



CENTRA

Clinical Pastoral Education

Policy Name: Admissions Policy

Policy: CPE\_004

Original Date: 2013

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Approved By: Centra PAG and  
Director of Chaplaincy Services and  
Manager of Clinical Pastoral  
Education

**Purpose:** To assure that the Clinical Pastoral Education (CPE) programs do not discriminate against persons because of race, gender, age, faith group, national origin, sexual orientation or disability.

**Policy:** Centra shall not discriminate against any individual for reasons of race, gender, age, faith group, national origin, sexual orientation, or disability. Equal access to educational opportunities is extended to all qualified persons. Diversity in our educational programs is highly valued. All members of the Spiritual Care Department will cooperate in making this policy valid in point.

This policy notwithstanding, all students accepted into CPE programs shall be able to self-attest to the following ADA technical requirements:

- 1) Able to walk around the building from Point A to Point B
- 2) Able to use a computer
- 3) Able to function in high stress situations
- 4) Able to have stamina to complete 24-hour shifts

Students must also demonstrate the capacity to consistently establish and maintain relationships at significant levels and be open to learning, change, and growth. Each person must demonstrate a capacity to tolerate some ambiguity, which is a normal part of institutional culture.

Students are required to demonstrate English language proficiency adequate to function pastorally in the clinical and educational setting. Potential international students may be requested to show the results of an assessment such as the TOEFL.

**Procedure:** Formal admission criteria and processes vary according to the level and duration of the program. Such admission requirements and procedure shall be in compliance with Association of Clinical Pastoral Education, Inc. (ACPE). Fulfillment of education or experience requirements

established by the ACPE accredited center. For Level I applicants, a bachelor's degree from a nationally accredited institution or its equivalent as determined by the department is preferable. For Level II applicants and persons applying for residency position a Master of Divinity from a nationally accredited institution, or its equivalent, is preferred. Ordination or participation in an ordination process is preferred.

**Admissions Criteria Per Level I/II Program:**

- 1) Fulfillment of education or experience requirements established by the ACPE accredited center. The minimum of a high school diploma/completion of a GED or ordination by a faith community or commission to function in ministry by an appropriate religious authority as determined by ACPE. A Baccalaureate degree from a nationally accredited institution or its equivalent as determined by the department is preferred.

Chaplain Resident and Intern

- 1) A completed ACPE application and application fee.
- 2) An admission interview conducted by a qualified person or persons such as an ACPE authorized educator or Associate Educator. Additional members of the interview team will be staff chaplains and/or PAG members who have been trained and understand the CPE educational model. Students will receive a written notice within 4 weeks of the admission interview informing them of the center's decision.
- 3) Fulfillment of education or experience requirements established by the ACPE accredited center. 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. For CPE Residents, a Master of Divinity or graduate theological degree from a nationally accredited institution, or its equivalent, is preferred. Ordination and/or endorsement by a faith community or commission to function in ministry by an appropriate religious authority as determined by ACPE is preferred.
- 4) Signed Use of Clinical Materials Form, to be completed during the unit orientation.
- 5) Applicants for the residency program are preferred to have successfully completed at least one unit of Level I Clinical Pastoral Education in an ACPE, Inc. accredited center.
- 6) Ability to meet all general employment requirements of Centra.