



1549 Clairmont Road, Suite 103 • Decatur, GA 30033-4635 • Phone: 404/320-1472
Fax: 404 320-08 Website: www.acpe.edu Email: acpe@acpe.edu

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

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

New Student Unit Reporting Requirements

The Accreditation Commission initiated a requirement that all Accredited Member Centers must submit student unit reports to ACPE within 45 days of the end of each unit. Please remember that student unit reports must be filed electronically through the members-only section of the [ACPE website](#). Copies are forwarded automatically to the regional director. If unit reports are not received within 45 days following the end of each unit of CPE (Level I/Level II) and Supervisory CPE, the Center will be given a notation for Standard 300.1 at the next Commission meeting.

The Commission understands that this is a new process, so it allowed a time period in which centers can submit student unit reports without receiving a notation. All centers reporting late student unit reports received before May 31, 2010 would not receive a notation for late reporting. If you need assistance in using the electronic reporting process, please contact the [Karen McCray](#) at the National Office.

As of June 1, 2010, the Accreditation Commission began assigning notations for late student unit reports.