

A. Level I/II CPE Admission Policy

Policy: (Rev. Jan 2019)

This policy outlines the purpose, procedures and requirements for admission into the Denver Seminary CPE Center's Level I/II Training Program.

Purpose:

To provide appropriate information to prospective CPE students about the DS CPEC's procedures and requirements for being admitted into a Level I/II unit of CPE and to define who is eligible to apply.

Procedure for Admission:

1. Only those matriculated (enrolled) or employed by Denver Seminary may become CPE students of the DS CPEC.
2. From the pool of matriculated Denver Seminary students, faculty and staff, the DS CPEC does not discriminate against persons because of race, gender, age, faith group, national origin, sexual orientation, or disability.
3. Seminarians in the MDiv with Chaplaincy and the Chaplain Certificate programs are required to successfully complete one unit of ACPE CPE (CHP 650/651/775 Community-based CPE) as part of their graduate school curricula.
 - During Seminary academic advisement with the Seminary's Director, Chaplaincy and Pastoral Counseling Programs, Prospective CPE students will be given a "reservation" for a unit of CPE in a specific semester.
 - Other seminary certificate students, master's level and doctoral students, and seminary students/graduates wishing to take additional units of CPE through Denver Seminary may apply on a space available basis.
 - Denver Seminary Faculty and Staff are also eligible to apply for a unit of CPE on a space available basis.
4. Seminary prerequisites, by MDiv-Chap and Chap Cert students will be the successful completion of CHP 550 Many Faces of Chaplaincy, CO 526 Therapeutic Communications, CO 560 Brief Counseling, and CO 570 Brief Counseling Practicum.
 - Only the Seminary's Director, Chaplaincy and Pastoral Counseling Programs may waive or modify these prerequisites.
 - Other seminarians, persons enrolled as Non-degree Seeking students, or Seminary Faculty or Staff, are encouraged, but not required, to take the four pre-requisite courses. They may be authorized to audit these four courses as per seminary policies.

<http://denverseminary.uberflip.com/i/1011446-academic-catalog-2018-2019/13?m4=> pg. 13-14.
5. Applicants must complete a standard *CPE Application Form*, with attachments and submit it in hard and electronic copy to the DS CPEC Director.

<https://www.acpe.edu/ACPE/Students/ACPE/Students/Students.aspx> (See Below)
6. Applicants will be interviewed by the Center Director, assigned Training Certified Educator, Certified Education Candidate, CPE Program administrator or any combination of these persons.

- On rare instances the applicant may be interviewed by, or also interviewed by other stakeholders and/or Seminary faculty as a consultation group to the Educator concerning the applicant's suitability for acceptance into their reserved semester of CPE.
 - The Center Director/Educator will have the final say as to a student's acceptance into a unit of CPE.
 - An applicant will know if they are accepted or not during the ACPE Admissions Interview.
 - If accepted, the Educator will also confirm the student's Ministry Site placement at the end of the interview
7. Applications will be assessed by their completeness, self-presentation, learning needs and desires in light of ACPE requirements and standards and the resources of this Center.
 8. Applicants will be selected for a given CPE unit based on the requirements stated above and their:
 - Readiness and willingness to function in a diverse, action-reflection learning environment at the level for which they are applying.
 - Ability to contribute to the ministry of an assigned Ministry Site within a context of education and supervision.
 - Denial into CPE is only done when the Educator feels the applicant is not ready for CPE at the scheduled reservation time.
 - An applicant who has been denied by the Educator may be deferred for a later semester.
 9. If accepted, applicants will be expected to sign the DS CPEC's *Agreement for Training* and the *Use of Clinical Materials Consent form*.
 - Between the Admissions Interview and the beginning of the Unit, students must complete the *Placement Agreement form*; the *Seminary's Safety Documents* requirements, and any *onboarding, orientation, and shadowing requirements* of their assigned clinical site.
 - The Seminary Director, Chaplaincy and Pastoral Counseling Programs will authorize the Seminary Registrar to enroll the accepted CPE student in the CPE course.

EDUCATIONAL REQUIREMENTS FOR LEVEL I/II STUDENTS:

1. Be a currently matriculated enrolled Denver Seminary student or employed faculty or staff.
2. Be able to speak, write, and read English that is easily understood by the general English-speaking population.
3. Have an interest and ability to learn within the action/reflection model of process education.
4. Display an ability to establish an Individualized Learning Plan and Goals in consultation with the CPE Educator.

GENERAL REQUIREMENTS:

1. Be physically and emotionally healthy enough to deliver pastoral/spiritual care.
 2. Be available for group seminars, individual supervision and clinical site work, as per the syllabus, in order to complete the 400 hours per a CPE unit.
 3. Be open to learning from, and ministering to/with, people of other theological, ethnic, racial, gender, sexual orientation, and cultural traditions.
1. Be open to communicating and listening effectively to those who have different values than his/her values.
 2. Be committed to avoiding "pushing" their beliefs and solutions for issues onto care-recipients.
 3. Be able to establish and maintain relationships with peers, site colleagues and staff, and care-recipients.

4. Be open to learning, working through conflict, and able to accept emotions, change and faults in themselves and others.
5. Be able to endure at least moderate amounts of crisis as a normal part of any ministry site's culture.

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