

## **Saint Camillus Campus CPE Admission Policy**

The CPE Program at St. Camillus does not discriminate against persons because of race, ethnicity, religious/spiritual tradition, sexual orientation, gender identity, gender expression, age, or disability. Equal access to educational opportunities is extended to all qualified persons. All members of the faculty and consultation group are expected to cooperate in making this policy valid in fact. This policy notwithstanding, all students accepted in the program shall be able, with or without reasonable accommodation, to physically perform the duties as contained in the position description for chaplains.

At all levels, the CPE student needs to sustain sufficient physical and emotional health to deliver pastoral care. The student must demonstrate the capacity to consistently establish and maintain relationships at significant levels and be open to learning, change, and growth. The CPE student must demonstrate a capacity to endure at least moderate amounts of chaos and change, which is a normal part of institutional culture.

### ***CPE Student Selection Criteria include:***

1. Membership in a religious or spiritual group/church/community or seminary
2. Graduation from High School/Completion of G.E.D. or ordination by a faith community or commission to function in ministry by an appropriate religious authority as determined by ACPE.
3. Apparent understanding of CPE as theological education, a desire to learn, and reasonable expectations of oneself and the CPE process
4. Openness to the intensity of learning and growing through peer group interrelationships
5. Apparent physical, intellectual, emotional, and spiritual capacity to function in this CPE setting
6. Evidence of interest in and ability to reflect on the dynamics of interpersonal relationships and communication patterns
7. Ability to make a commitment to participate in the full program
8. Evidence of the individual's comparative ability to contribute to the group learning experience, meeting educational and experience requirements commensurate with other program applicants
9. Flexibility and adaptability to the demands and requirements of working in a healthcare facility

### ***Admission process:***

1. Completion and timely return of ACPE CPE application and all CPE program application materials.
2. Receipt of application is acknowledged by telephone or email within two weeks of receiving application.
3. A signed Use of Clinical Materials Consent Form.
4. Review of the application materials and interview with an Association of Clinical Pastoral Education (ACPE) Certified Educator and CEC.
5. A written report of the admission interview is not required. If the student is requesting a written report, there is a \$150 admission fee.
6. The decision in accepting the applicant to the CPE program on St. Camillus Campus is considered to have served its purpose upon a student's acceptance in writing. It is not necessarily a part of the student's record, but may be sealed off and not be available to anyone within or without the center's permission
7. Communication of acceptance/non-acceptance to the candidate will be by telephone call and/or formal letter within two weeks of interview.
8. CPE Students that have completed one Unit of CPE on the St. Camillus Campus who are applying to take another CPE Unit on the St. Camillus Campus will submit a completed ACPE Application, Use of Clinical Materials Consent Form and a written a Letter of Intent outlining their rationale and Learning Goals. Additional materials are not required unless requested by ACPE Certified Educator.

### ***CPE Student Admission to Level 1a, 1b, 2a and 2b:***

1. Students who enroll in a unit of CPE at the St. Camillus Center will be at Level 1a who have not had any CPE previously.
2. Students who have completed Level I in the old Objectives and Outcomes more than two years ago will begin in Level 1a.
3. Students who have completed more than 1 unit in Level II with the old objectives and outcomes will be asked to complete a self-assessment to indicate whether they will be Level 1b or Level 2a.

4. Level 2b will be available for those who have completed level 2a except for students who have completed 3 units of Level II in the old objectives and outcomes. Similarly, students will provide a self-assessment to evaluate their readiness for Level 2b.
5. ACPE Certified Educator and CEC will ultimately make the final decision based on their evaluation of the student's readiness and successful demonstration and completion of the outcomes and indicators.

### ***Human Resources Admission Requirements:***

Upon acceptance into the CPE program, the following procedures are followed in strict confidentiality:

1. CPE student fills out the Wisconsin Background Information Disclosure (BID) form.
2. If the student has lived outside Wisconsin at any time in the last 5 years, then the student will also need to provide the following information:
  - a. Full address(s) where the student has lived in the past 5 years, including street address, city, state, zip or postal code, and country (if applicable)
  - b. Dates when the student was at each address
  - c. Government identification number (similar to Social Security Number in the US)
  - d. Copy of passport, if student is from a country other than the US.
3. St. Camillus submits the BID form to the State of Wisconsin to conduct the statewide background check.
4. For those who have lived in other US states, the Human Resources (HR) will utilize their vendor to contact those states for additional background check information. Results may take days or weeks to receive, depending on the state.
5. For those who have lived outside the US, HR contracts with another company to help conduct international background checks. Additional paperwork may be required. Results will take days or weeks to receive, depending on the country.
6. Depending on results of the background check, it is possible HR may have follow-up questions for the student.
7. In extremely rare cases, it is possible that someone may be declined for placement at Saint Camillus, depending on results of the background check.
8. Background checks are the financial responsibility of the St. Camillus Campus and are of no additional fee to the student.
9. CPE Student completes and tests negative for the required TB testing as mandated by the State of Wisconsin.
10. CPE Student provides verification of receipt of all CDC recommended vaccinations for healthcare workers.
11. CPE Student submits and passes required drug testing protocol.

### **Additional requirements for Certified Educator Programs**

*Please note that there are two parts to the Admission Process for Certified Educator Programs: 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 spiritual/values-based orienting system as determined by ACPE. Individuals whose spiritual/values-based orienting system does not have ordination should email [certification@acpe.edu](mailto:certification@acpe.edu) for more information.
5. Endorsement/statement of accountability from an appropriate spiritual/values-based orienting system as determined by ACPE. Individuals whose spiritual/values-based orienting system does not have endorsement should email [certification@acpe.edu](mailto:certification@acpe.edu) for more information.
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

### ***Others:***

1. There is no set deadline for any of the CPE units – application materials are accepted throughout the year.
2. CPE training will not begin with fewer than three enrollees. ACPE Certified Educator will inform enrollees of cancellation of Unit promptly.
3. There is a limited number of CPE students accepted for each unit. When multiple applications are received, applicants who best meet selection criteria will be given priority. Subsequent applications will be kept for a maximum of one month after the beginning of each Unit.