

## C. Level I/II CPE Fees, Refunds, Safety Documents and Benefits

### **PURPOSE:** (Rev. Nov 2019)

This policy is to assure that the Clinical Pastoral Education program addresses fees, refunds, Safety Documents, and benefits for Level I/II students.

### **POLICY:**

To outline the fees, refunds, Safety Documents, and benefits for enrolled Level I/II CPE students.

### **PROCEDURE:**

#### ***Fees and Refunds***

1. *Tuition* for one unit of CPE will be \$3,930 (Seminary Academic Catalogue, 2018-2019)
  - Tuition is \$605 per credit hour for the CHP 775 6 hr. course = \$3,630
  - There is an additional CPE fee of \$300 is charged per CPE.
2. *Refunds:* In the event the student disenrolls from CHP 755 refunds are as per this schedule”
  - 100% refund in the 1<sup>st</sup> week of the semester/unit
  - 75% refund in the 2<sup>nd</sup> and 3<sup>rd</sup> week of the semester/unit
  - 50% refund in the 4<sup>th</sup> and 5<sup>th</sup> week of the semester/unit
  - 0% refund from the 6<sup>th</sup> week of the semester/unit on
3. Seminary tuition, fees, and other expenses are subject to change without notice and are due by the dates that are announced each semester by the Registrar.
  - Students may pay their tuition balance in full, obtain a guaranteed student loan, or set up a payment plan (if available).
4. *Safety Documents and Fees*

Students will need to complete/secure the required DS CPEC “Safety Documents” before beginning to see clients at their clinical placement. The costs of securing any of these documents will be borne by the student.

  - *NOTE:* For further help, and to turn in proof of these documents, contact the DS CPEC CPE Program Administrator, (CPA) [Cindy.Simpson@denverseminary.edu](mailto:Cindy.Simpson@denverseminary.edu).
  - In order to protect the student, the clinical site and the Seminary, the DS CPEC requires students to be covered by what we call Safety Documents.
  - These will be procured by the student and any fees for them will be borne by the student.
  - Proof that these Safety Documents have been obtained must be sent to the Center’s CPE Program Assistant prior to the student beginning work at their placement.
    - If the site pays for any of these documents, students need not procure/pay for a duplicate as long as the site sends proof of completion to the DS CPEC.
    - Current serving military or government members who hold a federal “Secret Security Clearance” or above, need not secure a background check as long as proof of the clearance is sent to the DS CPEC.
  - Depending upon where a student is placed for their clinical site work, the site may require additional requirements to be fulfilled.

### ***Required Documents***

- a. Malpractice Insurance (Also called “Liability Insurance”) Students must secure “student” malpractice liability insurance for \$1 million incident /\$3 million aggregate coverage. (This is not healthcare or homeowner’s insurance).
  - Students are free to obtain their insurance from any provider of their choice. When obtaining student coverage, you will be considered a “pastoral counselor” or “chaplain” or “student”. Costs & fees are subject to change.
  - Students may purchase insurance at a significantly reduced cost. Several professional organizations (listed below) provide this insurance either as a stand-alone policy or as a part of joining their organization.
    - *American Association of Christian Counselors* (AACC) <http://www.aacc.net> 800-526-8673 (\$74 for membership with liability insurance)
    - *American Counseling Association* (ACA) (secular) <http://www.counseling.org> 800-347-6647 (\$102 student membership includes liability insurance)
    - *Healthcare Providers Service Organization* (HPSO) <http://www.hpso.com> 800-982-9491 (\$40.00)
- b. Federal, 7-year, Criminal Background Check: <https://verifystudents.com/> (\$45)
  - The Background Check may not be older than three years from the beginning date of the CPE unit.
    - Some students (depending on the site) are being required to do additional screenings and if that is required, you will have to pay more.  
(Contact the Center’s CPA for detailed instructions.)
- c. Worker’s Compensation Coverage (\$10)
  - Students should first see if their Ministry Site provides coverage for them while in their CPE placement. If so, proof of WC must be provided to the seminary (usually by someone in the HR department). Most sites will not provide this coverage.
  - If the Site does not provide the student with Workers’ Compensation, the Seminary will provide in-state coverage for a student CPE internship for an additional fee which will be billed to your student account.
    - Even if the site does not require WC, the seminary does require it in order to protect the CPE student.
    - If a student has an approved out-of-state CPE placement (a rare exemption), the student will need to consult with the Seminary’s Director, Chaplaincy and Pastoral Counseling and the Human Resources (HR) Director for further instructions.
  - All students will need to provide the following to the Seminary Human Relations Representative, [Wendi.Gowing@denverseminary.edu](mailto:Wendi.Gowing@denverseminary.edu): The name, address, phone number and email of the person at the Ministry Site to whom proof of worker’s Compensation Coverage should be sent. T
    - This is usually the person who hires employees and/or fills out and handles the new hire/ volunteer’s paperwork.
    - The Seminary HR will 1) Assure the WC fee is added to the student’s business fee account; 2) forward a notice of WC coverage to the Ministry Site agency for processing and 3) inform the student, the Seminary’s Director, Chaplaincy

and Pastoral Counseling programs, and the CPE Program Assistant that it has been processed and paid.

a. Informed Consent Letter

- Clinical activities performed in community sites may carry with them certain attendant risks.
- Each student must assess whether their level of training and amount of Ministry Site Mentor support provided by the site is suitable to the routine and/or unique requirements and demands of the CPE placement environment in which they work.
  - If a student ever assesses the placement setting to be a danger to the student's well-being, he/she should disengage from the activity immediately and inform the agency, his/her Ministry Site Mentor, Certified Educator and the Denver Seminary Director, Chaplaincy and Pastoral Counseling.