



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

**Teresa E. Snorton, D. Min.**  
Executive Director  
**Deryck Durston, M.Div., S.T.M.**  
Associate Director

## ***Information from the ACPE Certification Commission***

### **Position Paper Submission for Candidates**

Readers are now accepting 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 (with four weeks notice) in either an Adobe PDF or a MS Word read-only format. Please consult the Associate Director about questions you may have.

### **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 since the November 2004 meeting.

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. 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). Please use the form for the Intent Letter that you will find on this webpage under Certification.
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 at <http://www.acpe.edu/MembershipFees.html>.
3. In all other cases of withdrawal of declaration, the one-half of the fee 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, preferably with copies to the other. Candidates preparing for committee or commission review should always check for the latest updates in the Certification Policy and Procedure Manual, available on this website. This contains information that could affect you as you prepare your materials to the send to the committee.

**New for 2010**

- 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. The documentation you need to include in your committee materials for Associate is the appendix 9 (signed) **and** documentation showing 3.a.iv, v and vi (page 27, Certification Manual): (i.e. completion of two units, approval of position papers and enrollment in Supervisory Education program). 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.
  
- 2) If after meeting a committee you would like to consult with your sub-committee, for further understanding and feedback, then this should be initiated within 30 days of the meeting. Memories are still fresher at this point and consultation can be more effective.

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**Please address all inquiries to:**

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ACPE Associate Director/Certification  
ACPE Inc. National Office  
1549 Clairmont Road, Suite 103  
Decatur, GA, 30033-4635  
Ph: 404/320-1472  
Email: [deryck@acpe.edu](mailto:deryck@acpe.edu)

Jan Humphreys  
Chair, ACPE Certification Commission  
Caring Community Ministry Education, LLC  
9170 Ivy Springs Place  
Mechanicsville, VA 23116  
Ph: 804/512-6379  
Email: [jan@caringcommunitycpe.com](mailto:jan@caringcommunitycpe.com)

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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).

***Fall 2010 Certification Meeting:***

<b>Location:</b>	Sheraton Gateway Hotel Atlanta Airport 1900 Sullivan Road, Atlanta, GA 30337 1-800-325-3535 - Group Rate: \$99.00 plus tax
<b>Deadline to declare intent and pay fees:</b>	September 1, 2010
<b>Materials to Presenter and Committee Members:</b>	September 29, 2010
<b>Review Dates:</b>	November 3-7, 2010

### ***Spring 2011 Certification Meeting:***

**Location:** Sheraton Salt Lake City  
150 West 500 South, Salt Lake City, UT  
Not accepting reservations yet - Group Rate: \$149.00 plus tax

**Deadline to declare intent  
and pay fees:** January 28, 2011

**Materials to Presenter  
and Committee:** February 25, 2011

**Review Dates:** April 2-6, 2011

### ***Fall 2011 Certification Meeting:***

**Location:** Sheraton Atlanta Hotel Downtown  
165 Courtland Street, Atlanta, GA  
Not accepting reservations yet - Group Rate: \$149.00 plus tax

**Deadline to declare intent  
and pay fees:** August 30, 2011

**Materials to presenter  
and committee:** September 27, 2011

**Review Dates:** November 2-6, 2011