



ADMISSIONS POLICY ACPE STANDARD 4

PURPOSE: To specify the admission policy and procedures for programs of clinical pastoral education and affirm the center's commitment to a policy of non-discrimination regarding race, ethnicity, religious/spiritual tradition, sexual orientation, gender identity, gender expression, age, and disability in the admissions process.

POLICY: This ACPE Center will not discriminate against any qualified individual in a decision of admission for reasons of race, ethnicity, religious/spiritual tradition, sexual orientation, gender identity, gender expression, age, and disability. All faculty, students, and staff are expected to honor this policy.

All students accepted shall be able, with reasonable accommodations, to perform specified duties as required by each assigned program/site. Each must demonstrate the possibility to sustain satisfactory physical and emotional health necessary to deliver effective pastoral care, including the capacity to establish and maintain pastoral relationships of quality and depth. All students accepted will be verifiably open to learning, change, and growth. Each will have capacity to function professionally within situations of intensity, uncertainty, and complexity, which are normal aspects of the healthcare, congregational, and prison cultures. Educational groups will be formed to achieve diverse membership.

Every ACPE CPE applicant admitted to any Methodist Healthcare Memphis Hospitals (MHMH) CPE program/site must satisfy the following admittance criteria:

- A. Capacity to function with sensitivity and respect relating to persons from diverse religious and faith groups, and collaboratively with multiple health care disciplines.
- B. Openness to learning and sufficient internal motivation to address and achieve CPE education outcomes for the programs.
- C. Suitable competence to establish and educational contract appropriate for his/her type CPE and satisfy stipulations.
- D. Ability to use his/her spirituality, faith, and/or religion to provide sensitive, respectful pastoral care.
- E. Ample honesty to identify and use personal, pastoral, and professional strengths and limitations for growth and development in education for ministry.
- F. Emotional maturity and stability.
- G. Balance in personal authority and respect for the authority of others.
- H. Ability to function with an appropriate balance of autonomy and interdependence.

PROCEDURES: MHMH's ACPE/CPE program has program specific admission criteria and protocols in compliance with current ACPE Standards and stipulations in the 2020 ACPE Accreditation Manual.

Application Deadlines

The Center receives applications at any time and admits students on a rolling calendar basis.

There is no application fee.

The Center will review an application and determine if the applicant will be offered an interview. Submission of an application does not guarantee an interview, and no reason will be given in case of the decline of an interview or admission to the program.

Non-Acceptance into the CPE Program

Once a decision has been made not to accept an applicant, the applicant is informed and application materials are destroyed.

Acceptance into the CPE Program

Students will be informed of acceptance into the program. Students must respond in writing within 5 days of being informed of acceptance into the program.

The accepted student signs all required documentations (training agreement, confirmation of policies and procedures, consent forms, Student information update sheet, CPE education contract, tuition payment plan) during the Center Orientation. Orientation will not be considered complete until all documents are signed. Students will not be allowed to proceed with placement orientation and CPE education until all documents are signed.

Waiting List

Once the unit is filled, the Center may create a wait list.

When the wait list is closed all application materials from the wait list will be destroyed.

A. INTERNSHIP CPE LEVEL I

A summer intensive or a fall or spring extended unit of CPE Level I is designed for seminarians, local clergy or qualified laity. Students are called "Interns."

Specific admission procedures/criteria are as follows:

1. Application is submitted to MHMH's Director of CPE. MHMH uses the ACPE Standard Application Form and requires all stated papers. An application is considered complete when all papers have been received.
2. ACPE center faculty members will review the completed application and will make a decision whether or not to offer the applicant the opportunity to interview. The decision to interview will be communicated to the applicant.
3. Graduation from high school/GED is mandatory. Preference is given to those who have a year of theological education; ordination, licensing, or commissioning in a

- denomination / faith community; or experience in an ecclesiastically and denominationally approved ministry.
4. Applicants have 5 business days after receiving notice of their acceptance to confirm in writing that they will accept the offered CPE education position.

B. Residency CPE (Level I/II)

First Year Residency is a yearlong ACPE program comprised of three or four units of CPE (divide into three intervals with two integrating periods). Transition from CPE Level I to CPE Level II is solely the decision of an educational supervisor who is certified Associate or ACPE Certified Educator. The supervisor may require a formal consultation with documentation. Students are called “Residents.”

First Year Residency is for clergy, qualified laity, and individuals ordained, licensed, certified, or confirmed in a religious vocation. The prerequisite for admission is the successful completion of a unit of CPE Level I within three years of submission of an application.

Summer interns who are also applying for a first year residency the same year must undergo a residency interview mid-way through the summer unit. The Center faculty reserves the right not to admit a summer intern into the first year residency program, if his/her CPE performance up to that point did not satisfactory meet ACPE Level I ACPE Standard outcomes.

Specific admission procedures/criteria for first year residency applicants are as follows:

1. Application is submitted to MHMH’S Director of CPE. MHMH used the ACPE Standard Application Form and requires all stated papers. An application is considered complete when all papers have been received.
2. ACPE center faculty members will review the completed application and will make a decision whether or not to offer the applicant the opportunity to interview. The decision to interview will be communicated to the applicant.
3. Graduation from high school/GED is mandatory. Preference is given to those who have a year of theological education, ordination, licensing, or commissioning in a denomination/faith community or experience in an ecclesiastically and denominationally approved ministry. The preferred education is formal theological education, such as an M.Div. or as defined by the applicants’ faith group.
4. Confirmation of ecclesiastical, denominational, and/or seminary support for participate in the CPE program.
5. Acceptance into the program is made after a review of both the written materials and interview results. A final decision of acceptance into the program will be communicated to the applicant.
6. Applicants have 5 business days after receiving notice of acceptance to confirm in writing that they will accept the offered CPE education position.

Prior to beginning any clinical work review, students must sign and submit an Agreement for Training and the confidentiality agreement both found on the website. This confirms the student understands the Center's Policies, Procedures, Protocols, Duties, and Benefits. Included in this section includes anticipated days to cover in the on-going rotation of 24-hour, in-house, on call coverage; payment of tuition; parameters for time away; office hours; written requirements; clinical unit coverage, code of ethics, dress code, specific benefits, and stipend amount, disbursement, etc. Students must pass HR requirements including a drug screening, a criminal background check, and TB screening.

C. SECOND YEAR RESIDENCY CPE (LEVEL II)

A Second Year Residency is a yearlong ACPE program comprised of three units of Level II CPE (divided into three intervals with two integration periods). This residency is subsidized by an educational stipend.

A Second Year Residency is for clergy, qualified laity, and individuals who are ordained, licensed, certified, or confirmed in religious vocation.

Prerequisites for admission are:

Successful completion of CPE Level I outcomes, Clearly evaluated progress with CPE Level II outcomes, and an educational rationale for a second year residency; and a written plan for how a second year of education will be used to gain advanced pastoral competency in specified area(s) of pastoral practice. This should address issues related to pastoral function, reflection, and integration.

Specific admission procedures/criteria for second year residency applicants are as follows:

1. All admission materials must be up-to-date and communicate the applicant's current, integrated perspective.
2. Application submission to the Director of CPE of a complete set of required, written materials specified on an ACPE Standard Application Form, plus all written final evaluations (supervisor and student) and any consultation and/or committee reports,
3. Applications must include:
 - a. Documentation of successful completion of outcomes for CPE Level I and clearly evaluated progress with those for CPE Level II.
 - b. A written plan for continued use of CPE Level II to gain advanced pastoral competency in practice. This should speak to pastoral formation, function, reflection, and integration.
 - c. Confirmation of ecclesiastical, denominational, and/or seminary support for participate in the CPE program.
4. Acceptance into the program is made after a review of both the written materials and interview results. A final decision of acceptance into the program will be communicated to the applicant.
5. Applicants have 5 business days after receiving notice of acceptance to confirm in writing that they will accept the offered CPE education position.

Prior to beginning any clinical work review, students must sign and submit an Agreement for Training and the confidentiality agreement both found on the website. This confirms the student understands the Center's Policies, Procedures, Protocols, Duties, and Benefits. Included in this section includes anticipated days to cover in the on-going rotation of 24-hour, in-house, on-call coverage; payment of tuition; parameters for time away; office hours; written requirements; clinical unit coverage, code of ethics, dress code, specific benefits, and stipend: amount, disbursement, etc. Students must pass HR requirements including a drug screening, a criminal background check, and TB screening.

D. INTERNATIONAL APPLICANTS

The Admission of International Student who need to apply for a valid U.S. visa and /or work permit.

International Applicants who are required to apply for a valid U.S. visa and/ or work permit must do so BEFORE they can begin CPE education in one of the Center's residency or supervisory education programs and receive a stipend. It is the international student's responsibility to work with the ACPE office or another sponsoring agency at least six months before the residency/supervisory education begins to secure legal documentation. Initial acceptance into a specific CPE education unit is provisional until the applicant is successful in securing a valid visa and / or work permit. If the applicant is not able to secure the needed documentation within eight weeks before the CPE program starts, the Center's Director of Chaplaincy and CPE may release the student's educational slot to another student.

This student is free to reapply to the Center for CPE Education at a later time and will be reconsidered, dependent on timely receipt of the legal documentation.

Any international applicants who need to apply for a visa and / or work permit will sign an agreement statement indicating they have read and understand the Center's admission policy.

REVIEWED & APPROVED: 09/24/15; June 2018; January 2020; January 2020; October 2020; February 2022.

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