



Certification Commission
Policy and Procedure Manual

Association for Clinical Pastoral Education, Inc.
1549 Clairmont Road, Suite 103
Decatur, Georgia 30033
(404) 320-1472
www.acpe.edu

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Certification Commission Policy and Procedure Manual

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CERTIFICATION COMMISSION POLICY AND PROCEDURE MANUAL

I. Authority and Function

The Certification Commission (“the Commission”) has authority to take action on all certification matters, including: granting, denying, or continuing certification; defining and implementing policies and procedures by which certification may be withdrawn; and determining the limits and conditions under which a person in training may practice supervision. (ACPE Standard 400) The Certification Commission establishes policies, procedures and guidelines for granting and maintaining certification of CPE supervisors. The work of the Commission is done in part through regional certification committees delegated with authority to act on its behalf.

II. Composition

- A. The Certification Commission is comprised of 30 members, nominated by the Representation and Nomination Committee (RANC) and appointed by the Board:
- Commission chair. The chair serves one three year term and may not serve two consecutive terms.
 - Three (3) representatives from each region, recommended to the RANC by their regions.
 - Two at-large members are selected by the RANC, which may receive recommendations from the Commission. The RANC elects persons to these positions to insure appropriate diversity.
 - CPE supervisors who have served on the Certification Commission within the past 5 years may serve as Presenters and/or sub-committee members with the current commission, if needed.
- B. Commission members may serve two three years terms. In the event someone completes a term for another member, they are still eligible to complete two additional full terms of office.
- C. Prior to the beginning of the chair’s last year in office, the Commission recommends a chair-elect to the RANC. The chair-elect serves one year prior to becoming chair.

III. Qualifications and credentials of persons involved in certification

- A. Certification Commission members are ACPE Supervisors who are elected by their regions to serve a three year term on the Commission. The Commission chair is responsible for providing orientation to the commission.
- B.. Non-disclosure agreement

All persons participating in certification processes who review or use student records during certification reviews will sign and abide by the non-disclosure agreement (See Appendix 4). Signed non-disclosure agreements are attached to the report of the sub-committee or committee and become part of the permanent record. The Commission chair or regional committee chair is responsible for implementing this policy.

IV. Meetings

- A. There shall be two working meetings per year, one at the time of the ACPE Annual Conference and another at the time and place of the annual meeting of the Board and commissions.
- B. The chair, in consultation with regional chairs and the ACPE Associate Director sets the meeting agenda.
- C. Voting is by simple majority of Commission members, both elected and co-opted. ACPE supervisors who have served on the Certification Commission within the past five years may serve as presenters and/or sub-committee members when co-opted. If necessary the chair will break a tie in the meeting of the whole commission.
- D. The chair will appoint a minute-taker for each meeting. The chair submits minutes of meetings to the Board for review and to ACPE for the record. Minutes are available to the ACPE and the Commission within 45 days of the end of the meeting.
- E. Guidelines for the minute taker include:
 - Number all pages.
 - Include all attachments.
 - Include a header/footer on each page.
 - Sign the minute taker's name as recorder.
 - List all certification commission manual changes in a separate section.
- F. Certification Commission records policy
Minutes of all Commission meetings are forwarded to the ACPE Associate Director within 45 days of the meeting, along with all handouts, motions, and other materials distributed. The AD will ensure that current minutes are posted to the e-community resource library to make them available to all Commission members. The AD will also post other working documents for commission access.

V. Policies and procedures

- A. Function of subgroups, e.g. subcommittees
 1. The Commission chair is responsible for developing the docket for each meeting of the Commission. Commission sub-committees make decisions to grant or deny the applicants' requests. The decisions are ratified by the Commission at the conclusion of its meeting.
 2. The sub-committees are responsible for review of submitted materials, providing a written presenter's report to the applicant not less than 12 nor more than 24 hours prior to the scheduled meeting. The sub-committee chair is responsible for time-keeping and providing an explanation of the process to the applicant at the beginning of the meeting.
 3. The Commission also receives and ratifies the actions of the regional

certification committees. This ratification should be included in the minutes of the Commission. The regional certification chair is responsible for completing the Regional Certification Report or Form 4 (Appendix 6) and submitting it to the ACPE Associate Director following regional certification committee actions and also the minutes of the regional certification meeting. The AD will post to the resource library for commissioners to access.

B. Avoiding bias and conflict of interest

During the development of the docket commissioners and candidates are asked to review the list of commissioners and applicants and inform the chair if a conflict of interest exists, i.e., present supervisory relationship, therapeutic relationship, or other reasons that could lead to the potential for bias, or the appearance of bias or conflict of interest. The chair completes the docket based on information provided about potential bias or conflict of interest.

C. Enacting changes in the Commission policy and procedure manual

1. Policies and procedures may be changed with the approval of the Board and a date set for the implementation of any change.
2. The Commission will review annually the policy and procedure manual, approve any necessary changes, and submit the updated manual to the Board for approval. Changes are recorded in a separate section of the minutes of the Commission meeting.
3. If a substantive change in policy or procedure is needed, it is approved by the Commission and sent to the Board for review and action. If a policy or procedure is changed, it will be published in the ACPE News and on the ACPE website and communicated in writing to regional certification chairs, regional directors, and the ACPE Associate Director. The effective date of the change will be included in these communications.

D. Review/revisions of *Standards* and/or the *Certification Manual*

1. The Commission will work with the Standards Committee to review and propose any necessary changes in *ACPE Standards* and/or *Certification Manual* to the Board every five years or sooner if interim substantive changes are deemed necessary.
2. At each business meeting of the Commission the minutes shall reflect in a separate section any recommended changes to the current Manual to go into effect at the next revision of the Manual

E. Committee discussion of negative decisions

Members of a sub-committee or committee rendering a negative certification decision are prohibited from discussing the dynamics of the review process with the applicant or anyone outside the committee for 30 days from the date of the postmark on the committee action report, until the time for filing an appeal has passed.

F. Process for feedback to the Commission from Candidates

When candidates are notified by letter/email after each national and regional committee of the action taken, the AD ensures that a feedback form (*Certification Manual - appendix 6*) is sent to ask about the experience of the process. These forms are posted by the AD on the e-community resource library for access to the commissioners.

G. Process observers of Commission sub-committees or regional sub-committees.

Board members, members of accreditation and standards commissions, and other interested parties may request to observe a sub-committee meeting as non-participating and non-voting members. When practicable, this is noted in the docket published for the applicants.

H. Preparation and support of training supervisors

The Commission, along with regional certification chairs, is responsible for insuring support to training supervisors. This may include, but is not limited to, providing workshops at regional meetings, national conventions or Commission meetings, and providing a list of experienced training supervisors willing to serve as consultants to other training supervisors. The Commission will report annually to the Board activities carried out during the previous twelve months. The Commission chair or delegate is responsible for tracking these events and reporting the results.

I. Leave of Absence Policy

A Supervisory Candidate or Associate Supervisor may request a leave of absence. A leave of absence shall be for one year from the date it is granted. If there is need to extend the leave, a letter requesting the additional leave time will be sent to the Regional Certification Chair. A leave of absence will be granted for one year at a time.

Reasons for such might include but are not limited to the following: personal medical, parental (new baby), military, care of seriously ill (child, parent, spouse), loss of center or supervisor.

A request with documentation will be submitted to the Chair of the Regional Certification Committee. The chair will review and authorize the leave of absence, which needs to be dated and documented in a letter to the requestor and copied to the Associate Director. If an extension is requested, the chair of the Regional will authorize it or not and will document and date the approval of the extension with a letter to the requestor and copied to the Associate Director of ACPE.

Upon re-entry into the Certification process, the Supervisory Candidate or Associate must meet with the Regional Certification Committee which will restart the clock for their process of certification. During the leave of absence, a Candidate or Associate may not supervise students or access the certification process for papers, meet for regional consultations, etc. It is assumed that a leave of absence means that the requestor is out of the process for the duration of the leave. Membership dues, however, should be kept current.

(Note: The requestor of a “leave of absence” is encouraged to stay in collegial relationships with colleagues and are free to initiate individual consultation as

needed/wanted.)

- J. When a presenter's report is found to have factual errors, the presenter must correct it and send a corrected copy to the candidate and to the Associate Director for inclusion in the file.
- K. Candidates may no longer use audio tapes for presentations at the Associate level, and instead, the candidate must submit a video tape, a DVD or electronic submission of a group or individual session for their Associate review. The format may be negotiated with the presenter.
- L. Material submitted for a review at the Certification Commission is due by "postmark" date instead of a "received by" date.
- M. When a candidate is meeting the Certification Commission to request review for CPE Supervisor, CPE Program Evaluation Forms should be included in the materials submitted, for all students supervised since the candidate was granted Associate status.
- N. In the event of extenuating circumstances (e.g., illness, injury, undue delays in approval of position papers), the Chairpersons of Regional Certification Committees may offer an administrative extension of certification status to Candidates or Associates for a period between regional committees and/or national commission meetings but that this extension not exceed the next cycle of regional or national meetings.

Appendices

APPENDIX 1

ACPE CERTIFICATION COMMISSION PRESENTER'S REPORT

The following is intended to guide and stimulate thinking as one prepares the Presenter's Report; it is intended to evoke and encourage creativity, so let these be guidelines and not commands.

In writing the Presenter's Report review the appropriate sections of the *ACPE Standards* and of the *Certification Manual*. *This is important in order to assess whether the applicants are meeting formal requirements and competencies for the level they are requesting.*

The Presenter's Report is a **professional document**. Just as applicants for certification are asked to present their materials in a professional manner, both in form and content, so presenters' reports should be also.

Five or six single-spaced pages is usually be sufficient for the report on an applicant for Candidate; eight page maximum for Associate Supervisor and four to five pages for ACPE Supervisor. Use a standard one inch margin and a type style and size no smaller than Times New Roman 12.

The presenter's task is to present the applicant (strengths and weaknesses) as fully as possible. Avoid assuming what an applicant means unless the meaning is documented in the applicant's written material. **It is not the presenter's task to make any recommendation in the document as to whether the applicant's request should be granted or denied. The presenter should read the appropriate sections of the *ACPE Standards* and *Certification Manual* as a reminder of the outcomes and objectives to be addressed. (i.e. what is required at the Candidate Level and Associate and ACPE Supervisor are distinct one from another)**

Theological, educational or supervisory language is appropriate to use in the report; avoid using psychological/diagnostic terms to describe the applicant.

One will probably want to raise questions/concerns which emerge from reading the applicant's complete materials; one may even want to comment on timeliness and completeness of materials. Note: Required materials are to be submitted to the presenter and sub-committee members at least five weeks before meetings (by postmark date). The presenter informs the applicant if the materials are not complete and does not write a report until all materials are complete and meet the stated requirements.

Bring seven (7) copies of the report to the meeting. . Except in unusual cases, the applicant is to receive a hard copy of the presenter's report no earlier than 24 and no later than 12 hours, at a place designated by the Commission chair or regional certification chair, prior to meeting with a committee.

**ASSOCIATION OF CLINICAL PASTORAL EDUCATION
CERTIFICATION COMMISSION**

GUIDELINE FOR PRESENTER'S REPORTS

This suggests that presenter's reports for Associate Supervisor and Full ACPE Supervisor be limited to sections of candidate's materials that are not mutually read by all members on the candidate's committee. This is a guideline and therefore, the presenter does have the freedom to include comments as needed in the areas read by all committee members.

ASSOCIATE SUPERVISOR

Expected Readings from Candidate's materials for all Commission Members prior to Candidate's Appearance, not expected to be reflected in presenter's report.

Personal History

Position Papers and Evaluation from readers/grid

Supervisory Process Paper with Clinical Vignettes

Two (2) page Summaries of the Supervisory Relationship with each student

Summary of Candidate's perceived strengths and weaknesses

SECTIONS TO BE COVERED BY PRESENTER

Overall evaluation of written materials

Documentation and formal requirements per appendix 9

Final evaluations written by the candidate for the students and those of the students

Candidate's self evaluations and their supervisor's evaluations

Self-evaluation of the video tape and video tape review

Brief description of program and center

Consent forms of the students

Consumer evaluation forms – "CPE Program Evaluation" – Appendix 4's

Presenters' reports and Committee Action Reports

QUESTIONS for Candidate

Presenter's Report is to be limited to seven pages.

FULL ACPE SUPERVISOR

Expected Readings from Candidate's materials for all Commission Members prior to Candidate's Appearance, not to be reflected in presenter's report:

Personal history paper

Use of self paper

Addressing Associate Supervisor Committee Notations

Evolution of theory papers

SECTIONS TO BE COVERED BY PRESENTER

Overall evaluation of written materials

Documentation of formal requirements per appendix 9

CPE Program Evaluation forms – Appendix 4

Previous Presenters' and Committee Action Reports

Student and Supervisor Evaluations for the unit presented

Outline of the Structure of CPE Program

Consent forms

QUESTIONS for the Candidate

Presenter's Reports to be Limited to 6 pages.

APPENDIX 2

ACPE CERTIFICATION COMMISSION GUIDELINES FOR PROCESS RECORDERS

The process recorder is one of the five members of the sub-committee and is a verbally participating, voting member of the sub-committee. The process recorder serves three purposes through taking notes on the process of a sub-committee meeting with an applicant seeking certification:

- provides a written record for the applicant, if the applicant desires, to review (after the thirty day appeal period has passed).
- uses the notes to assist in leading the sub-committee in a critical review of *their* process, at the end of each sub-committee meeting.
- provides a written record of the process of the meeting to be used in an appeal, if there be one.

To promote uniformity:

- Write legibly.
- Note enough of the content to enable any reader to understand the flow of the meeting.
- Note the time at 5 to 10 minute intervals.
- Note themes, issues and “critical moments” in the interview.
- **Record the process**, but do not to express judgments about the behavior of the applicant or members of the subcommittee.
- Record **only** the meeting with the applicant.
- Use debriefing time to provide feedback to the members of the sub-committee about their process and/or interactions together.



**CERTIFICATION COMMISSION
PROCESS RECORDER FORM**

Report of Deliberations of the Sub-committee with the Applicant

APPLICANT'S NAME:

DATE:

Process Recorder notes:

Subcommittee Members:

Recorder

Subcommittee Chair

Commission Chair

APPENDIX 3-A

CONSULTATION ON READINESS FOR ENTERING THE ACPE CERTIFICATION PROCESS

The consulting committee provides a written summary of the consultation to the student, with a copy to the regional **certification** committee chair and **supervisor** within 30 days of the consultation.

A. The report from this consultation includes verification that the student has provided documentation of number of CPE units completed and other pastoral experience, as well as an appendix 9 signed by the Associate Director of ACPE attesting to ethical accountability form and clinical membership in ACPE. Other formal requirements are not checked until a person requests Candidacy.

B. The summary is written under the headings of:

- Summary and evaluation of materials presented.
- Summary of consultation process (describing the interaction of the consultee with the committee).
- Evaluation of the consultee's motivation for Supervisory CPE (both the self-understanding of the consultee and any tension/discrepancy between the consultee's articulated motivation and the committee's experience of the consultee)
- Evaluation of the consultee's readiness for supervisory CPE, as demonstrated by attention to objectives and outcomes for CPE (Level I/Level II) and as indicated by:
 - √ pastoral ability,
 - √ conceptual facility, and
 - √ awareness of personal/professional learning issues.
- Recommendations arising from the evaluation for both the consultee and primary training supervisor.



CERTIFICATION COMMISSION
REPORT ON READINESS CONSULTATION

MEETING DATE:

REPORT DATE:

CONSULTEE:

ADDRESS:

TRAINING CENTER:

SUPERVISOR:

REGION:

Summary and Evaluation of Materials Presented:

Summary and Evaluation of Consultation Process:

Evaluation of the consultee's motivation for Supervisory CPE:

Evaluation of the consultee's readiness for supervisory CPE:

Recommendations for Consultee and Primary Training Supervisor:

Committee Members:

Chair

APPENDIX 3-B

REQUEST FOR SUPERVISORY CANDIDATE STATUS

The report of this meeting includes:

A. Confirmation that a signed attestation of good standing (Appendix 9, Certification Manual) is included in the candidate's materials. The appendix 9 attests to the current level of membership (clinical required), graduate theological degree of at least 72 semester hour credits or regional equivalency determination, ordination and endorsement as appropriate for the faith group, and ethical accountability form updated as needed. An appendix 9 signed by the AD is the only confirmation that formal requirements have been met and only the signed form needs to be included with the candidate's materials. In addition to the formal requirements attested to on appendix 9, the candidate needs to document in the materials that he or she has completed at least one unit of ACPE Supervisory Education, demonstration of having met Standards 403-406 and objectives and outcomes found in Standards 313-319.

B. descriptions written under the headings of:

- Evaluation of materials presented.
- Summary of interview (the course of the interview, how the applicant met the committee, how the committee engaged the applicant.)
- Brief evaluation of:
 - (1) The applicant's understanding of the applicant's personal/cultural history and strengths and weaknesses as a potential pastoral educator.
 - (2) The applicant's capacity to articulate a theological understanding of life from within the applicant's tradition.
 - (3) The applicant's demonstrated pastoral competence.
 - (4) The applicant's demonstrated conceptual competence.
 - (5) The applicant's understanding of the applicant's desire to enter the certification process and of the applicant's potential as a CPE supervisor.
- Strengths and areas of needed growth.
- Committee suggestions and/or recommendations.

C. Clear indication whether request for status granted or denied

D. Names of committee members.

ACPE REGIONAL CERTIFICATION COMMITTEE

**SUPERVISORY CANDIDATE STATUS
COMMITTEE ACTION REPORT**

APPLICANT:

DATE:

ADDRESS:

TRAINING CENTER:

REGION:

SUPERVISOR:

PRESENTER:

APPLICANT'S REQUEST: Supervisory Candidate Status

COMMITTEE ACTION: _____ Granted _____ Denied

Documentation of Formal Requirements:

- ___ YES ___ NO Appendix 9 signed by the Associate Director of ACPE
- ___ YES ___ NO Completion of at least one unit of Supervisory CPE
- ___ YES ___ NO Enrolled in accredited Supervisory program
- ___ YES ___ NO Demonstration of meeting Standards 403-406, 313-319

Briefly evaluate the applicant's written materials:

Summary of Interview: (how the applicant engaged committee & committee engaged the applicant)

APPENDIX 3B – cont'd

Evaluate:

1. Applicant's demonstrated pastoral competence and articulation of a pastoral theology.

2. Applicant's understanding of personal history and strengths and weaknesses as a supervisor.

3. Applicant's capacity to articulate a theological understanding of life from within the applicant's tradition.

4. Applicant's understanding of applicant's desire/motivation and readiness to be a supervisor and potential as clinical pastoral educator.

APPENDIX 3-B cont'd

List Strengths and Areas of Needed Growth:

Recommendations:

Committee Members:

Sub-committee Chair

Presenter

Regional Certification Chair

APPENDIX 3-C

REQUEST FOR EXTENSION OF SUPERVISORY CANDIDATE STATUS OR ASSOCIATE SUPERVISOR STATUS

“That all candidates certified prior to Jan. 1, 2005 will have six years from Jan. 1, 2005 to be certified as Associate Supervisor.” Passed/ratified 05/06

A. The report of this meeting includes:

- Evaluation of written materials (including consumer reports).
- An appendix 9 signed by the Associate Director attesting meeting formal requirements.
- Summary of interview process (describing the interaction of the applicant with the subcommittee).
- Evaluation of the applicant’s rationale for requesting an extension.
- Summary of applicant’s supervisor/supervisory related activities since last committee appearance.
- Committee suggestions and/or recommendations
- Clear indication whether the request for extension is granted or denied.
- Names of committee members.

B. Additional information to include for extension of Supervisory Candidate status:

- Evaluation of applicant's response to any recommendations or suggestions given by previous certification committee, and
- Evaluation of applicant’s progress on position papers, articulation of theory development and the integration process.

C. Additional information to include for extension of Associate Supervisor status:

- Evaluation of applicant's response to any notations, recommendations or suggestions given by previous certification committee (with the understanding that notations may be removed only by the Certification Commission, not by regional certification committee).



ASSOCIATION FOR CLINICAL PASTORAL
EDUCATION, INC.
CERTIFICATION COMMITTEE

REPORT OF COMMITTEE ACTION
EXTENSION OF CANDIDATE OR ASSOCIATE SUPERVISOR STATUS

DATE:

APPLICANT:

ADDRESS:

REGION:

TRAINING CENTER:

SUPERVISOR:

PRESENTER:

APPLICANT'S REQUEST: Extension: Candidate status
 Associate Supervisor status

COMMITTEE ACTION: Granted Denied

Summary of Interview Process:

Evaluate Applicant's Rationale for Requesting an Extension:

APPENDIX 3-C cont'd

Evaluate the Applicant's Response to Recommendations or Suggestions (or notations in the Case of Associate Supervisor) Given by Previous Certification Committees:

Summarize the Applicant's Supervisory and Supervisory Related Activities since the last Committee Appearance:

Suggestions:

NOTE: NOTATIONS MAY BE REMOVED ONLY BY THE CERTIFICATION COMMISSION OR A REGIONAL COMMITTEE FOR CPE SUPERVISOR.

COMMITTEE MEMBERS:

Presenter

Sub-committee chair

Regional Certification Committee Chair

APPENDIX 3-D

REQUEST FOR ASSOCIATE SUPERVISOR STATUS

The report of this meeting includes:

- Evaluation of the applicant's written materials.
- An appendix 9 signed by the Associate Director attesting meeting formal requirements.

- Summary of the interview (describing the interaction of the applicant with the subcommittee).

- Evaluation of the following professional competencies: (Certification as an Associate Supervisor requires a "satisfactory" rating in each of these three categories.)
 - √ Supervisory Competence,

 - √ Conceptual Competence, and

 - √ Collegial Competence

- Clear indication whether request for status granted or denied.

- Names of sub-committee members.

Note: Applicants who are granted Associate Supervisor status may receive no more than two specific notations that are concretely related to the applicant's process of becoming an ACPE Supervisor. (Notations may be removed only by the Certification Commission - not by regional certification committees which grant an extension of Associate Status. Notations must be addressed adequately by the Associate Supervisor to be certified as ACPE Supervisor.)

Applicants who are denied their request for Associate Supervisor status may be given recommendations to address the deficiencies which the sub-committee sees as preventing certification at this time.



CERTIFICATION COMMISSION
REPORT OF COMMISSION ACTION

3D – contin'd

Candidate:

Date:

Address:

Region:

Presenter:

Candidate's Request: Associate Supervisor

Commission Action: ___ Grant ___ Deny

1. Briefly evaluate the candidate's written materials:

{Type here}

2. Summarize the interview: (Describe the interaction of the candidate with the subcommittee.)

{Type here}

3. Has the candidate submitted a signed appendix 9? ___ Yes ___ No

4. Evaluate the following professional competencies:

a. Supervisory Competence: ___ Satisfactory ___ Unsatisfactory

Demonstrated ability to plan and implement a program of CPE and effectively assist students in meeting the objectives and expected outcomes of CPE:

- YES ___ NO ___ 408.1 completes the objectives and outcomes of Supervisory CPE.
- YES ___ NO ___ 408.2 chooses among methods of individual and group supervision
- YES ___ NO ___ 408.3 plans, organizes and implements a unit of CPE
- YES ___ NO ___ 408.4 relates to and uses interdisciplinary teaching resources.
- YES ___ NO ___ 408.5 critiques one's supervisory methodology based on feedback.

APPENDIX 3D –contin’d

b. Conceptual Competence: _____ **Satisfactory** _____ **Unsatisfactory**

Demonstrated ability to articulate supervisory work with specificity, bringing theoretical perspectives to supervisory events and exemplifying preferred theory through references to supervisory functioning:

YES__NO__409.1 is familiar with diverse conceptual frameworks in pastoral theology, personality theory, learning theory, group process theory, cultural anthropology, social organization, and change.

YES__NO__409.2 is able to articulate and integrate one’s theory, skill and art of supervision.

YES__NO__409.3 knows the ACPE standards and the history of CPE.

YES__NO__409.4 is able to affirm and/or modify one’s supervision in response to self reflection, self-evaluation and the consultation of one’s supervisors, peers and students

c. Collegial Competence: _____ **Satisfactory** _____ **Unsatisfactory**

Demonstrated capacity and motivation to use peer relationships regularly for consultation, support, clarification, and challenge in practice and development of the art of supervision.

YES__NO__408.6 demonstrates collegial competence

5. Further address Item #4 (a-c) as needed.

{Type here}

6. Notations or recommendations.

_____ Granted (Write out notations, if any.)

_____ Denied (Write out recommendations, if any.)

Exceptional Notation:

_____ Commission feels Candidate excelled in their appearance before the Commission sub-committee.

SUBCOMMITTEE MEMBERS: (list all members)

NAME
Chair, Certification Commission

APPENDIX 3 E

REQUEST FOR ACPE CPE SUPERVISOR STATUS

A. The report of this meeting includes:

- Evaluation of the applicant's written materials.
- An appendix 9 signed by the Associate Director attesting meeting formal requirements.
- Summary of the interview (describing the interaction of the applicant with the sub-committee).
- Evaluation whether the applicant has:
 - √ independently conducted at least two units of CPE since becoming an Associate Supervisor.
 - √ addressed satisfactory notations (if any) given at the granting of Associate Supervisor status.
- Clear indication whether request for status granted or denied.
- Names of sub-committee members.

B. If the applicant's request for CPE Supervisor status is granted, recommendations may be offered for further professional development.

C. If the applicant's request is denied, the subcommittee must choose one of the following actions:

- invite the Associate Supervisor for a return review after fulfilling the notations of the Certification Commission, provisional on having an annual consultation with the regional certification committee and receipt of one year extensions, or
- withdraw Associate Supervisor status and grant reversion to Supervisory Candidate status.



ASSOCIATION FOR CLINICAL PASTORAL EDUCATION, INC.

**CERTIFICATION COMMISSION
REPORT OF COMMISSION ACTION**

DATE:

CANDIDATE:

ADDRESS:

REGION:

CANDIDATE'S REQUEST: CPE Supervisor

COMMISSION ACTION: _____ Granted _____ Denied

(1) BRIEFLY EVALUATE THE CANDIDATE'S WRITTEN MATERIALS:
TYPE HERE:

(2) SUMMARIZE THE INTERVIEW: (Describe the interaction of the candidate with the subcommittee.)
TYPE HERE:

APPENDIX 3E – contin'd

(3) EVALUATE THE CANDIDATE IN THE FOLLOWING AREAS:
(See **current** edition of ACPE STANDARDS)

- A. Has the candidate maintained submitted a signed appendix 9? **Yes** **No**
- B. Has the candidate independently conducted at least two units of CPE since becoming an Associate Supervisor? **Yes** **No**
- C. Has the candidate addressed satisfactorily Notations (if any) given at the granting of Associate Supervisor status? **Yes** **No** **Not Applicable**

(4) IF GRANTED, ARE THERE RECOMMENDATIONS?

(5) IF DENIED, THE SUBCOMMITTEE MUST CHOOSE ONE OF THE THREE ACTIONS THAT FOLLOW (see current edition of ACPE Standards):

- a. Invite the Associate Supervisor to seek a return review after fulfilling the recommendations of the Certification Commission, providing the Associate Supervisor consults annually with the Regional Certification Committee and is granted one-year extension by the Committee.
- b. Withdraw the certification of the Associate Supervisor and grant a reversion to the status of Supervisory Candidate.
- c. Withdraw the Associate Supervisor's certification.

Action Chosen (from choices listed above)

Recommendations or Reasons for this Action:

SUBCOMMITTEE MEMBERS:

NAME
Chair, Certification Commission

APPENDIX 3-F

APPEARANCE FOR REVIEW OF SUPERVISORY COMPETENCE

A. The report of this meeting includes:

- An appendix 9 signed by the Associate Director attesting to the meeting of formal requirements.
- Evaluation of the supervisor's written materials.
- Summary of the interview (describing the interaction of the supervisor with the committee.)
- Evaluation of the professional competencies: (confirmation of competency to supervise requires a "satisfactory" rating for each competency.)

√Supervisory Competence

√ Conceptual Competence

√ Collegial Competence

- Clear indication of the committee's action.
- Names of committee members.

B. Following review, the committee takes one of these actions:

- confirms pastoral, supervisory and conceptual competence; the review is ended.
- Admonishes, with specific recommendations for enhancing supervisory competence.
- reprimands and gives specific instructions for remediation to be followed under the direction of the regional certification committee for a designated period of time.
- denies the right to practice CPE supervision for a specified period of time.
- reverts to Supervisory Candidate status.
- withdraws certification.



CERTIFICATION COMMISSION
REPORT OF COMMISSION ACTION
SUPERVISORY COMPETENCE

INTERVIEWEE:

DATE:

ADDRESS:

REGION:

PRESENTER:

PURPOSE OF APPEARANCE: Review of Supervisory Competence

COMMISSION RULING:

Confirm inclusion of an appendix 9 signed by the Associate Director of ACPE
attesting to the meeting of formal requirements: ___YES___NO

Briefly Evaluate the Interviewee's Written Materials:

Summarize the Interview (Describe the interaction of the interviewee with the sub-committee.)

Evaluate the Following Professional Competencies (Affirmation of competency to supervise requires a "satisfactory" rating in each of these four categories.):

A. Supervisory Competence

_____ Satisfactory _____ Unsatisfactory

B. Conceptual Competence

_____ Satisfactory _____ Unsatisfactory

C. Collegial Competence

_____ Satisfactory _____ Unsatisfactory

APPENDIX 3 F cont'd

Further address Items A-C as needed, with particular attention to areas of concern related to the review request:

**Following review, the sub-committee must adopt one of the following rulings
Indicate the ruling adopted:**

- confirm pastoral, supervisory and conceptual competence; the review is ended.
- admonish, with specific recommendations for enhancing supervisory competence.
- reprimand and give specific instructions for remediation to be followed under the direction of the regional certification committee for a designated period of time.
- deny the right to practice CPE supervision for a specified period of time.
- revert to Supervisory Candidate status.
- withdraw certification.

Recommendations or Reasons for This Action:

SUBCOMMITTEE MEMBERS:

Presenter

Sub-committee chair

Certification Commission Chair

APPENDIX 3 G

CONSULTATION TO MAINTAIN ACTIVE CPE SUPERVISOR STATUS

The report of this meeting includes:

- Summary and evaluation of materials presented.
- An appendix 9 signed by the Associate Director of ACPE attesting to the meeting of formal requirements.
- Description of supervisor's professional activities that demonstrate maintenance of supervisory and conceptual competence.
- Summary and evaluation of consultation process.
- Committee's recommendation whether the Supervisor may maintain active CPE supervisor status. A "no" decision must be referred to the Certification Commission for action.
- Any other recommendations arising from consultation.
- Names of sub-committee members.

APPENDIX 3 H

INACTIVE SUPERVISOR'S CONSULTATION FOR REINSTATEMENT

The report of this meeting includes:

- Confirmation of inclusion of an appendix 9 signed by the Associate Director of ACPE attesting to the meeting of formal requirements.
- Summary and evaluation of materials presented.
- Summary and evaluation of consultation process.
- Summary of current supervisory activity, if any.
- Committee's recommendation whether to reinstate the supervisor
- Any other recommendations or suggestions.
- Names of sub-committee members.

APPENDIX 3 I

COMMITTEE CONSULTATION REPORT

Consultation may be requested from the regional certification committee on a number of issues related to the certification process or certification status. Reports from such consultations include:

- Summary and evaluation of materials presented.
- Summary and evaluation of consultation process.
- Recommendations arising from consultation.

APPENDIX 4

Association For Clinical Pastoral Education, Inc.

**Disclosure Agreement for Information
From Student Records ***

I understand that as a member of the ACPE. Certification process, I may have access to information from confidential student records. I will not retain copies of those records or information, nor will I disclose or use any information I might obtain from them in any process other than the one in which I am currently authorized to participate.

Signature of ACPE member

Date

* Form is to be signed by anyone viewing or using student records in the context of a Certification review if student records will be viewed.

APPENDIX 5

ACPE ECCLESIASTICAL ENDORSEMENT CONFLICT RESOLUTION POLICY

*Adopted by the Board of Representatives
Spring 2003*

POLICY

The Association for Clinical Pastoral Education, Inc. is committed to the principle of certifying only those supervisors who have the endorsement of their respective faith groups. However, circumstances sometimes exist which prevent such faith groups from conferring or maintaining endorsement for persons who are seeking or possess ACPE certification. These faith group constraints may involve realities which: 1) would not violate any of the ACPE Code of Professional Ethics except endorsement; and, 2) are not of such a nature as to render a person unfit for effective pastoral work and supervision as described in the *ACPE Standards*.

ACPE wishes both, to respect the faith group processes and to recognize the dignity and worth of persons who may be temporarily unable to satisfy conditions for ecclesiastical endorsement in a particular faith group. Over time, the conditions which inhibit endorsement in some faith groups may change, or a change in faith group affiliation may occur for some supervisors or candidates.

It is the policy of ACPE that applicants for any level of certification who are unable to obtain or maintain ecclesiastical endorsement in the above circumstances shall be allowed to proceed in their certification journey while ecclesiastical endorsement is actively being sought. Cases that fall under this policy will be under active review by a special committee of the Board of Representatives.

PROCEDURES

1. Whenever a supervisory student, Candidate, Associate Supervisor or an ACPE supervisor, under the terms and conditions described above, wishes to proceed in the certification process or maintain their certification, and is unable to receive or loses ecclesiastical endorsement as described above, they must submit a written request to the ACPE Executive Director for permission for a temporary suspension of the ecclesiastical endorsement requirement. The Executive Director will forward this to the ACPE President.
2. The President will constitute a special committee consisting of himself/herself as the Chairperson, along with the ACPE Chair of the Certification Commission, the ACPE Chair of the Professional Ethics Commission, the Faith Group Representative from the ACPE Board, and an ACPE member at large. After receiving the requestor's materials, this Committee will convene and review the request, and make a decision on this request within sixty (60) days of the President's having received the initial

notification. This committee will determine if the requestor has demonstrated a theological integrity in his/her pursuit of endorsement.

3. The written request must:

- a. Identify the requestor's current supervisory membership within ACPE and provide accompanying documentation of any/all Certification Readiness Consultations and Committee Action Reports.
- b. Provide a written summary of the requestor's historical relationship with his/her faith group, reasons for the current conflict, descriptions of the actions and results of all attempts to resolve this conflict, with documentation of all official correspondence between the requestor and his/her faith group pertaining to the current impasse.
- c. A copy of this request, along with all accompanying materials and documentation, must be submitted to the appropriate regional certification chair.
- d. The Committee may decide to temporarily suspend the requirement for endorsement for up to seven years, with the requesting party making an annual progress report to the regional certification chair on attempts to resolve this conflict.
- e. The action of this Committee, and any conditions or recommendations, will be communicated in writing to the requestor with copies being sent to the Commission and regional certification chairs. This decision and any recommendations will also be communicated to the Board of Representatives at its next plenary meeting.
- f. If, after seven years, there has been no resolution of the impasse, the temporary suspension of the requirement is removed and the individual must either demonstrate ecclesiastical endorsement by a recognized faith group or have their certification credential removed.
- g. This action is to be communicated to the requestor, the Commission chair and appropriate regional certification chair, and the ACPE Board of Representatives at its next plenary meeting.

APPENDIX 6

ASSOCIATION FOR CLINICAL PASTORAL EDUCATION, INC.

REGIONAL CERTIFICATION REPORT FORM 4

INSTRUCTIONS: Send original Form 4 with copy of Regional Docket and Minutes to the ACPE office. Send copy of Form 4 to Regional Director.

Region Reporting: _____ Date: _____

Date of Action: _____

- Type of Action:**
- | | |
|---|--|
| <input type="checkbox"/> New Supervisory Candidate | <input type="checkbox"/> Certification Withdrawn |
| <input type="checkbox"/> Supervisory Candidate Status Withdrawn | <input type="checkbox"/> Active to Inactive Status |
| <input type="checkbox"/> Extension: Granted____ Denied____ | <input type="checkbox"/> Inactive to Active Status |
| <input type="checkbox"/> Associate <input type="checkbox"/> Supervisory Candidate | <input type="checkbox"/> New CPE Supervisor |

Name: _____

Center Name: _____

Mailing Address: _____

City & State: _____ Zip Code: _____

Date of Action: _____

- Type of Action:**
- | | |
|---|--|
| <input type="checkbox"/> New Supervisory Candidate | <input type="checkbox"/> Certification Withdrawn |
| <input type="checkbox"/> Supervisory Candidate Status Withdrawn | <input type="checkbox"/> Active to Inactive Status |
| <input type="checkbox"/> Extension: Granted____ Denied____ | <input type="checkbox"/> Inactive to Active Status |
| <input type="checkbox"/> Associate <input type="checkbox"/> Supervisory Candidate | <input type="checkbox"/> New CPE Supervisor |

Name: _____

Center Name: _____

Mailing Address: _____

City & State: _____ Zip Code: _____

Date of Action: _____

- Type of Action:**
- | | |
|---|--|
| <input type="checkbox"/> New Supervisory Candidate | <input type="checkbox"/> Certification Withdrawn |
| <input type="checkbox"/> Supervisory Candidate Status Withdrawn | <input type="checkbox"/> Active to Inactive Status |
| <input type="checkbox"/> Extension: Granted____ Denied____ | <input type="checkbox"/> Inactive to Active Status |
| <input type="checkbox"/> Associate <input type="checkbox"/> Supervisory Candidate | <input type="checkbox"/> New CPE Supervisor |

Name: _____

Center Name: _____

Mailing Address: _____

City & State: _____ Zip Code: _____

Date of Action: _____

- Type of Action:**
- | | |
|---|--|
| <input type="checkbox"/> New Supervisory Candidate | <input type="checkbox"/> Certification Withdrawn |
| <input type="checkbox"/> Supervisory Candidate Status Withdrawn | <input type="checkbox"/> Active to Inactive Status |
| <input type="checkbox"/> Extension: Granted____ Denied____ | <input type="checkbox"/> Inactive to Active Status |
| <input type="checkbox"/> Associate <input type="checkbox"/> Supervisory Candidate | <input type="checkbox"/> New CPE Supervisor |

Name: _____

Center Name: _____

Mailing Address: _____

City & State: _____ Zip Code: _____

APPENDIX 7

Welcome to the ACPE Certification Process!

This information is intended to be a helpful overview of first steps and procedures as you begin your certification journey in ACPE. It does not replace two basic resources, the Certification Manual and the Certification Commission Policies and Procedures, both of which are available on the ACPE website under Manuals and Certification.

Once you have been accepted into an ACPE program of Supervisory Education and have met a regional or sub-regional committee for a consultation for Readiness for Supervisory Education, you are advised to begin attending to the following:

- Upgrade your ACPE membership from Student to **Clinical Member** – contact Tobey@acpe.edu to do this.
- The Ethical Accountability Form does not need to be re-submitted in preparation for future committees. Only **changes** in your Accountability for Ethical Conduct Policy Report Form need to be reported thereafter using your appendix 9 to do so.
- To determine who your endorser is, submit to the Associate Director your completed **Faith Group Information Form**; there is also a form for applying for recognition of your faith group as an endorser if it is not already recognized in the Yearbook of American and Canadian Churches. If you have been endorsed, please submit the endorsement letter for your file. **If you know who your endorser is, ignore the form.**
- Submit to the Associate Director documentation of your **ordination or commissioning** to practice ministry and also document your **endorsement** by your faith group to participate in the ACPE Supervisory Education process.
- Submit to the Associate Director documentation of your M.Div. or Masters Theology degree from an accredited school. If you are seeking **M.Div. or Masters equivalency**, please contact your regional certification chair to request an assessment of equivalency. This needs to be completed before you apply to meet for Candidacy. Any documentation showing equivalency should be submitted to the Associate Director. See Definition of Terms for details.
- When all of the above is completed, you may send your appendix 9 to the Associate Director Deryck@acpe.edu for signature and this will be returned to you for inclusion in your Candidacy materials. Once you have been granted Candidacy status, you have entered the national certification process and may proceed with your **position papers**. Please note that you should inform the Associate Director when you are one month from submitting your papers for review. Please also note that during holiday periods especially, readers may take as long as 90 days to read and respond to your papers. Finally, to clarify the Manual, if any of your papers have been turned down twice, you must submit the third attempt to the Associate Director for assignment to a new team of readers or you may contact your regional certification chair to request a face-to-face meeting with a regional team of readers.

Declaration Procedures for Candidates in the National Certification Process:

1. All candidates requesting to appear before the Commission should send a letter to the Associate Director (with a copy to the Commission Chair) as early as possible or by the deadline to declare intent to undergo review. Payment (which may be made by check or credit card) of the requisite fee should accompany the declaration in order to be placed on the list of candidates for the requested Commission meeting. Places on the docket will be awarded on a first come first served basis. Deadlines for declaring intent and submitting materials to the committee are posted on the website.
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, plus a \$25 administrative fee. The candidate will be responsible for any increase in fee.
3. In all other cases of withdrawal of declaration, the fee will not be refunded and will not be applied to the fee for the next planned appearance.

All questions and requests related to the Certification process at the regional level should be addressed to your regional Certification Committee Chair; all questions regarding the national certification process should be addressed to the Associate Director, Deryck Durston, and the Chair of the Certification Commission, Jan Humphreys.

Best wishes as you begin this process.

Deryck Durston, M.Div., S.T.M.
1549 Clairmont Road, Suite 103
Decatur, GA 30033
deryck@acpe.edu
Tel 404-320-1472
Fax 404-835-5096

The Rev Dr Janet L. Humphreys
Caring Community Ministry Education, LLC
9170 Ivy Springs Place
Mechanicsville, VA 23116
JHumphreys@caringcommunitycpe.com
Tel 804-512-6379



**APPENDIX 8 ASSOCIATION FOR CLINICAL PASTORAL
EDUCATION, INC.
FAITH GROUP INFORMATION FORM**

To be filled out if a Candidate needs guidance on identifying his/her endorser – send to Dervck@acpe.edu – call 404-320-1472 to consult.

Candidate's Name:

Faith Group Name:

Faith Group Address:

Phone:

Fax:

Email:

Date:

Please provide the following information about your faith group. We will contact you after a review of the information has been conducted and a decision has been reached by the ACPE Certification Commission. **Please include printed materials and other documentation.**

Is this a totally independent congregation or does it belong to a loose organization of like-minded independent congregations? Yes, totally independent No, part of larger organization: _____

Please answer the following questions. (Please use a separate sheet of paper to address each item.)

1. When was the congregation founded?
2. How many members belong to the congregation?
3. What is the structure and organization of the congregation?
4. Is this group recognized as a congregation by the community?
5. How is the clergy leadership obtained for the congregation?
6. How are persons prepared and trained for ministry and pastoral care service?
7. What are the procedures followed by the congregation in ordaining and endorsing clergy for pastoral care service (chaplaincy)?

8. What are the procedures for commissioning and endorsing laypersons for pastoral care service?
9. As an independent congregation, what other information can you share to give the ACPE a well-rounded picture of your faith group?

Please list the name(s) of known chaplain/clergy that can be contacted regarding the congregation?

Official Endorser: Tel:

Local Clergy Leadership: Tel:



ASSOCIATION FOR CLINICAL PASTORAL EDUCATION
INC.

APPENDIX 9 – Send to Deryck@acpe.edu - Call 404-320-1472 for
consultation

REQUEST FOR RECOGNITION AS A FAITH GROUP ENDORSER

Candidate’s Name:

Daytime Tel:

Faith Group:

Official Endorser:

Daytime Tel:

Email:

Website:

We ask that you contact your faith group and have them provide the information requested below. Please include printed material and other documentation.

_____ 1. Is this faith group on the list of acceptable endorsers of the National Conference on Ministry to the Armed Forces (NCMAF)?

_____ 2. Is this group on the listing of faith groups that participate in the COMISS Network?

_____ 3. Has the Association of Professional Chaplains (APC) accepted endorsement(s) from this group?

_____ 4. Is this group listed in the current year of Yearbook of American & Canadian Churches?

_____ 5. Is this group listed in the current year of a publication (comparable to the Yearbook) for faith groups that are not from the Christian tradition?

_____ 6. Are endorsements from your faith group handled by an umbrella group such as “Chaplaincy of the Full Gospel Churches” (CFGF), Coalition of Spirit-filled Churches, or “International New Thought Alliance” (INTA)? See Yearbook of American & Canadian Churches for a list of CFGF churches.

_____ 7. Can the candidate and/or the group provide printed materials and/or other documentation to indicate that the group can be considered a faith group?

APPENDIX 10

ASSOCIATION FOR CLINICAL PASTORAL EDUCATION, INC.

MEMORANDUM

TO: Subcommittee Chair
FROM: Janet Humphreys, Chairperson
DATE: Regional & National Meetings
SUBJECT: Guidelines for Subcommittee Meetings

ENCLOSED IN THIS PACKET:

Voting Ballots (5)

Thank you very much for serving as Chair of this Sub-Committee. If my notes here don't answer questions you have, please contact me.

1. **Sub-Committee Consultation prior to Candidate's appearance:**

When time is scheduled for "Committee Formation," encourage members to use that for "team-building." The other use of consultation time is for Committee members to talk together about concerns relative to meeting with the Candidate; the Presenter may take this opportunity to speak to any issues s/he might wish to highlight. The Committee may plan some strategy, but you will, of course, want to guard against the Committee's pre-judging the candidate.

You will also want to facilitate any discussion of committee issues which might be necessary to see that the Candidate has a fair appearance. (Only extreme situations should delay the timely starting of the meeting with the Candidate; if such situation occurs, please notify the Candidate and me.)

2. **Appearance Time:**

Candidates for Associate have a full hour and one half meeting with the sub-committee. Candidates for CPE Supervisor have one hour.

3. **Orienting the Candidate:** As the meeting with the Candidate begins, you will want to ascertain that s/he has received her/his Presenter's Report and whether there are any errors of fact. You will want to orient the Candidate to the procedure and time frame which the Committee will observe. It is not yours or the Presenter's job alone to conduct or direct the flow of the meeting; the Candidates (and other Committee Members) are expected to take initiative in this regard, as well. Nevertheless, you will want to help set a welcoming tone for the Candidate. (Provide hospitality – water, seating arrangement, etc.)

Note: If it is determined that there are errors of fact in the Presenter's Report, corrections will be noted by the Presenter who will produce a new copy of the report with the corrections made. The corrected report shall be sent to the Candidate/Associate Supervisor, and a copy shall also be sent to the ACPE office for inclusion in the file.

4. **Report of Deliberations/Committee Members Evaluation Sheets (Section II):** Please tell the Candidate that all Committee members may jot notes as a routine part of the Committee meeting; and that the "Process Recorder" is a participating, voting member of the Committee. The "process recorder" is making more extensive notes using the Report of Deliberations form. Whoever serves as process recorder (or observer) will need to document the times and nature of pertinent interactions which may help document the interview process. The name of the process recorder needs to be entered.
5. **Voting:** Straw votes, using the "4 option" ballots provided, are to be taken immediately upon the candidate's departure from the room and without benefit of discussion. The breakdown of this vote may be shared with the subcommittee. After sufficient discussion, a final vote should be taken by secret ballot with only two options, **Grant** or **Deny**. Another voting option is after the "straw vote" to begin writing the CAR. A Candidate must receive "satisfactory" in all competencies to "Granted." Though members may know how each other has voted (even though you are not to announce the final vote count), that information is not to be shared with the Candidate: **The decision is the decision of the Committee.**
6. **Writing the Report of Commission Action:** All reports should be typed on the jump drives provided by the national office: the jump drives will be downloaded on the office computer each day as a back-up precaution after being reviewed by the Chair. Committees are now finding it helpful to type out the Commission Action Report immediately following the final vote and before the candidate is invited back into the room. This is particularly true when the candidate has been denied. I would ask that you do it this way unless there is some obvious reason for not doing so.



ASSOCIATION FOR CLINICAL PASTORAL EDUCATION, INC.

Letter of Intent to Meet the National Certification Commission

I, _____ (type name) am declaring my intent to meet the National Certification Commission.

Please complete the following information.

1. Meeting: _____ Spring or _____ Fall _____ Year
2. Place of meeting for your requested appearance: _____
3. Request (check one):
 CPE Supervisor - Check here if requesting to meet Committee in
your Region* Date of Regional Meeting: _____
____ Associate _____ Review _____ Inactive to Active Status
4. Your Region: _____
5. Name of your supervisor if applicable: _____
6. Center Address & Telephone: _____

7. Your preferred email address: _____
8. Your preferred mailing address: _____

9. Your telephone numbers: (H) _____
(W) _____
(C) _____
10. Religious Faith Group and Endorser _____
11. Cultural Heritage (optional) _____
12. As of 1/1/2011, we will no longer automatically put a regional representative on your sub-committee. You may, however, request a regional representative to be on your sub-committee. Would you like a regional representative on your committee? _____. If so, please indicate which of the three regional reps are either current or past supervisors of you or a paid consultant (as these persons will not be put on your committee): _____
13. (Optional) You may request one person of a certain demographic to be on your committee, i.e. African American member, GLBT member, etc. **Do not list a particular person.** These requests will be honored as is feasible and based on availability of current commission members. Your request _____

*Mail or email this Letter of Intent to: (include fee to the national office)

Deryck Durston
ACPE National Office
1549 Clairmont Road, Suite 103
Decatur, GA 30033-4635
deryck@acpe.edu

Jan Humphreys
Caring Community Ministry Educ.
9170 Ivy Springs Place
Mechanicsville, VA 23116
jan@caringcommunitycpe.com