants must have completed the Master of Divinity degree or an equivalent 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 the process of obtaining endorsement.
- D. All applications to the residency will be processed according to the admission procedures.

### **IV. ADDITIONAL FORMAL CRITERIA FOR ADMISSION TO CERTIFIED EDUCATOR CPE**

- A. Applicants must demonstrate faith group endorsement.
- B. Applicants must have a minimum of three years of pastoral experience.
- C. Applicants must have completed the Master of Divinity degree or an equivalent post-graduate degree in theology.
- D. Applicants must schedule with a Certification Committee for consultation regarding readiness to enter Certified Educator CPE.
- E. All applications to Certified Educator 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 of interest
  2. Admissions procedures
  3. Admission criteria
  4. ACPE application form
  5. Fee Policy
  6. Objectives for that program
  7. Stipend and benefits information

- 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 a team of interviewers including the Director of CPE or another member of the education team.
- 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 (about 3 weeks) 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)
- submitting the Health Insurance-Medical Expense Waiver

### **CPE Fee Policy**

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

#### **I. Fees**

- A. Application: non-refundable fee of \$25
- B. Deposit of \$50 due within two weeks of acceptance. The full payment is due by the unit's end. If a third party is paying the unit fee, a letter from the applicant to that effect and a written guarantee from the third party that payment is due regardless of student evaluation.
- C. Residency: no fee
- D. Summer or Extended Internship: unit fee of \$550 for new students and \$400 for returning students.
- E. Admission Interview Report: Fee of \$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 the program fee is reimbursable if the student withdraws from the unit up to the beginning of the second week.

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