

Ascension St. Vincent Hospital
CLINICAL PASTORAL EDUCATION POLICY & PROCEDURES
ADMISSIONS
(ACPE Accreditation Standard 4)

ORIGINAL: February 2007
LAST REVIEWED: July 2020
LAST REVISED: December 2023

PURPOSE

To ensure that the ACPE accredited center does not discriminate against persons because of race, ethnicity, religious/spiritual tradition, sexual orientation, gender identity, gender expression, age or disability, in accordance with the ACPE Standards and the Core Value of Reverence: Respect for the Dignity and Diversity of Life.

POLICY

Ascension St. Vincent Hospital CPE Program shall not discriminate against any individual for reasons of race, ethnicity, religious/spiritual tradition, sexual orientation, gender identity, gender expression, age or disability. Equal access to educational opportunities is extended to all qualified persons. All members of the faculty and PAG (Professional Advisory Group) are expected to cooperate in making this policy valid in fact. We additionally comply with all aspects of the Ascension non-discrimination policy found [here](#).

This policy notwithstanding, all persons accepted into the program shall be able, with reasonable accommodation, to physically perform the duties as contained in the position description for the unit of CPE to which they made application.

At all levels CPE participants need to sustain sufficient physical and emotional health to deliver pastoral care. They demonstrate the capacity to consistently establish and maintain relationships at significant levels and be open to learning, change and growth. CPE participants demonstrate a capacity to endure at least moderate amounts of chaos, which is a normal part of pastoral care.

PROCEDURE

Formal admissions criteria and process vary according to level and duration of program. Such admissions requirements and procedures shall be in compliance with ACPE Standards and are outlined below.

- A. Admission to CPE Intern programs is based on a written application as provided by ACPE, and a screening interview completed by an ACPE Certified Educator or Certified Educator Candidate. The interview for admission to CPE provides an opportunity for the applicant and interviewer to discuss the application, to provide information and answer questions, to dynamically engage the applicant as a person and learner, to assess the applicant's readiness for CPE, and to discuss if the program at Ascension St. Vincent Hospital is suitable to the educational goals of the applicant. Prerequisites for participation in an internship program (extended or summer) include the following:
- Education: Bachelor's degree or acceptance into an accredited graduate theological institution/seminary is required. Graduate theological education is preferred.
 - Experience: Some ministry experience is preferred.

- B. Admission to the Residency Program is based on a written application as provided by ACPE and an interview with a Ascension St. Vincent Hospital ACPE Certified Educator, and members of the Pastoral Care Department and/or CPE Professional Advisory Group. An opportunity to dialogue with a current chaplain resident will be made available.

Prerequisites for participation in a residency include the following:

- Graduate theological degree (Master of Divinity; may be theology, religious studies, pastoral ministry, pastoral studies, spirituality if accepted by certifying body). If a person has not yet completed such a degree when beginning a residency it is understood that they would be far enough along in the academic work to insure that they would be able to be certified within 24 months of completing the residency.
- Experience: pastoral experience. Successful completion of one previous CPE unit.

- C. Certified Educator Training applicants apply directly to the program, completing a written application as required by ACPE, and uploading required materials to an online portfolio. A screening interview with the ACPE Center faculty (Certified Educators), members of the Spiritual Care Department, and members of the Professional Advisory Group is required.

Applicants for Certified Educator Training must have the educational and experiential requirements required to also pursue admission with the ACPE as a Certified Educator Candidate.

Click [here](#) for these requirements, which include:

- A completed [Application for Certified Educator Programs](#)
- College graduation
- Graduate theological degree or its equivalent
- Ordination or commissioning to function as a spiritual care provider by an appropriate religious/spiritual authority as determined by ACPE. Individuals whose spiritual or religious community do not have ordination should email certification@acpe.edu for more information.
- 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 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

- D. Acceptance Process for all CPE Units: When the entire application process is complete the CPE manager will notify the applicant in a timely manner by letter or by phone of the decision regarding their participation in the specific unit or program of CPE. At the time of acceptance into the program, the applicant will also receive, in addition to hospital onboarding information, the following:

- o Annual notice regarding the management of student records and response form.
- o ACPE Use of Clinical Materials Consent Form
- o Financial Policy
- o Program expectations