

Standards Committee
March 19, 2009

STUDY DOCUMENT

The Accreditation Commission, working with a subcommittee of Standards, has vitally reduced Appendix 19. Renamed Appendix 5, this document will only be several pages long, and will ask Centers to demonstrate how particular Standards have been addressed in the Student Handbook and during a site visit. You will certainly be hearing much more about this from Accreditation—the good news is that this process will be clear and simple!

Accreditation has identified an area in Appendix 19 that was not addressed in Standards per se. Namely, that Standard 303.1 should include a number to define “faculty of sufficient size” **by adding the language that had been in Appendix 19, but will no longer be in the condensed Appendix 5.** Currently, the Evaluation Criteria in Appendix 19 for Standard 303.1 reads:

- ❖ The supervisor-to-student ratio does not exceed 13 full time equivalent students to one supervisor at any one time. (NOTE: In supervisory education programs, CPE students under the supervision of a pre-candidate supervisory student are counted in the training supervisor’s ratio. A training supervisor with three supervisory students who are supervising three students each produces a ratio of 12:1 for the training supervisor. A Supervisory Candidates students do not count in the training supervisor’s ratio).

Of note, the ratio of 13:1 is indebted to a study of a similar ratio for Medical Residents to Attending or Training Physician. As Standards Committee has considered how to receive this request from Accreditation, we thought that it would be helpful to find a similar basis for a ratio when considering number of supervisory candidates to primary supervisor. We are indebted to literature in the Licensed Professional Counselors (in Pennsylvania) for a ratio of 6 to 1.

Finally, Standards wants to remind all readers that if a center wants an exception to any Standard, that center may apply to the New Generations Project for an exception—this allows for creativity and pilot projects and gives us our own data for future work. So, if you

want to create a CPE program that exceeds a ratio listed here, then there is a mechanism in place to ask for that flexibility.

Please then consider the following as Standard's recommendation:

303.1 a faculty of sufficient size to fulfill program goals and comprised of persons authorized by ACPE:

- An Associate CPE Supervisor or CPE Supervisor may be the supervisor for no more than 13 Full time equivalent (FTE) students in CPE (Level I/ Level II).
- A Supervisory Candidate may be the supervisor for no more than 6 CPE (Level I/ Level II) students. (FTE does not apply to Supervisory Candidates).
- In supervisory education, a center's faculty should include at least one ACPE Supervisor for every 6 FTE Supervisory Education Students or Supervisory Candidates.

In addition, the following definition is recommended to the Definition of Terms:

Full Time Equivalent Student (FTE): Students in a Unit of CPE Level I/ Level II or Supervisory CPE for 10 to 16 weeks who are engaged in curriculum and ministry for at least 32 hours each week are considered full time. Students in an extended unit of CPE that meets for over 16 weeks, and are engaged in curriculum and ministry for less than 32 hours each week, are considered part time students. For the purpose of the ratio-requirement, a part-time student is counted as .5 FTE, e.g., 4 part time students count as 2 FTEs.

We look forward to your response to this proposed change to Standards. Please respond by April 20, 2009. You are certainly invited to contact your Standards representative from your region, also.

Sincerely,

Jay Foster, Chair
ACPE Standards Committee

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Keith Espenshade, Eastern Region
Beth Jackson-Jordan, Mid-Atlantic Region
Fred Smoot, Southeastern Region
Joe Viti, North Central Region
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Leo Blanchard, Southwestern Region
Gordon Hilsman, Pacific Region

When sending a comment, please provide the following:

1. Name _____
2. Your Region _____
3. Your suggested wording for a particular change _____

