

## **M HEALTH FAIRVIEW CPE PROGRAM POLICIES**

### **Policy 001**

**Entity:** M Health Fairview CPE

**Manual:** Clinical Pastoral Education Handbook

**Category:** Clinical Pastoral Education Programs

### **Subject: CPE Admissions Policy**

**Purpose:** Define the M Health Fairview CPE Program's Admission Process and guidelines according to ACPE.

**Policy:** The M Health Fairview CPE Program does not exclude students on the basis of race, gender, age, faith group, national origin, sexual orientation, or physical disability.

#### **Procedure:**

1. All applicants must complete the ACPE application form.
2. Applications are received by the M Health Fairview CPE Manager or their designee.
3. The M Health Fairview Manager of CPE reviews applications to confirm that they are complete and ready for consideration.
4. Usually, within two working days of receiving an application, the application is circulated electronically to the appropriate M Health Fairview educators for the program for which the applicant is qualified and has indicated interest.
5. Educators review applications and determine which applicants to call for an interview. When applicants are not selected for an interview, the manager or educator will notify applicants in a timely manner.
6. Applicants are interviewed by qualified interviewers as defined by the ACPE Standards' Definition of Terms.
7. All students admitted to the Program will provide a signed 'Use of Clinical Materials Consent Form.'
8. When considering a student's application for Level I and Level II CPE, the educator(s) will consider and assess:
  - Readiness for using the clinical method of learning congruent with the program level for which the applicant is applying.
  - Level of education with the minimum being graduation from high school/GED, ordination by a faith community, or commissioning to function in ministry by an appropriate religious authority as determined by ACPE. A bachelor's degree with some graduate level theological/religious education is preferred.
  - Level of emerging identity as a spiritual care giver
  - Potential for contribution to the clinical site
  - Personal and professional maturity
  - Willingness and ability to provide spiritual care in an interfaith environment
  - Ability to provide spiritual care with adequate competence in understanding and speaking the English language
  - Competence with computer usage such that the applicant has clear potential for using electronic charting methods

9. When considering a student's application for Certified Educator CPE, the interviewers will consider and assess:

- Completion of four units of CPE
- Successfully having met Level II outcomes
- Endorsement by faith group/community authority/spiritual care endorser
- Master of Divinity degree or equivalency as defined by ACPE Standards' Definition of Terms
- Previous experience in which the applicant demonstrated ability to function in a spiritual care environment
- Openness to engagement at the level required for successful completion of the certified educator candidacy process
- Capacity for personal and professional integration
- Level of time and energy available for engaging the certified educator candidacy process
- Membership in ACPE

Following the interview, the educator(s) will provide the applicant with a timeline in which a decision will be made. A second interview with a director/manager of Spiritual Health Services may also occur to approve the applicant for clinical placement at a particular site

9. A letter will be sent by the educator of record or Educator Candidate to notify non-stipended students of acceptance, including the dates of the unit, cost of tuition, and number of hours required per week. Stipended students receive a letter from the Manager of CPE. If the applicant is not accepted, the educator will notify the applicant within one week of the decision being made.

10. Applicants for Level I and Level II programs must pay a non-refundable deposit to hold a position in a program unit.

11. Non-stipended interns are required to successfully complete the M Health Fairview Health Screening Assessment prior to beginning their program unit. Stipended residents must successfully complete their health screening with M Health Fairview Employee Health Services prior to beginning residency.

12. All students must successfully complete background checks with their site prior to beginning their CPE

**External Ref:** Standards of the Association for Clinical Pastoral Education, Inc,

**Source:** Spiritual Health Services (CPE Program)

**Approved by:** Manager, Clinical Pastoral Education

**Date Effective:** 1/15/2000

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