



**ASSOCIATION FOR
CLINICAL
PASTORAL
EDUCATION, INC.**

Deryck Durston, M.Div., S.T.M.
Interim Executive Director

Information from the ACPE Certification Commission

Position Paper Submission for Candidates

Readers are now requiring position papers in electronic format. The papers should follow the same guidelines as described in the Certification Manual and then sent to the Associate Director (currently the Interim Executive Director deryck@acpe.edu) with four weeks' notice in either an Adobe PDF or a MS Word read-only format. Please consult the Associate Director regarding any questions. Please note that readers may take up to forty-five days or sixty days around holidays.

Declaration Procedures for Candidates

To ensure timely access for those preparing to meet the Certification Commission, to improve the accuracy of record and budget monitoring and to eliminate wasted resources due to late withdrawals, the following procedures have been adopted:

1. All candidates requesting to appear before the Commission should send a letter to the Associate Director of ACPE as early as possible or by the deadline to declare intent. A copy should also be sent to the Chair of Certification (currently Jan Humphreys). Payment of the requisite fee should accompany the declaration to the AD. The declaration deadline date is the date of postmark on the letter of declaration, if this is sent in the mail though email is preferred. The material submission deadline is also the postmark date (instead of a "received by" date). Please use the [Letter of Intent to Meet the National Certification Commission](#).
2. No fees will be refunded if the candidate changes plans after declaration unless there is a medical emergency either in the case of the candidate or of a close family member. In either case, the fee will be retained for the next appearance planned by the candidate, less a \$25 administrative fee. The candidate will be responsible for any increase in fee that may be in effect at the time of the next declaration. Please review the [Association's fees](#).
3. In all other cases of withdrawal of declaration, one-half of the fees paid will be applied to the Candidate's next committee appearance, but only if the candidate meets the Commission at its next planned meeting. The candidate will be responsible for any increase in fee that may be in effect at the time of the next declaration. The entire fee paid will be forfeited if the Candidate does not meet the Commission at its next planned meeting.
4. All questions and requests related to the Certification process should be addressed to the Associate Director or the Commission Chair, with copies to the other.

Preparing for your Sub-Committee Review

Candidates preparing for committee or commission review should always check for the latest updates on this page and in the [Certification Policy and Procedure Manual](#). This contains information that could affect you as you prepare your materials to be sent to the committee.

1. Each time you present to a committee, you must submit a new completed attestation of good standing form (appendix 9) to the Associate Director for signature. This will be sent back to you signed for your materials. This form is the **only** documentation you need to include in your committee materials. However, you must include your position paper composite report when going up for **Associate Supervisor**.

The documentation you are required to send to the Associate Director **once** as you prepare to go up for **Supervisory Candidacy** includes your college and seminary degrees (or an equivalency letter from the chair of your regional certification committee), your ordination/commissioning and your endorsement/accountability to your faith group. You are required to send documentation for your file whenever something changes with respect to your endorsement as long as you are in the process and as long as you are a Supervisor.

In preparing for a **Readiness Consultation**, you must also send an attestation of good standing form attesting to your having sent in your Ethical Accountability form. If you are a Clinical Member, you have already submitted the ethical accountability form and can attest to it on appendix 9.

2. If after meeting a committee you would like to consult with your sub-committee, for further understanding and feedback, it should be initiated within 60 days of the meeting. Memories are fresher providing a more effective consultation. If you were denied your request by the committee, this consultation may take place between 30 and 60 days after the meeting.
3. To request a copy of your sub-committee process notes, please send a request to [Beverly Shinholster](#). If your request to the committee was denied, the process notes will be available only after the 30 days after the postmark date of your Committee Action Report.
4. The revised policy for requesting a leave-of-absence is in the Certification Policies and Procedures Manual.
5. Please note that the date by which materials need to be sent (postmark date) to the committees for the February 2012 meeting of the Commission has been delayed to January 4, 2012 to try to accommodate more persons who plan to seek reviews at this earlier than usual meeting.

Please address all inquiries to:

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Dates and Deadlines for Upcoming Certification Meetings

NOTE: The declaration deadline date is the **date of postmark** on the letter of declaration. The material submission deadline is also the **postmark date** (instead of a “received by” date).

Spring 2012 Certification Meeting:

Location:	Sheraton National 900 Orme Street, Arlington, VA 22204 Not open for reservations yet; \$159+tax – 1or 2 per room; \$174+tax – 3 per room, \$189+tax - 4 per room
Deadline to declare intent and pay fees:	December 5, 2011
Materials to presenter and committee:	January 4, 2012
Review Dates:	February 5-7, 2012