

DEPARTMENT OF SPIRITUAL CARE AND EDUCATION

Policy No. CPE-A

- SUBJECT:** Admissions
(2020 ACPE Standard 7)
- DATE:** December 20, 1989
- POLICY:** Students are admitted to the CPE programs irrespective of race, ethnicity, religious/spiritual tradition, sexual orientation, gender identity, gender expression, age or disability.
- PROCEDURE:**
1. Prospective students for all CPE programs within Atrium Health send completed application forms to the CPE Director, who acknowledges receipt of the application by email and indicates how it will be processed.
 2. There are no deadlines for receipt of applications; rather applications are processed as they are received. Applicants are advised to submit applications six months in advance of the beginning of the unit for which they are applying.
 3. Intern Applications: Based upon an assessment of written applications, Intern applicants who have not had an Admissions Interview will be invited for an interview with a Certified Educator or Certified Educator Candidate from this Center. The applicant will be informed by telephone (or by email after two unsuccessful attempts by telephone), of whether he or she is accepted for a particular CPE program within three weeks of an interview.
 4. Resident Applications: Based upon assessment of written applications, Resident applicants are invited for an interview and tours of both component sites hosting residencies. Within three weeks after a visit, a decision is made whether to accept the applicant into the Residency Program. The student is then informed by telephone, or after two unsuccessful attempts, by email. However, in applications that involve a student who has also applied to another North Carolina Center with which we have a cooperative agreement, we adhere to a set February date to inform students of whether or not they are accepted into the Residency Program at Atrium Health.

5. Requirements for Programs

Internship

Requirements for Admission to Intern Programs for Level I/II include:

- (1) A completed ACPE application
- (2) An admissions interview with a qualified interviewer, for persons applying for an initial unit of CPE, to determine readiness for clinical learning
- (3) Either graduation from high school/GED, or ordination by a faith community, or commission to function in ministry by an appropriate religious authority as determined by ACPE
- (4) Students who have already completed two Intern units of CPE, must meet with a Student Review Committee before being considered for further CPE.
- (5) a signed Use of Clinical Materials Consent Form

Residency

Additional requirements for admission to Residency programs for Level I/II include:

- (1) Completion of one unit of CPE
- (2) A verbatim and evaluation from previous CPE
- (3) An interview with an admissions committee of the Certified Educator Faculty

Certified Educator Training

Admission to the local ACPE Accredited Center includes the following criteria:

- Completed Application for Certified Educator Programs
- College graduation
- Graduate theological degree or its equivalent
- Ordination or commissioning to function as a spiritual care provider by an appropriate religious/spiritual authority as determined by ACPE. Individuals whose spiritual or religious community do not have ordination should email certification@acpe.edu for more information.
- Endorsement/statement of accountability from an appropriate religious/spiritual authority as determined by ACPE
- Successful completion of a minimum of four units of Level I/Level II CPE
- Demonstration of spiritual care and conceptual competence as evidenced by the attainment/completion of Level I/Level II Outcomes

- Evaluation of the competencies for admission to a Certified Educator Program

After a student is accepted into the Center, the student must also make application to ACPE for acceptance. Continuation in the program is dependent on successful application to ACPE. More information can be found on the ACPE website:

<https://www.acpe.edu/ACPE/Certification/Admission%20Process/ACPE/Certification/AdmissionToTheNewCertificationProcess.aspx?hkey=018b9698-3262-4048-bbb1-e415d92fcc9d>

Additional Atrium Health CPE Center Requirements:

- (1) Board Certification or working to become Board Certified with the Association for Professional Chaplains or another nationally recognized cognate group such as AAPC, CAPPE, NACC or NAJC.
- (2) An interview with the Certified Educator faculty to determine mutual willingness to embark on Certified Educator Training.

Note: Contracts for Certified Educator CPE are for a period of 1 year, and are reviewed annually by the faculty for renewal.