

Application Checklist and Screening Criteria Clinical Pastoral Education

The following criteria are used as guidelines to screen applicants for possible participation in an interview for: Chaplain Intern/Resident/Certified Educator Training positions:

A. Requirements for admission to our Level I/II CPE program include but are not limited to the following:

- ✓ A completed ACPE application.
- ✓ An admission interview, to determine readiness for clinical learning, with a committee made of one or more of the following: an ACPE Certified Educator, a Certified Educator Candidate, a Senior Chaplain, and/or a Staff Chaplain.
- ✓ Either graduation from high school/completion of a GED or ordination by a religious/spiritual tradition or commission to function in spiritual care by an appropriate religious spiritual authority as determined by ACPE.
- ✓ Fulfillment of some or all of education/experience listed below.
- ✓ A signed Use of Clinical Materials Consent Form:
https://cdn.manula.com/user/4287/docs/consent-form_v1.docx

B. Criteria used as guidelines to screen applicants for a possible interview for positions as a Chaplain Intern/Resident are as follows:

All application levels contain evidence of the following:

- ✓ Current faith group connection
- ✓ Ordination by faith community or commission to function in ministry by an appropriate religious authority as determined by ACPE (www.acpe.edu).
- ✓ Graduation from High School /completion of G.E.D.
- ✓ B.S. or B.A. degree from institution accredited/recognized by Council for Higher Education Accreditation (www.chea.org).
- ✓ Ability to conceptualize a pastoral care perspective with an openness to developing a responsive ministry.
- ✓ 1 year of seminary or life experience equivalencies
- ✓ Previous pastoral care experience.
- ✓ Application fee of \$25.00 (non-refundable).

Additional items required for Resident Applicants:

- ✓ M.Div. degree from institution accredited/recognized by (www.chea.org).
- ✓ All final evaluations from applicant's prior units of CPE, both from their ACPE Certified Educators and self-evaluations.
- ✓ Sample Verbatim

**Due to VISA stipulations, all international residents must apply four months prior to applications being due.

C. Requirements for admission to our Certified Educator Candidate program include but are not limited to the following:

- ✓ A 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
- ✓ 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

Additional items required for Certified Educator Candidate Applicants:

- ✓ Completion of 2 or more Level II CPE Units
- ✓ Current ACPE Clinical Membership
- ✓ APC Board Certified or in-process of submitting application
- ✓ 2-3 years pastoral experience
- ✓ Paper summarizing motivation for supervisory education (1-2 pages)
- ✓ Passing of the admission interviews by Baptist Health CPE Faculty and ACPE Admission Committee.

D. All applications will be additionally evaluated on the following criteria, no matter the format of the submission:

- ✓ Organization, clarity, and grammar.
- ✓ Thorough response to application questions/topics.
- ✓ Transparency of feelings and reflection upon significant life events and relationships.
- ✓ Inclusion of personal and professional strengths and limitations.
- ✓ Openness to persons from diverse faith, cultural, and socioeconomic backgrounds.
- ✓ Motivation to learn about self and pastoral care.