

Admissions Policy & Procedures (Standard 4.1.A, 2020 Accreditation Manual)

Purpose: To specify and establish an Admissions Policy and Procedures. Per ACPE Standards, an applicant's suitability for admission to any CPE program is a matter of professional judgment by the ACPE accredited center in accordance with its Admission Policy. Requirements for admission to CPE programs include but are not limited to: a completed ACPE application; a signed Use of Clinical Materials consent form; an admission interview with qualified interviewers; readiness for clinical learning; approval/licensure/ordination by a religious/spiritual tradition or commission to function as a Clinical Pastoral Education student in a spiritual healthcare setting; fulfillment of education requirements established by this ACPE-accredited center.

Statement of Non-discrimination: No person will be denied or accepted to the St. Luke's CPE programs on the basis of race, ethnicity, religious/spiritual tradition, sexual orientation, gender identity, gender expression, age, disability, marital status or military status.

I. SLUHN Admissions Criteria:

Residency Program/Summer and Extended Unit Internships

A. In the admissions process, applicants should meet the following criteria:

1. A completed ACPE Application: The signed two-page face sheet, references, essays, resume, and a Use of Clinical Materials consent form.
2. Educational requirements: Completion of high school/GED; preference toward a college baccalaureate degree; preference toward enrollment in or completion of a U.S. Department of Education-accredited Master of Divinity program or equivalency (per ACPE, the Association of Professional Chaplains Inc., and the Common Standards for Professional Chaplains, such as a Master of Pastoral Counseling, a Master of Chaplaincy, or other related Master of Spiritual/Pastoral Studies programs.)

Applicants applying to the Residency Program must have satisfactorily completed one full unit of ACPE-accredited CPE, or be in the process of completing a unit, in which case a completed mid-unit Evaluation is provided with a statement for readiness from the ACPE Certified Educator.

3. Completion of required health clearances: By the St. Luke's Network Employee Health Services, through the SLUHN Volunteer Department onboarding process for CPE Interns, or through the Human Resources Department for CPE Residents.

B. Other criteria that will be considered:

1. Spiritual or Religious Identity: Membership with a sponsoring spiritual or religious institution, organization or faith group that is an endorsing body and holds some accountability for the student's educational and vocational interests and processes.
2. Responsibility: Willing to accept and abide by SLUHN CPE and ACPE objectives and requirements, i.e., clinical and educational schedule, tuition (Interns), pastoral visits and rounding, written assignments, reading assignments, individual supervision, prompt attendance, participation in seminars, on-call on-site duty as scheduled overnight or weekends, SLUHN and CPE policies and

- procedure.
3. Curiosity: About self and others; willingness and readiness to learn, and an ability to provide ethical spiritual care with persons of diverse faiths and cultures without imposing one's own perspective.
 4. Self-Awareness: Aware of personal and professional strengths and weaknesses in the clinical setting; aware of emotions, use-of-self and family-of-origin relational dynamics; aware of interpersonal abilities to initiate and sustain relationships with others in the clinical setting.
 5. Individualized Learning Plan: A strong interest in creating goals for learning that are relevant to the Objectives and Outcomes of CPE, and to the SLUHN clinical settings and Pastoral Care Department.
 6. Willingness to participate in Group Process: The action-reflection model of CPE requires active participation in all group learning sessions, including Interpersonal Relations Group, where self-awareness becomes shared use-of-self learning. This is a "small-group process-education" model. SLUHN's CPE programs will have at least three students per CPE unit, as required by ACPE. The Residency group has four positions; the Extended units primarily have three students, but may have as many as six; the Summer Unit may have between four to six students.

II. Procedures for CPE Programs

- A. When an inquiry about CPE is received, the inquirer will be sent:
 1. An email acknowledging the inquiry.
 2. If needed, an ACPE application form and a Use of Clinical Materials consent form.
 3. Information that applications are accepted on a rolling basis.
 4. A link to the Pastoral Care Department website:
<http://www.slhn.org/Medical-Education/Pastoral-Care>, in which can be found a description of SLUHN, a description of the CPE Program including dates and location, the Admissions Policy, the FERPA Annual Notice statement, the schedule for tuition and fees, and stipend for Residency.
- B. When a completed application is received, the applicant will be sent an email which:
 1. Acknowledges receipt of the application and application fee.
 2. Specifies the following statement: "Please note: We have a competitive program and we receive many more applications than we have positions. We do not interview all candidates. We will be in contact as we continue to review applications."
- C. When an incomplete application is received, the applicant will receive an email which:
 1. Acknowledges receipt of the incomplete application.
 2. Requests that items missing from the application be forwarded as soon as possible.
- D. Interviews and final decisions regarding admissions to a CPE Internship will be made by the designated ACPE Certified Educator of that unit.

- E. Final decisions regarding admissions to the CPE Residency will be made in collaboration by the Supervisor of Clinical Pastoral Education and the Network Director of Pastoral Care.
- F. Since applications are accepted for all programs on a rolling basis, applicants who will not be accepted into a program will be notified via email as expeditiously as possible when the ACPE Certified Educator has received acceptances of offers from all candidates offered placements in a program.
- G. Specific Procedures for Admission to the Internship
1. When Interns are notified of their acceptance, they will have 14 calendar days to return an email stating their intention to enroll in the designated CPE Program. To secure a position in the CPE unit, students must mail a \$100 non-refundable deposit (personal check, money order, or third party payment by a seminary or institution) that will be put toward their \$400 tuition payment, with the \$300 balance to be paid the first day of the program.
 2. Acknowledgement of receipt of, or a request to receive the \$25 application fee made out to “St. Luke’s University Hospital” with “Clinical Pastoral Education” in the memo line.
 3. Applicants are informed clearly about important next steps and crucial timing for completing SLUHN onboarding, including all documents, forms, processes, and items through the Volunteer Department’s “Allied Health Professional Internships Candidate” process: <http://www.sluhn.org/intern>
- H. Specific Procedures for Admission to the Residency
1. The ACPE Certified Educators in our center serve as the admissions officers for this accredited ACPE, Inc. center and will choose the applicants who will be invited for an interview. The Professional Advisory Group assists by conducting additional interviews of Residency applicants during the day when the ACPE Certified Educators and a representative from the Human Resources Department schedule the interview and tour of the hospital by a current CPE Resident. The PAG members submit their observations and recommendations to the ACPE Certified Educators.
 2. The Supervisor of Clinical Pastoral Education, an ACPE Certified Educator, may keep a file of alternative candidates in the event that invitees withdraw prior to the start of the Residency. The Supervisor of CPE may re-open the application process and/or conduct more interviews.
 3. Once it is determined that the ACPE Certified Educators would like to offer acceptance to a candidate, a signed PDF letter is emailed stating that they are receiving a “preliminary offer to join the CPE Residency, contingent upon background and health clearances through the Human Resources onboarding process.”
 4. As part of the HR onboarding process, incoming Residents must complete the on-line application. Necessary information to complete the application will be forwarded to the student by an HR representative.

5. Before beginning the Residency at St. Luke's, students must attend the St. Luke's Orientation at the St. Luke's Center, and be in attendance for all required Pastoral Care Department Orientation material after attending the SLUHN Orientation day. This Orientation is required for all new employees of SLUHN. The date of Orientation will be forwarded to incoming Residents as soon as it is scheduled by Human Resources.
- I. When an admissions interview is requested on behalf of another accredited ACPE center due to the student's geographic proximity to St. Luke's, it will be conducted by one of St. Luke's ACPE Certified Educators.

III. Procedures for Certified Educator Candidate. SLUHN currently does not have a CEC.

A Two-part process: Local center admission and the ACPE Certification Process.

1. A completed Application for Certified Educator Programs
2. College graduation
3. Graduate theological degree or its equivalent
4. Ordination or commissioning to function as a spiritual care provider by an appropriate religious/spiritual authority as determined by ACPE
5. Endorsement/statement of accountability from an appropriate religious/spiritual authority as determined by ACPE
6. Successful completion of a minimum of four units of Level I/Level II ACPE CPE
7. Demonstration of spiritual care and conceptual competence as evidenced by the attainment/completion of Level I/Level II Outcomes
8. Evaluation of the competencies for admission to a Certified Educator Program