

## PSHMC CPE CENTER POLICY



### Admissions to CPE Units (ACPE Standard 304.1, 303.5, 307.1-6) Reviewed/revise, May, 2018

#### POLICY

The ACPE Center at Providence Sacred Heart Medical Center (PSHMC) will consider all applications according to aptitude, ability, and potential for ministry regardless of an individual's gender, race, ethnicity, religious/spiritual tradition, sexual orientation, gender identity, gender expression, age, disability or any other status protected by law. Further, the ACPE Center will provide reasonable accommodation that would allow an individual to perform the essential duties and functions of the position unless doing so would create undue hardship. In the admissions process, every attempt will be made to include a diverse group of students. PSHMC provides equal access to educational opportunities to all qualified persons per current mandated ACPE policies, [admission policy](#) (304.1).

#### RATIONALE

This policy promotes Providence Health and Services' Mission, Vision, and Core Values of compassion, dignity, justice, excellence and integrity through equal opportunity and fair admissions practices.

#### PROCEDURE/IMPLEMENTATION

##### 1. Student Expectation and Accommodation

- a. CPE students are expected to sustain sufficient physical, emotional, and spiritual health to deliver spiritual care and to endure a moderate amount of stress that is a normal part of institutional health care culture. Persons applying to PSHMC's ACPE Center will demonstrate: openness to clinical learning; a readiness to use the clinical setting for personal and professional learning; an aptitude for providing fundamental spiritual care in the clinical setting; and the potential to make a contribution to the services provided by the Spiritual Care Department at PSHMC.
- b. This policy notwithstanding, all students accepted in the unit shall be able, with reasonable accommodation, to physically fulfill the responsibilities contained in this student handbook for CPE students.

##### 2. Size and Diversity of Student Groups

- a. Training groups ordinarily shall be made up of three to seven students, a group large enough for a variety of diversities and peer experiences and small enough to maximize individual learning.
- b. The minimum number of students needed to begin a unit will be three. Should this minimum number drop below three, an alternative will be put into effect. (303.5)

- c. Occasionally a student may leave the unit for any number of reasons (withdrawal, dismissal, etc.) in these situations the Certified Educator may draw upon previous applicants to fill the vacated position.

### 3. Application Processes

- a. Application information is included in each unit description, program brochures and in letters to prospective applicants.
- b. Each inquiry about the ACPE programs at PSHMC receives a response within ten business days of receipt. Inquirers receive the CPE application handbook which includes a description of units, unit dates, tuition fees, admission requirements and procedures, application fees and dates, and application form.
- c. Applicants will be notified about all available openings in our programs, and will be considered for the unit that is most appropriate to their needs.
- d. Applications may be received either by posted mail or electronically.
- e. Whether by mail or electronic application, a non-refundable application fee of \$35.00 (US) must be included with application materials or send as soon as possible (if electronic means are used), before the application will be considered. This fee is not applied to tuition fees.
- f. When application materials are reviewed, it is determined whether an appointment will be set for a face to face admissions interview at the CPE Center. A conference call or an electronic interview format, when available, may suffice for prospective out-of-state and international students.
- g. Ordinarily at least three people participate in the admissions interview: the ACPE Certified Educator, a member of Spiritual Care Services, and/or members of the PAG if at all possible. The admission interview will normally be held at PSHMC. Documentation of the interview will be added to the candidate's file stating the names of the interviewers and the date of the interview.
- h. Every effort is made to inform an applicant of his/her acceptance or rejection as soon as possible. On occasion an applicant may be informed at the time of the interview; however the usual waiting period is four to six weeks.
- i. To hold a place within the unit for which the applicant has been accepted, the applicant is required to remit a non-refundable monetary deposit by a deadline clearly stated within the letter of acceptance. (See Financial Policy)
- j. Application materials will be kept within the student's file, but will be shredded along with other materials that do not become a part of the student's file at the completion of the student's unit of CPE, except for the application face sheet.
- k. Once the application process is complete and the student is sent a letter of acceptance the applicant is considered an admitted student with appropriate rights and responsibilities including FERPA notice.

### 4. Admittance into Continuous Units of CPE

- a. While nearing completion of an initial unit or on-going unit of CPE at PSHMC, a Student may request to enroll in a subsequent unit.
- b. These requests will be taken into consideration through an evaluation of, but not be limited to, the following: the ACPE Certified Educator's evaluation of the students readiness for further advanced education; the student's capacity for deeper levels of action and reflection learning; the benefit of further pastoral experience; the student's aptitude to continue in the learning environment of PSHMC and the availability of positions in the next cohort.
- c. This decision-making process may be cause for formal consultation for the student and Certified Educator.

## 5. Levels of CPE at this Center

- a. Students will be admitted into programs of Level I and Level II CPE and Certified Educator CPE based on the admission requirements stated below
- b. Level II CPE is based on the assessment and decision of the ACPE Certified Educator in consultation with the student and others. (See Consultation in CPE Policy.)

## 6. Prerequisite Requirements for Admission to Level I and II CPE Units

The following will be required for admission to a unit and/or subsequent units: (3071-5)

- a. Extended and Summer CPE Unit
  - i. A completed ACPE application with application fee.
  - ii. An admission interview and acceptance by the ACPE Certified Educator or Associate Certified Educator.
  - iii. High school diploma or GED equivalent. Ordination by a faith community or commission to function in ministry by an appropriate religious authority may also suffice. A Master's degree from an accredited college or university is preferred.
  - iv. Participation in some type of formal theological/pastoral education and/or documented active participation in a community of faith.
  - v. A proven aptitude for interpersonal work, sound mental/emotional health, and the ability to minister in a cross-cultural, interfaith setting.
- b. CPE Residency Program
  - i. A completed ACPE application with application fee.
  - ii. An admission interview with a qualified interviewer (ACPE Certified Educator or CPE Certified Educator Candidate). Personal interview at SHMC is preferred.
  - iii. High school diploma or GED equivalent. A Master's of Divinity from an accredited seminary or its equivalent, or ordination from a recognized Jewish Seminary is preferred.
  - iv. Successful completion of a previous unit of CPE is required.
  - v. A proven aptitude for interpersonal work, sound mental/emotional health, and the ability to minister in a cross-cultural, interfaith setting.

## 7. Admission to Certified Educator CPE

- a. Admission to Certified Educator CPE is dependent on the following criteria being met:
  - i. Current ACPE clinical membership.
  - ii. Previous ministry experience in which the applicant demonstrated the ability to function competently in providing spiritual care.
  - iii. Satisfactory completion of at least four (4) units of CPE (Level I & II).
  - iv. Successfully meeting Level II CPE Outcomes as documented in the Certified Educator's evaluation or assessed in the readiness consultation.
  - v. Demonstrate familiarity with the Spiritual Care Collaborative Common Standards for Professional Chaplaincy.
  - vi. Consultation for the student and primary CPE Certified Educator with a professional committee chosen by the CPE Certified Educator as specified in the Certification Manual.
  - vii. Acceptance into an ACPE accredited program of Certified Educator CPE.
- b. It is understood that a person applying to Certified Educator CPE will have also met the requirements for certification as a Certified Educator Candidate:
  - i. Pastoral experience (Standard 403.6)
  - ii. Current faith group endorsement (403.5)
  - iii. A college degree (403.2)

- iv. A Master of Theology or its equivalent (403.3) or certification as a Board Certified Chaplain
- v. Ordination or commission to function in ministry by an appropriate religious authority (403.4)

## 7. Pre-admission Requirements for PSHMC

- a. Prior to the beginning of the unit there will be several pre-admission processes that are required. Failure to complete these processes will nullify the students admitted status in the Center.
- b. The PHC Education Services Department will require the following information to be provided:
  - i. Criminal Background Check (done through Human Resources)
  - ii. Urinalysis Drug Testing
  - iii. Immunization History ("Clinical Passport" record information sheet)
- c. With the student's acceptance letter a series of printed materials will be sent for the student to read and sign that they have been oriented to the information it will include the following:
  - i. Harassment Training
  - ii. Confidential and Proprietary Information
  - iii. Communicating Effectively
  - iv. Workplace safety and violence reduction policy
  - v. Substance Abuse
  - vi. The Dress Code for the PSHMC CPE Center
- d. The following required Medical Center training must be reviewed and completed within the orientation period of the ACPE Unit and prior to patient visitation:
  - i. Providence Mission and Values
  - ii. HIPPA Privacy Training
  - iii. Emergency Preparedness
  - iv. Infection control/Work Place Safety
  - v. EPIC (the electronic charting system)

**SEARCH WORDS:** STUDENT ACCOMODATION; CPE ADMISSIONS; CPE APPLICATION; PRE-REQUISITE REQUIREMENTS FOR CPE