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**Clinical Pastoral Education Application and Admissions Information**

**What is Clinical Pastoral Education (CPE)?**

CPE is graduate-level theological training for leaders from all theological perspectives conducted in a clinical setting under the on-site supervision of a site supervisor and educationally by a Certified Educator certified by ACPE, Inc. (www.acpe.edu). This organization, recognized by the U.S. Department of Education, is the premier training source for professionals, whether they serve in faith congregations or in secular institutions (hospital, hospice, penal system, military, nursing facility, etc.). Trinity Community at Beavercreek CPE program is accredited by ACPE to offer Levels Ia, Ib, IIa, and IIb. We offer extended internships--one in the fall/spring (October to March) and one in the spring/summer (April to September).

Our units of CPE follow a hybrid model; all units begin with an in-person orientation for 3-4 days at Trinity Beavercreek in Dayton, Ohio and then shift to Zoom for the weekly educational hours. Clinical hours are done in-person under the supervision and mentorship by an approved Site Supervisor. Required paperwork must be approved 45 days prior for setting outside of Trinity Beavercreek. If you have questions regarding Clinical Placements outside of Trinity Communities, you can inquire with the Certified Educator.

We require 15 hours weekly in the approved clinical setting doing direct chaplaincy work and 5 hours weekly of education with the Certified Educator. The required hours are 400 total—300 clinical chaplaincy hours and 100 educational hours.

Borrowing from the medical training model, CPE takes persons who have completed, or are in the process of completing, a master’s degree in divinity (M.Div.) or some equivalent field, and places them in a clinical context to practice interfaith work under supervision. Our program gives priority to persons with theological training from a graduate school accredited by the Council for Higher Education Accreditation (www.chea.org) or an international equivalent (www.professionalchaplains.org). We would also consider candidates from their faith group who are required to take CPE by their judicatory. Ordination or endorsement is not required for CPE training, but it is generally required to become a professional chaplain. Students learn (by observation, practice and clinical case presentations) to serve as the spiritual caregiver (chaplain) on the interdisciplinary team in their setting.

**What is the curriculum?**

The CPE curriculum is based mainly in your direct clinical work with people and on the related activities of reflection, discussion, and evaluation with other students and the Certified Educator. In CPE, you will utilize case studies and other written reflections to present your work for supervision. The focus in seminars will be on what is happening to you, the caregiver, *as much as* on what is happening to the people receiving your spiritual care. There will be discussions which assist you in understanding theological issues arising from experience. There will be opportunities to learn from the behavioral sciences and to reflect theologically so that you can draw from both in understanding the human condition. You will be challenged to think about groups and social structures as well as individuals in defining your spiritual care. You will be part of a dynamic peer group with other students and your certified educator which will provide opportunities for mutual supervision, support, clarification, and confrontation.

**Where will I be providing spiritual care?**

You will serve as a chaplain in your approved clinical placement setting. You will work directly with your site supervisor to learn about your setting, learn appropriate protocols and responses in your setting. You may be asked to document in your setting. You will have the opportunity to provide care in multi-faith settings.

**What is a typical day like in CPE?**

Three quarters of your time is spent directly with patients, while the other quarter is spent in the educational sessions (individual supervision, peer group, didactic seminars, verbatim seminars, and reading seminars). Our extended unit meets on Wednesdays from 10-2 for all of the educational sessions and the clinical hours are performed at other times, to be determined prior to the unit with your site supervisor.

**Who may apply?**

Clergy, theological students, members of religious orders, and lay persons with theological training are eligible to apply for a unit of CPE at Trinity Community. Other admission criteria relate to personal and educational readiness for this experience. Your completed application should be 8-10 pages in length. The application includes a non-refundable fee of $50.

**Where do I do the admission interview?**

The Certified Educator will contact you after receiving your **completed application (insert hyperlink here to application)**. The interview provides a chance for you, the educator, and the Director of Spiritual Care at Trinity Communities of Dayton, to engage in discussion of your application materials and your goals, in order to help determine your readiness for CPE. The interview will be conducted **on Zoom**.

If you have further questions, please contact:

The Rev. Mary Catherine Cole, M.Div., ACPE Certified Educator

[mcole@uchinc.org](mailto:mcole@uchinc.org)

The CPE Program at The Trinity Community at Beavercreek is accredited by:

ACPE: The Standard for Spiritual Care and Education  
1 Concourse Pkwy, Suite 800  
Atlanta, GA 30328

Phone: (404) 320-1472 | Fax: (404) 320-0849

**CPE Policies: Admission Criteria, Admission Procedures, and Fees**

**CPE Admission Criteria**

1. **NON-DISCRIMINATION POLICY**

The Trinity Community at Beavercreek does not discriminate in admission, employment, or administration of its programs or activities, on the basis of age, gender, race, national origin, religion, creed, color, marital status, physical or mental disability, pregnancy, sexual orientation, gender identity or expression, genetic information, ethnicity, ancestry, veteran status, or any other characteristic protected by the federal, state, or local law. In addition, Trinity administers all programs and services without regard to disability, and provides reasonable accommodations for otherwise qualified disabled individuals.

1. **ADMISSION CRITERIA FOR CPE**

Clinical Pastoral Education at Trinity Beavercreek is professional education for spiritual caregivers. Applicants will usually be ordained, have taken vows in a religious order, or have completed at least one year of graduate level theological studies. In the admission process, applicants should be able to demonstrate maturity, development, or potential in each of the criteria. Deficiency in any of the criteria would be grounds for a decision not to admit the applicant.

A. Formal Criteria

* 1. Educational requirements: completion of at least a college baccalaureate degree and several courses in theology, scripture, pastoral care and/or behavioral sciences, including development (age- specific) theory.
  2. Satisfactory health: freedom from health problems that would preclude patient contact (e.g., communicable disease), or meeting other program requirements.
  3. Completed application: ACPE application face sheet and written materials on subjects described in application questions. (Total 8-10 pages)
  4. Admission Interview: to be conducted via Zoom after complete application is received.
  5. References available for immediate contact.
  6. Application fee of $50 received.

B. Subjective Criteria

* 1. Strong personal religious identity but with openness to others.
  2. Accepts responsibility for meeting program objectives and requirements.
  3. Motivated to learn about spiritual care.
  4. Emotionally stable and aware of one’s own strong feelings, even if not openly displayed.
  5. Self-aware of some strengths and weaknesses as a person and professional.
  6. Open attitudes, able to cooperate with authority, willing to learn and understand self and others, willing to share thoughts and feelings, demonstrate strong interpersonal skills.
  7. Realistic expectations and understanding of CPE.
  8. Appreciation and humility for cultural diversity.
  9. Agreement to sign Trinity’s Welcome and Inclusion Statement.

**CPE Admission Procedures**

A. When an inquiry about any of the CPE programs is received, the inquirer will be given an email or phone call acknowledging the inquiry with guidance to finding the following on our web site:

1. A brief description of Trinity Community and the particular program of interest.
2. Admissions procedures
3. Admission criteria
4. ACPE application form
5. Fee Policy
6. Objectives for that program (hyperlink to new objectives)

B. When an application is received, the applicant will be sent an email which:

1. Acknowledges the receipt of the application.
2. Initiates arrangements for on-line interview.
3. An incomplete application may or may not receive a reply.
4. An admissions interview will be conducted by the Certified Educator and Director of Spiritual Care.
5. Notification of admissions decisions will be made promptly.

Those accepted to any of the CPE programs will have 14 days to indicate their intentions to enroll by:

1. paying the unit fee, paying a deposit toward the fee as approved by Certified Educator, or giving written notification of the third party who will be paying the fee (such as a seminary, which will include agreement to pay if the student fails or withdraws)