



# Association for Clinical Pastoral Education Application & Instructions for Clinical Pastoral Education

**Please respond to each of the following items. Your typed responses on separate pages would be appreciated.**

1. Please complete the attached form and mail to the Center or Cluster to which you are applying. Read instructions carefully before submitting. International applicants have additional requirements and deadlines. You may want to make a copy of a blank form before entering any data.
2. A reasonably full account of your life. Include, for example, significant and important persons and events, especially as they have impacted, or continue to impact, your personal growth and development. Describe your family of origin, current family relationships, and important and supportive social relationships.
3. A description of your spiritual growth and development. Include, for example, the faith heritage into which you were born and describe and explain any subsequent, personal conversions, your call to ministry, religious experiences, and significant persons and events that have impacted, or continue to impact, your spiritual growth and development.
4. A description of your work (vocational) history. Include a chronological list of jobs/positions/dates of employment and a brief statement about your current employment and work relationships.
5. An account of a "helping incident" in which you were the person who provided the help. Include the nature and extent of the request, your assessment of the issue(s), problem(s), and situation. Describe how you came to be involved and what you did. Give a brief, evaluative commentary on what you did and how you believe you were able to help. *If you have had prior and recent CPE, please attach a copy of a recent verbatim as your 'helping incident' and add to the verbatim your own notes on how and what you learned from sharing this verbatim with your supervisor and/or peers. If you have had CPE, but it was more than two years ago, include a recent account of a helping incident, written up in a verbatim format. If possible, include feedback from current pastoral colleagues and/or administrative supervisor.*
6. Your impressions of Clinical Pastoral Education. Indicate, for example, what you believe or imagine CPE to be. Indicate if CPE is being required of you. Indicate any learning goals or issues of which you are aware and would like to address in CPE. Finally, indicate how CPE may be able to help you meet needs generated by your ministry or call to ministry. *If you have had prior CPE, please indicate the most significant learning experience you had during CPE. State how you have continued to use the clinical method since your previous experience. Indicate strengths and weaknesses that you have as they relate to your ministry and your identity as a professional person. Indicate any personal and/or professional learning goals and issues that you have at this time and how you believe that CPE will help you to attain or address these learning goals and issues*
7. You are required to complete an admissions interview with an ACPE supervisor or a person approved by the center to which you are applying, or at the center to which you are applying. Contact the center to check on their policy regarding admission interviews.
8. CPE Centers often require an application fee. Please check this requirement in advance of submitting this application. If you are interviewing at a center other than the one to which you are applying, you may be required to pay an interview fee, usually due at the time of the interview.
9. If you are an international applicant, you will have to obtain appropriate documentation from U.S. Immigration, which usually implies a visa and a US Social Security Number. Therefore, international applicants should have such documentation approved at least six (6) months prior to the start of the program to which they are applying. If offered employment, can you submit verification of your legal right to work in the U.S?  
Yes \_\_\_ No \_\_\_
10. An applicant with prior CPE should attach all previous self and supervisory evaluations and your signature below indicates you give permission for your previous CPE centers to release your evaluations for purposes of this application process.
11. Retain your own copy of this completed application and bring it with you to any interview for CPE.
12. Have you ever been convicted or pled *nolo* to a misdemeanor, a felony, or other crime? Yes \_\_\_ No \_\_\_
13. Please attach a current resume.

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 for those contacted to provide the information sought. I verify that if sending in this application electronically it constitutes my electronic signature.

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



### Application for Clinical Pastoral Education

Print or type responses and mail completed application to the Center or Cluster to which you are applying.

Applying for: Fall \_\_\_\_\_ Winter \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_ 12 month residency\* \_\_\_\_\_ Extended Unit \_\_\_\_\_

Preferred program/site: \_\_\_\_\_ Earliest date you can begin: \_\_\_\_\_

\*Please note that residency programs usually require an in-person interview in their admissions process.

#### Directory Information

Name: \_\_\_\_\_ U.S. Citizen: Yes No

Mailing address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Country & ZIP: \_\_\_\_\_ Email: \_\_\_\_\_

Day Tel.: \_\_\_\_\_ Alt Tel.: \_\_\_\_\_ Fax: \_\_\_\_\_

Permanent address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

ZIP: \_\_\_\_\_ Country: \_\_\_\_\_ Alt Email: \_\_\_\_\_

Denomination/Faith Group Affiliation: \_\_\_\_\_

Jurisdiction/District/Diocese/Conference/Assoc: \_\_\_\_\_

Jurisdictional Authority (name/title): \_\_\_\_\_

Local Church & Ministry Position: \_\_\_\_\_

Ordained/Licensed/Appointed: \_\_\_\_\_ Date: \_\_\_\_\_

College: Degree/Date: \_\_\_\_\_

Seminary: Degree/Date: \_\_\_\_\_

Grad Schl: Degree/Date: \_\_\_\_\_

Prior CPE Dates:	Center	Supervisor
_____	_____	_____
_____	_____	_____
_____	_____	_____

#### Academic Reference

(Name/Title): \_\_\_\_\_

Phone: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_ Email: \_\_\_\_\_

Denominational Reference (name/title): \_\_\_\_\_

Phone: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_ Email: \_\_\_\_\_

Personal Reference (name/relationship): \_\_\_\_\_

Phone: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_ Email: \_\_\_\_\_

Admissions Interviewer: \_\_\_\_\_

Address: \_\_\_\_\_

Interviewer's Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

<p><b><u>CPE Applicant</u></b></p> <p>Name: _____</p> <p>Address: _____</p> <p>_____</p> <p>Email: _____</p> <p>Phone :(     ) _____</p> <p><b>Program applied for:</b></p> <p>_____ Residency CPE</p> <p>_____ Extended CPE</p> <p>_____ Other: _____</p>	<p><b><u>Applicant Reference</u></b></p> <p>Name: _____</p> <p>Address: _____</p> <p>_____</p> <p>Email: _____</p> <p>Phone: _____</p> <p>Position: _____</p> <p style="text-align: center;"><b>This information will be kept strictly confidential.</b></p> <p><i>Please do not return this reference to the candidate but send it directly to the CPE Center:</i></p> <p style="text-align: center;">Catholic Health Services of Long Island  Pastoral Care Department  992 N. Village Avenue  Rockville Centre, NY 11570  c/o Dawn Dziegelewski</p>
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1. How long have you known the candidate, and in what capacity?
  
2. How do you evaluate the candidate's
  - a. Self-awareness and ability to engage in self-reflection?
  
  - b. Ability to learn from experience/personal commitment to learning?
  
  - c. Maturity of faith and depth of spiritual development?
  
  - d. Ability to give and receive feedback?
  
3. If you were hospitalized, how would you feel about him/her visiting you?

4. Please evaluate the candidate on the following scale:

	Excellent	Very Good	Good	Weak	Very Weak
Interpersonal Communication					
Ability to Engage Suffering					
Personal and Professional Accountability					
Emotional Maturity					
Creativity					
Ability to Identify and Claim Authority as a Religious Leader					
Intellectual Ability					

5. Please elaborate on any of the above, especially any areas that may be challenging or difficult for the applicant.

6. What do you think of his/her plan to do Clinical Pastoral Education? (motivation, attitude, readiness for CPE, etc.)

7. Additional remarks, comments or concerns.

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