

## **St. Luke's University Hospital CPE Admissions Policy & Procedures**

### **I. NONDISCRIMINATION POLICY**

No person will be denied or accepted to the St. Luke's CPE Program on the basis of race, color, gender, sexual orientation, age, religious affiliation, marital status, national origin, ancestry, military status, or physical disability.

### **II. FORMAL ADMISSION CRITERIA FOR ALL CPE PROGRAMS – SUMMER AND EXTENDED INTERNSHIP / RESIDENCY**

Clinical Pastoral Education (CPE) at St. Luke's University Hospital Bethlehem is professional education for ministry. Applicants will usually be ordained, in the process of being ordained, be endorsed by the applicant's governing denominational/religious body, have taken vows in a religious order, or have completed at least one year of graduate level theological studies.

In the admissions process, applicants should be able to demonstrate maturity, development, or potential in each of the criteria listed below. Serious deficiency in any of the criteria would be grounds not to admit the applicant.

#### *A. Formal Admission Requirements for All Programs:*

1. Educational Requirements  
Completion of at least a college baccalaureate degree and several courses in Theology, Scripture, Pastoral Care and/or Behavioral Sciences. (See additional formal criteria under III for the Residency Program).
2. Satisfactory Health  
  
Freedom from health problems that would preclude patient contact or meeting other program requirements.
3. Completed Application  
  
ACPE Application Face Sheet and written materials described in the application.
4. Favorable References.

B. *Subjective Criteria*

**1. Religious Identity**

Demonstrates a sense of call to a religious vocation that has been confirmed and /or endorsed by the prospective student's sponsoring religious community. The prospective student's professional identity and educational goals are congruent with his/her sponsoring religious community. S/he is able to engage in conversation about religious beliefs with others.

**2. Responsible**

Willing to accept Program Objectives and Requirements (clinical and educational schedule, fees for units, pastoral calling, written assignments, reading assignments, supervision, attendance, participation in seminars, and on-call schedule), ability to develop a Learning Covenant/Contract in accordance with personal and professional goals, willing to abide by hospital policies

**3. Motivated**

Motivated to learn about ministry (professional growth), self (personal growth), and how to minister to persons in crisis (professional skills).

**4. Emotionally Stable**

Able to tolerate the stress of the clinical setting and interpersonal/experiential education; free enough from depression and situational stress to invest in learning covenant created with supervisors and peers.

**5. Self-Aware**

Aware of personal and professional strengths and weaknesses as apply to potential as a CPE student. Aware of strong feelings and emotions as related to personal and professional life.

**6. Open Attitudes**

Free of attitudes that would be harmful in relating to patients and/or staff, able to cooperate with authority, open to discovery, willing to listen to and understand others even in the midst of difference, willing to share one's own feelings, attitudes, and observations.

**7. Interpersonal Competence**

Demonstrates ability to initiate and sustain interpersonal relationships with others—including ability to communicate one's own thoughts and feelings.

**8. Realistic Expectations**

Goals for learning that are relevant to the Objectives and Outcomes of CPE, an understanding of CPE that is not incongruent with St. Luke's program.

**III. ADDITIONAL FORMAL CRITERIA FOR CHAPLAIN RESIDENCY**

- A. Completion of a College Baccalaureate degree and a Master of Divinity degree, or its equivalent. Written request for exemption from the M. Div. requirement will be considered by the Coordinator of Pastoral Education and the Director of Pastoral Care Services, who will assess the applicant's capacity for training at Master's Degree Level.
- B. Ordination or endorsement by the applicant's faith group.
- C. Satisfactory completion of a minimum of one accredited unit (or partial unit) of Level I CPE at an ACPE, Inc. accredited center.
- D. Experience in pastoral work.
- E. A physical examination by St. Luke's Hospital and other St. Luke's HR requirements before beginning work in the residency program.

**IV. PROCEDURE: FOR ALL CPE PROGRAMS**

- A. When an inquiry about any of the CPE programs is received, the inquirer will be given or sent:
  - 1. A standard letter/email acknowledging the inquiry.
  - 2. A brief description of St. Luke's Hospital and the particular program the inquirer is interested in.
  - 3. A copy of the Admission Procedure/Fee Policy for that program.
  - 4. A CPE application form.
  - 5. A list of dates for units scheduled.
  - 6. Stipend and benefits information (residency program only).
  - 7. Application deadline.

- B. When a completed application is received, the applicant will be sent a letter/email which:
  - 1. Acknowledges receipt of the application and application fee.
  - 2. Specifies whether or not a personal admission interview will be requested.
  
- C. When an incomplete application is received, the applicant will receive a letter/email which:
  - 1. Acknowledges receipt of the incomplete application.
  - 2. Requests that items missing from the application be forwarded as soon as possible.
  
- D. When a personal admissions Interview is requested at St. Luke's by ACPE, Inc. on behalf of another accredited center, it will be conducted by one of the supervisors authorized by ACPE to conduct such interviews (ACPE Standards and Manuals). In the case of the Residency this will be the Coordinator of Clinical Pastoral Education and/or the Director of Pastoral Care Services.
  
- E. Interviews and final decisions regarding admission to *intern* CPE units will generally be made by the designated supervisor of that intern unit.
  
- F. Final decisions regarding admissions to all CPE programs will be made by the Coordinator of CPE and the Director of Pastoral Care.
  
- G. Procedures for Admission to Internship
  - 1. All complete applications for the summer unit will be acted upon within 30 days of receipt of completed application or post-interview.
  - 2. Each application for Extended units will be acted upon within 30 days of receipt of the completed application post-interview.
  - 3. When Interns are notified of their acceptance, they will have 10 days to return a letter of intention to enroll in the CPE Program at St. Luke's Hospital. To ensure a space in the intern unit, students must pay a \$100 deposit when they send back the signed letter accepting a place in their unit. If a third party, or seminary, will be paying the unit deposit and tuition the registrar must also sign the letter.
  - 4. All applicants who are accepted into an intern unit must complete the entrance and Orientation requirements of the Volunteer Services Department and St. Luke's Hospital before they will be allowed to begin the first day of the Program. These requirements often take six weeks or longer to complete. Applicants are strongly encouraged to begin working on completing the requirements very early. The Pastoral Care support chaplain works with applicants toward accomplishing this goal on time.

#### H. Procedures for Admission to Residency

1. A thru E above will be followed.
  2. Applications for admission to the Residency program are accepted on a rolling basis. A preliminary deadline for completed applications for Residencies is February 28, for programs beginning at the end of August that same year.
  3. The CPE Supervisors in our center serve as the admissions committee for this accredited ACPE, Inc. center and will choose the applicants who will be invited for an interview. The Pastoral Care Consultation Committee(PCC) assists the CPE Supervisors in the selection and admissions process by conducting additional interviews of residency applicants after the complete application and application fee are received. The PCC prepares their own report to submit to the Supervisors for advisory purposes.
  4. The CPE Supervisor conducting the residency program may choose alternates in the event that invitees do not accept residency positions. The Supervisor may re-open the application process and/or conduct more interviews before inviting persons to all available positions. Persons completing the application and interview process before March 1 will be notified by April 1 of the Supervisor's decision.
  5. Applicants completing the process after March 1 will be notified within 30 days.
- J. Before beginning internship or residency at St. Luke's, students must attend and complete the corresponding St. Luke's Hospital and/or Departmental Orientations. For interns this orientation is coordinated through the Volunteer Office. For residents this orientation is the Hospital orientation required of all new employees. The date of orientation will be forwarded to the student as soon as it is scheduled by Human Resources.
- K. Upon acceptance to the CPE Residency Program, students must complete the on-line application for St. Luke's Human Resources Department. Necessary information to complete the on-line application will be forwarded to the student upon acceptance into the program.

#### V. FEE POLICY FOR CPE AT ST. LUKE'S

- A. Applicants will be given the following CPE Fee policy when they inquire or apply to any CPE Program at St. Luke's.
- B. Fees
1. Application fee, non-refundable: \$25.00 made payable to "Pastoral Care Services, St. Luke's Hospital." Personal check, institutional and/or certified checks, or money orders are all accepted for student fees.

2. Interns, a deposit of \$100.00 due within ten days of acceptance into program. If a third party or seminary is paying the unit deposit and tuition, the letter must be signed by the registrar or other person authorized by the institution to pay the fee.

3. All remaining intern unit fees are \$300.00 ( $\$300 + \$100$  deposit= $\$400$  total tuition).

C. Reimbursement

1. Unit fees are reimbursable in full only in documented medical emergency cases *before* the unit begins.

2. No reimbursements will be made after the unit begins.