



## URBAN INTERFAITH CENTER AT ST. CAMILLUS CENTER

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### ST. CAMILLUS CENTER FOR SPIRITUAL CARE CPE APPLICATION INSTRUCTIONS

Dear Prospective CPE students;

Applying to a CPE program is a little different from applying for a job in the professional work-place. We are not only evaluating whether you have the appropriate theological degree to join our program, we are assessing whether you are emotionally available and open to learning what CPE has to teach. Therefore, our application process is the first opportunity for you to demonstrate your competence in these areas. You do this best by completely responding to what is being asked of you in the ACPE Application. Below are what we are looking for in your application responses:

#2 – Give a Reasonably Full Account of your Life – [This section will take you one to two or more pages to complete. One paragraph will not suffice]. We expect you to “fully respond” to this question by telling us how old you are, where you were born and grew up. Describe your childhood family life situation (two-parent home, divorced, sibling harmony/strife, grandparents involved, your marriage, your children, etc). Describe the pivotal junctures of your life that had a significant impact on the choices you’ve made and what you learned from them. How have these persons and events inspired or challenged your life direction. Describe what social networks have supported or continue to support your personal growth. Just providing us with a brief overview will not suffice. You need to dig deep into your personal history and demonstrate what have learned from your life experiences. Ability to do this is the central feature of the CPE model of process learning; that you are able to reflect and learn from your experiences.

#3 – Describe your Spiritual Growth and Development - [This section will take you at least one to two or more pages to complete. One paragraph will not suffice]. Tell us about the faith tradition you were born in (or none if that is the case) and describe how your spiritual life has evolved over time. Has your personal theology been challenged since you began your faith journey? What inspired these challenges? Describe your call to ministry, significant religious experiences, persons and events that have influenced or continue to influence your spiritual growth and development.

#4 – A Description of your work (vocational) history. –[This section needs to read like a resume for normal work employment]. Tell us the dates you began and ended working at all the places you have worked for payment since you have been a working adult. This should be written in chronological order.

#5 - Describe a “Helping Incident” in which you were the person who provided help. [This section will take you at least one page or more to complete. One paragraph will not suffice]. Describe an incident where you were instrumental in helping another person in some way, preferably using pastoral care skills. Demonstrate what your understanding of what it means to “help” another person.

Urban Interfaith Network at St. Camillus Center is accredited for Levels I, II, and Supervisory CPE by the Association for Clinical Pastoral Education, Inc. (ACPE) One West Court Square, Suite 325 Decatur, Georgia 30030 (404) 320-1472 [www.acpe.edu](http://www.acpe.edu) ACPE is an accrediting agency recognized by the U.S. Department of Education

#6 – Your Impressions of Clinical Pastoral Education – Tell us what you imagine CPE to be. Explain why you desire to take CPE at this time. Is it required of you? Are you trying to discern whether chaplaincy is your calling or vocation? Explain how you think CPE might help you meet your ministry needs. If you've had CPE already, please include a verbatim as your "helping incident" and add to the verbatim your own notes how and what you learned from sharing this verbatim with your supervisor or peers. If you had CPE more than two years ago, include a recent account of a helping incident, written in verbatim form. If possible include feedback from current pastoral colleagues and/or administrative supervisor.

#7 – Admissions Interview – If your application written materials demonstrate you are qualified to join our CPE program we will notify you to schedule an interview. If we assess you do not have sufficient qualifications to enter our program, we will notify you that your application to our program has been denied.

#8 – Application Fee – St. Camillus Center requires prospective students to submit a \$50.00 non-refundable application fee along with their written application. This is an application processing fee.

#9 – Personal Documentation – If you are not a citizen of the United States, you will need to provide appropriate documentation from the U.S. Immigration, which usually implies a visa and a US Social Security Number. International applicants must have such documentation approved at least six (6) months prior to the start of the program to which they are applying. If offered employment, you need to verify that you are able to submit verification of your legal right to work in the U.S.A.

#10 – Previous CPE Students – If you have already taken some units of CPE, please submit all previous self and supervisory evaluations along with your written application materials.

#11 – Retain your own copy of this completed application and bring it with you to any interview for CPE.

#12 – State whether you have ever been convicted or pled nolo to a misdemeanor, a felony, or other crime: Yes \_\_\_\_\_ No \_\_\_\_\_

#13 – Attach your current resume.

#14 – Please sign and date the statement below:

*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 supervisory personnel about matters pertaining to this current application, and I consent to those contacted to provide the information sought. I verify that if sending in this application electronically it constitutes my electronic signature.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Updated 1.18.2019 cp