

Admissions Policy

The Fairview CPE Center does not exclude students on the basis of race, gender, age, faith group, national origin, sexual orientation, or physical disability.

Procedures

1. All applicants must complete the ACPE application form.
2. Applications are received by the Fairview CPE Center manager or her/his designate.
3. The Fairview CPE manager reviews applications to confirm that they are complete and ready for consideration.
4. Usually, within 2 working days of receiving an application, an application is circulated electronically to the appropriate Fairview supervisors for the program for which the applicant is qualified and has indicated interest.
5. Supervisors review applications and determine which applicants to call for an interview. When applicants are not selected for an interview, the manager or supervisor will notify applicants in a timely manner.
6. Applicants are interviewed by qualified interviewers as defined by the ACPE Standards Glossary.
7. When considering a student's application for Level I and Level II CPE, the supervisor(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 or ordination by a faith community or commissioned to function in ministry by an appropriate religious authority as determined by ACPE. A bachelor's degree with some graduate level theological/religious education preferred.
 - Level of emerging pastoral identity
 - Appropriate diversity balance in the student peer group for a particular unit
 - Potential for contribution to the clinical site
 - Personal and professional maturity
 - Willingness and ability to minister in an interfaith environment
 - Ability to provide pastoral 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
8. When considering a student's application for Supervisory Education, the interview(s) will consider and assess:
 - Completion of four units of CPE
 - Successfully having met Level II outcomes
 - Ecclesiastical endorsement
 - Masters of Divinity degree or equivalency as defined by ACPE Standards Glossary

- Previous ministry experience in which the applicant demonstrated ability to function pastorally
 - Openness to engagement at the level required for successful completion of the supervisory education process
 - Capacity of personal and professional integration
 - Level of time and energy available for engaging the supervisory education process
 - Membership in ACPE
9. Following the interview, the supervisor(s) will provide the applicant with a timeline in which a decision will be made. In many cases, a second interview with the director/manager of Spiritual Health Services at that location will also be needed to interview and approve the applicant for clinical placement at that site.
 10. A letter will be sent by the supervisor of record or supervisory candidate to notify the student of acceptance that includes the dates of the unit, cost of tuition, and number of hours required per week. If the applicant is not accepted, the supervisor will notify the applicant within one week of the decision being made.
 11. Applicants for Level I and Level II programs must pay a non refundable deposit of \$250 to hold a position in a program unit.
 12. Non-stipended interns are required to successfully complete the Fairview Health Screening Assessment at their own expense and provide it to their supervisor prior to beginning the program unit. Stipended residents must successfully complete their health screening with Fairview Employee Health Services prior to beginning residency.
 13. All students must successfully complete background checks with their site prior to beginning their CPE program.

Note:

- Most Fairview CPE programs operate with a rolling deadline. However, when a program has a defined application deadline, that deadline will be advertised on the Fairview CPE website and in any written or electronic material that is circulated.
- Students may be selected and begin a supervisory residency with the intention of moving into supervisory education prior to meeting the readiness consultation committee as defined by the ACPE Certification Manual.
- No admission fee is charged to apply to this CPE Center. However, if any of our individual supervisors choose to conduct and write-up admissions interviews for students applying to CPE centers in other areas, a center fee of \$50.00 is charged.
- When considering international students who need an international student visitor visa, Fairview will follow the procedures in place through ACPE, including conducting an admission interview in person or via video or web teleconference.