Certification Commission

Policy and Procedure Manual

Association for Clinical Pastoral Education, Inc.
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2015 Interim Revisions
# 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denying, or continuing certification; defining and implementing policies and procedures by which certification may be withdrawn; and determining the limits and conditions under which a person in training may practice supervision.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).

Note: all references to CPE throughout this document are understood to be ACPE accredited Clinical Pastoral Education (ACPE-CPE).
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 Program Manager 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 Program Manager or designee within 45 days of the meeting, along with all handouts, motions, and other materials distributed. The Program Manager or designee will ensure that current minutes are posted to the e-community resource library to make them available to all Commission members. The Program Manager or designee 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
4. The regional certification chair is responsible for completing the Regional Certification Report or Regional Certification Report Form (Appendix 6) and submitting it to the ACPE Program Manager or designee following regional certification committee actions and also the minutes of the regional certification meeting. The Program Manager or designee 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 Program Manager. 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 Program Manager sends a feedback form (Certification Manual Appendix 6) to ask about the experience of the process. These forms are posted by the Program Manager on the e-community resource library for access by the commissioners.

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

I. 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.

J. Leave of Absence Policy:
Policy: A Supervisory Candidate or Associate Supervisor may request a leave of absence which shall be for one year from the date it is granted. If there is need to extend the leave, a letter requesting the additional one year extensions not to exceed a total of three years will be sent to the Regional Certification Chair. Only one LOA can be taken in a six year period of one’s certification process. A LOA may be granted for but is not limited to the following: personal, medical, parental (new baby), military, care of seriously ill (child, parent, and spouse), loss of center or supervisor.

Process:
1. A request will be submitted to the Chair of the Regional Certification Committee. The chair will review and authorize or deny the leave of absence. It will be documented and dated in a letter to the Candidate and copied to the Chair of the Certification Commission, the Regional Director, and the ACPE Program Manager.
2. An extension is requested, the chair of the Regional Committee will authorize it or not and will document and date the approval of the extension with a letter to the candidate and copied to the Certification Chair, Regional Director and ACPE Program Manager.

Supervisory Activity during LOA -- During the leave of absence, the candidate is out of the process totally for the duration of the leave. A Candidate or Associate may not supervise students or access the certification process for papers, or consultation, etc. Re-Entry: To re-enter into the Certification process, the Candidate or Associate must be accepted into an accredited center and meet with the Regional Certification Committee for a consultation. The Regional Certification Chair, the chair of the sub-committee and Candidate or Associate will determine material requirements for the consultation. The consultation date will be the date on which the original six year clock for the process of certification will resume. Candidates on LOA whose papers have been accepted will not
have to re-submit their papers for approval. Note: The recipient of a “Leave of Absence” is encouraged to stay in collegial relationships with supervisory colleagues and is free to initiate individual consultations as needed/wanted.

K. 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 ACPE Program Manager for inclusion in the file.

L. Candidates may no longer use audio tapes for presentations at the Associate level; 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.

M. Material submitted for a review at the Certification Commission is due by “postmark” date instead of a “received by” date.

N. When a candidate is meeting the Certification Commission to request review for ACPE Supervisor, CPE Program Evaluation Forms (Certification Manual Appendix 4) should be included in the materials submitted, for all students supervised individually or in the group since the candidate was granted Associate status.

O. 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.
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 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, 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. **With written permission (letter or email) from the SES/Candidate/Associate Supervisor, the Presenter can email the Presenter’s Report to the applicant no earlier than 24 hours and no later than 12 hours prior to their appearance.**
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; 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 Certification Manual Appendix 8 and materials
Final evaluations written by the Candidate for the students and those of the students
Candidate’s self evaluations and Candidate’s supervisor’s evaluations
Self-evaluation of the video tape/DVD/electronic submission of a group or individual session
Brief description of program and center
Consent forms of the students
Consumer evaluation forms – CPE Program Evaluation Form, Certification Manual Appendix 4
Presenters’ reports and Committee Action Reports

QUESTIONS for Candidate

Presenter’s Report is limited to seven pages.

ACPE SUPERVISOR

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

Personal history paper
Use of self paper
Addressing Associate Supervisor Committee Notations (Note: Notations no longer assigned, effective May 2014)
Evolution of theory papers

SECTIONS TO BE COVERED BY PRESENTER

Overall evaluation of written materials
Documentation of formal requirements per Certification Manual Appendix 8 and materials
CPE Program Evaluation forms – Certification Manual 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 Report is Limited to 6 pages.
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:

- to provide a written record for the applicant, if the applicant desires, to review (after the thirty day appeal period has passed);
- to assist in leading the sub-committee in a critical review of its process, at the end of each sub-committee meeting; and
- to provide 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; and
- 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.

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 8 in the Certification Manual signed by the ACPE Program Manager or designee attesting to ethical accountability form and ACPE clinical membership. Other formal requirements are not checked until a person requests Candidacy.

The summary is written under the headings of:

A. Summary and evaluation of materials presented.

B. Summary of consultation process (describing the interaction of the consultee with the committee).

C. 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)

D. 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.

E. 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 8, Certification Manual) is included in the candidate’s materials. The Appendix 8 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. Certification Manual Appendix 8 signed by the Program Manager or designee 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 8, 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.
APPENDIX 3-B cont’d

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 8 signed by the ACPE Program Manager or designee

_____ YES ___ NO Completion of at least one unit of Supervisory CPE

_____ YES ___ NO Enrolled in accredited Supervisory Education program

_____ YES ___ NO Demonstration of meeting Standards 403-406

Briefly evaluate the applicant’s written materials:

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

A. The report of this meeting includes:
   • Evaluation of written materials (including consumer reports).
   • An appendix 8 signed by the ACPE Program Manager or designee attesting to 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). Note: notations no longer assigned, effective May 2014.
APPENDIX 3-C cont’d

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 notations or rec for further prof dev 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

** Note: notations are no longer assigned, effective May 2014
APPENDIX 3-D

REQUEST FOR ASSOCIATE SUPERVISOR STATUS

The report of this meeting includes:

• Evaluation of the applicant’s written materials.
• An Appendix 8 (Certification Manual) signed by the Program Manager or designee 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 four categories.)
  ➢ Supervisory Competence,
  ➢ Conceptual Competence,
  ➢ Collegial Competence, and
  ➢ Pastoral competence
• Clear indication whether request for status granted or denied.
• Names of sub-committee members.

Applicants granted Associate Supervisor status may receive no more than two recommendations for further professional development that are concretely related to the applicant’s process of becoming an ACPE Supervisor. (Note: Effective May 2014, notations are no longer assigned.) Notations may be removed only by the Certification Commission – not by the regional certification committees which grant an extension of Associate status. Recommendations, notations or recommendations for further professional development must be satisfactorily addressed by the Associate supervisor to be certified as ACPE Supervisor.

Applicants who are denied their request for Associate Supervisor status may be given recommendations for further professional development to address the deficiencies which the sub-committee sees as preventing certification at this time.
APPENDIX 3 D

ASSOCIATION FOR CLINICAL PASTORAL EDUCATION, INC.
CERTIFICATION COMMISSION
REPORT OF COMMISSION ACTION

CANDIDATE: DATE:
ADDRESS:
REGION:
PRESENTER:

CANDIDATE 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 MAINTAINED FAITH GROUP ENDORSEMENT? ___ 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:
      
      • 408.1 completes the objectives and outcomes of Supervisory CPE. ___ Met ___ Unmet
      • 408.2 chooses among methods of individual and group supervision ___ Met ___ Unmet
      • 408.3 plans, organizes and implements a unit of CPE ___ Met ___ Unmet
      • 408.4 relates to and uses interdisciplinary teaching resources. ___ Met ___ Unmet
      • 408.5 critiques one’s supervisory methodology based on feedback. ___ Met ___ Unmet

   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:
• 409.1 is familiar with diverse conceptual frameworks in pastoral theology, personality theory, learning theory, group process theory, cultural anthropology, social organization, and change. _____ Met _____ Unmet

• 409.2 is able to articulate and integrate one’s theory, skill and art of supervision. _____ Met _____ Unmet

• 409.3 the ACPE standards and the history of CPE. _____ Met _____ Unmet

• 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 _____ Met _____ Unmet

c. PASTORAL COMPETENCE: _____ Satisfactory _____ Unsatisfactory

Continues to demonstrate pastoral competence as defined in Standard 410/404. Demonstrates:

• 404.1 personal integrity and pastoral identity. _____ Met _____ Unmet

• 404.2 emotional and spiritual maturity. _____ Met _____ Unmet

• 404.3 ability to form meaningful pastoral relationships. _____ Met _____ Unmet

• 404.4 ability to self-supervise own on-going practice. _____ Met _____ Unmet

• 404.5 ability to refine one’s professional identity as a clinical pastoral educator. _____ Met _____ Unmet

• 404.6 ability to effectively explicate the way one’s culture affects professional and personal identity, pastoral practice, the supervisory relationship and student learning. _____ Met _____ Unmet

d. 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.

• 408.6 demonstrates collegial competence. _____ Met _____ Unmet

5. FURTHER ADDRESS ITEM #4 (A-D) AS NEEDED.

{Type here}

6. Suspend the Supervisory Candidate credentials if Candidate-level competencies are clearly being unmet and/or if the students are being harmed. If such action is being considered, the committee must confer with the Commission Chair prior to making a decision.

a. Reason(s) for taking such action:

{Type here}

7. RECOMMENDATIONS FOR FURTHER PROFESSIONAL DEVELOPMENT:

{Type here}

8. EXCEPTIONAL APPEARANCE:
Candidate excelled in their appearance before the Commission sub-committee ________________.

SUBCOMMITTEE MEMBERS:

1. ____________________________ 4. ____________________________

2. ____________________________ 5. ____________________________

3. ____________________________

Name:
Chair, Certification Commission
REQUEST FOR ACPE CPE SUPERVISOR STATUS

A. The report of this meeting includes:

- Evaluation of the applicant's written materials.

- An Appendix 8 (Certification Manual) signed by the Program Manager or designee 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 satisfactorily notations (if any) or recommendations for further professional development given at the granting of Associate Supervisor status. Note: As of May 2014 notations are no longer assigned.

- Names of sub-committee members.

DATE:
CANDIDATE:
ADDRESS:
REGION:
PRESENTER:
ASSOCIATE’S REQUEST: ACPE Supervisor

(1) BRIEFLY EVALUATE THE ASSOCIATE'S WRITTEN MATERIALS:
{TYPE HERE}

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

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

A. Has the Associate maintained faith group endorsement? _____ Yes _____ No

B. Has the Associate independently conducted at least two units of CPE since becoming an Associate Supervisor? _______Yes _______ No

(4) Since the Associate Supervisor has no notations, but the sub-committee determines that ACPE Supervisor-level competencies are clearly being unmet and/or if the students are being harmed, the sub-committee can request a Review of Supervisory Competence (See Certification Manual J. Review of Supervisory Competence). If such action is being considered, the committee must confer with the Certification Commission Chair prior to making a decision.

A. Require the ACPE Supervisor to have a Review of Supervisory Competence within 120 days of this review.
B. Reasons for this action:
{TYPE HERE}

(5) Recommendations for further professional development
{TYPE HERE}

SUBCOMMITTEE MEMBERS:

1.
2.
3.
4.
5.

____________________
Name:
Chair, Certification Commission
ASSOCIATION FOR CLINICAL PASTORAL EDUCATION
CERTIFICATION COMMISSION
REPORT OF COMMISSION ACTION

DATE:
ASSOCIATE:
ADDRESS:
REGION:
PRESENTER:

ASSOCIATE'S REQUEST (with notations): ACPE Supervisor

---

(1) BRIEFLY EVALUATE THE ASSOCIATE'S WRITTEN MATERIALS:
   {TYPE HERE}

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

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

   B. Has the Associate maintained faith group endorsement?  _____ Yes  _____ No

   B. Has the Associate independently conducted at least two units of CPE since becoming
      an Associate Supervisor?  ____Yes  _______ No

   C. Has the Associate addressed satisfactorily notations given at the granting of
      Associate Supervisor status?
      Notation #1______ Yes ____ No  ______ Not Applicable
      Notation #2______ Yes ____ No  ______ Not Applicable
(4) **IF NOTATIONS ARE NOT MET THE SUBCOMMITTEE MUST CHOOSE ONE OF THE TWO ACTIONS THAT FOLLOW (see current edition of ACPE Standards):**

A. Invite the Associate Supervisor to seek a return review after fulfilling the notations of the Certification Commission. The Associate will select a Consultant Supervisor from a list provided by the Certification Commission and they will contact that person within the first 30 days after receiving the letter from the Certification commission regarding their CAR report. They will then notify the Chair of Certification who their Consultant Supervisor will be. The Associate Supervisor is responsible for providing remuneration, if any, to the Consultant Supervisor. During this time you are an Associate Supervisor until you return to meet a committee for CPE Supervisor. **You must meet a committee for CPE Supervisor by November 2015.** See Certification Policy and Procedure Manual Interim Revisions 2015 Appendix 12 Associate Supervisor Consultant Form and Appendix 13 Consultant Supervisor Letter.

The sub-committee is authorized to create a professional development plan, meeting the needs of the Associate. Options include but are not limited to the following:

1. If supervising a **full time** group, once a month submit to a Consultant CPE Supervisor a DVD of your group work with CPE students, with an accompanying document analyzing your work as it pertains to the notation. Followed by a monthly conference call, Skype or in person meeting.

2. If supervising an **extended** program, once a month submit to a Consultant CPE Supervisor a DVD of your group work with CPE Students, with an accompanying document analyzing your work as it pertains to the notation. Followed by an every other monthly conference call, Skype or in person meeting.

3. If **not supervising** a group, submit a paper every other month to a Consultant CPE Supervisor, followed by a quarterly conference call, Skype or in person meeting. When Associate begins supervising a group, the monitoring would switch to the appropriate full time or extended category.

4. If notation pertains to **Use of Self-paper** submit every other month to a Consultant CPE Supervisor, a DVD of your group work, verbatim seminar and/or individual supervision with an accompanying document analyzing your work as it pertains to Use of Self and notation.

5. If notation pertains to **collegial competency**, meet monthly with a peer group and present your work for consultation as it pertains to your notation. Meet quarterly either by conference call, Skype, or in person with a Consultant Supervisor to discuss learning and share written materials.

6. **General option separate from the above:** During the time between November 2014 and November 2015 you would meet with your consultant supervisor four times. The Associate will set the agenda and decide how to process their notation(s) in consultation with your consultant supervisor. A suggestion is that at least once during those four sessions there will be a review of your group work via a DVD submission, with an accompanying document processing your supervision.

7. The Certification Sub-committee creates a version of the consultant supervisory work based upon the above suggestions that fits the situation.
B. Remove the Associate Supervisor credentials and grant reversion to Supervisory Candidate status if Associate-level competencies are clearly being unmet and/or if the students are being harmed. If such action is being considered, the committee must confer with the Commission Chair prior to making a decision. Candidate must appear before a certification committee at the next Regional Certification Meeting.

(5) Action Chosen and reasons for this action (from the choices listed above)

{TYPE HERE}

(6) Recommendations for further professional development:

{TYPE HERE}

SUBCOMMITTEE MEMBERS:

1. 4.
2. 5.
3.

____________________
Name: Chair, Certification Commission
APPEAL FOR REVIEW OF SUPERVISORY COMPETENCE

A. The report of this meeting includes:
   • An Appendix 8 (Certification Manual) signed by the ACPE Program Manager or designee 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.)
     √ Pastoral Competence
     √ 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.
ASSOCIATION FOR CLINICAL PASTORAL EDUCATION, INC.
CERTIFICATION COMMISSION
REPORT OF COMMISSION ACTION
CPE SUPERVISOR COMPETENCY REVIEW

DATE:

CPE SUPERVISOR:

ADDRESS:

REGION:

PRESENTER:

STATED REASON FOR COMPETENCY REVIEW:

COMMISSION ACTION:
Possible rulings for adoption by the Review Committee: (If a ruling from 2-5 is adopted, this ruling will receive fuller comment at a later point in the report; and, when applicable, relevant recommendations, suggestions, or directions will be listed.)

1. _____ Confirms pastoral, supervisory, conceptual and collegial competence; the review is ended.

2. _____ Express concerns, with specific recommendations for enhancing pastoral, supervisory, conceptual, and/or collegial competence for a designated period of time. Failure to comply with specific recommendations could result in the suspension of certification.

3. _____ Counsels and gives specific instructions for remediation to be followed under the direction of the National Certification Commission for a designated period of time. This may include a return to meet a sub-committee of the National Certification Commission for review. Failure to comply with specific instructions for remediation could result in the suspension or revocation of certification.

4. _____ Suspend the right to practice CPE supervision for a specified period of time with specific instructions for remediation to be followed under the direction of the National Certification Commission for a designated period of time. The person must return to a sub-committee of the National Certification Commission for review.
Certification Commission for review. The length of time will be set at the review. Failure to comply with remediation instructions could result in the revocation of certification.

5. _____ Revocation of CPE Supervisor certification. Revert to Associate Supervisor or Supervisory Candidate status and follow procedures in the Certification manual for the certification process.

BRIEFLY EVALUATE THE CANDIDATE’S WRITTEN MATERIALS:

SUMMARIZE THE INTERVIEW:

MAINTAINED CREDENTIALS:
1. ATTESTATION OF GOOD STANDING FORM ___ YES ___ NO
2. ACCOUNTABILITY OF ETHICAL REPORT FORM ___ YES ___ NO

EVALUATE THE FOLLOWING PROFESSIONAL COMPETENCIES:
(Affirmation of competency to supervise requires a “satisfactory” or “needs improvement” rating in each of the professional competencies. The committee then decides which “Commission Action” option is to be adopted.)

A. Pastoral Competence: ___ Satisfactory ___ Needs improvement
   ___ Unsatisfactory
B. Supervisory Competence: ___ Satisfactory ___ Needs improvement
   ___ Unsatisfactory
C. Conceptual Competence: ___ Satisfactory ___ Needs improvement
   ___ Unsatisfactory
D. Collegial Competence: ___ Satisfactory ___ Needs improvement
   ___ Unsatisfactory

Further address items A-D by citing an ACPE standard or standards related to the competency or competencies needing to be addressed:

RECOMMENDATIONS/REQUIREMENTS:

SUB-COMMITTEE MEMBERS:

<table>
<thead>
<tr>
<th>Chair</th>
<th>Presenter</th>
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</table>

Certification Commission Chair

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APPENDIX 3 G

CONSULTATION TO MAINTAIN ACTIVE CPE SUPERVISOR STATUS

The report of this meeting includes:

- Summary and evaluation of materials presented.
- An appendix 8 signed by the ACPE Program Manager or designee 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 8 signed by the ACPE Program Manager or designee 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.
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: ______________

<table>
<thead>
<tr>
<th>Date of Action:</th>
<th>New Supervisory Candidate</th>
<th>Certification Withdrawn</th>
<th>New CPE Supervisor</th>
</tr>
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<td>Supervisory Candidate Status Withdrawn</td>
<td>Active to Inactive Status</td>
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<tr>
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<td>Extension: Granted____ Denied____</td>
<td>Inactive to Active Status</td>
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<tr>
<td></td>
<td>Associate</td>
<td>New CPE Supervisor</td>
<td></td>
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</tbody>
</table>

Name:
__________________________________________________________

Center Name: _____________________________________________
Mailing Address: __________________________________________

City & State: ___________________________ Zip Code: __________

<table>
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<tr>
<th>Date of Action:</th>
<th>New Supervisory Candidate</th>
<th>Certification Withdrawn</th>
<th>New CPE Supervisor</th>
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<td>Supervisory Candidate Status Withdrawn</td>
<td>Active to Inactive Status</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Extension: Granted____ Denied____</td>
<td>Inactive to Active Status</td>
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</tr>
<tr>
<td></td>
<td>Associate</td>
<td>New CPE Supervisor</td>
<td></td>
</tr>
</tbody>
</table>

Name:
__________________________________________________________

Center Name: _____________________________________________
Mailing Address: __________________________________________

City & State: ___________________________ Zip Code: __________
Date of Action: ____________

Type of Action:  
☐ New Supervisory Candidate  ☐ Certification Withdrawn
☐ Supervisory Candidate Status Withdrawn  ☐ Active to Inactive Status
☐ Supervisory Candidate Status Withdrawn  ☐ Active to Inactive Status
☐ Extension:  Granted____  Denied____
☐ Associate  ☐ Supervisory Candidate  ☐ New CPE Supervisor

Name: ____________________________________________________________

Center Name: _____________________________________________________
Mailing Address: ___________________________________________________

City & State: ___________________________  Zip Code: ____________

Date of Action: ____________

Type of Action:  
☐ New Supervisory Candidate  ☐ Certification Withdrawn
☐ Supervisory Candidate Status Withdrawn  ☐ Active to Inactive Status
☐ Supervisory Candidate Status Withdrawn  ☐ Active to Inactive Status
☐ Extension:  Granted____  Denied____
☐ Associate  ☐ Supervisory Candidate  ☐ New CPE Supervisor

Name: ____________________________________________________________

Center Name: _____________________________________________________
Mailing Address: ___________________________________________________

City & State: ___________________________  Zip Code: ____________

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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.

You must be a clinical member to be accepted into an ACPE Supervisory Education program and have met a regional or sub-regional committee for a consultation for Readiness for Supervisory Education. Contact certification@acpe.edu to upgrade your ACPE membership from Student to Clinical Member. After 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 Certification Manual Appendix 8 to do so.
- To determine your endorser, submit to the Program Manager 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 Certification Coordinator 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 Certification Coordinator documentation of your Masters Theology degree from an accredited school. If you are seeking 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 Certification Coordinator. See Definition of Terms for details.
- When all of the above is completed, you may send your Appendix 8 to the Certification Coordinator at certification@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 Certification Coordinator 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 Certification Coordinator 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.

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Declaration Procedures for Candidates in the National Certification Process:

1. All candidates requesting to appear before the Commission should send a letter to the ACPE certification staff (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 ACPE certification staff certification@acpe.edu and the Chair of the Certification Commission.

Best wishes as you begin this process.
To be filled out if a Candidate needs guidance on identifying his/her endorser – send to certification@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:
APPENDIX 9

ASSOCIATION FOR CLINICAL PASTORAL EDUCATION INC.

REQUEST FOR RECOGNITION AS A FAITH GROUP ENDORSER

Send form to certification@acpe.edu or call 404-320-1472 for consultation

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” (CFGC), Coalition of Spirit-filled Churches, or “International New Thought Alliance” (INTA)? See Yearbook of American & Canadian Churches for a list of CFGC 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?
TO: Subcommittee Chair  
FROM: (name), Commission Chair  
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 the 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.

4. **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.
APPENDIX 11

ASSOCIATION FOR CLINICAL PASTORAL EDUCATION, INC.

Letter of Intent to Meet the National Certification Commission

Insert fillable PDF here
You have been assigned to work with a consultant supervisor. Please review the list of those supervisors who have agreed to be a consultant supervisor. Contact the person of your choice and once they have agreed to work with you please complete the form and return to certification@acpe.edu. This needs to be completed within 30 days from the receipt of this email. When preparing materials for your next appearance, you include in your materials to the presenter the written report from your consultant supervisor.

DATE:

ASSOCIATE NAME:

ADDRESS:

EMAIL:

PHONE: (cell) (work)

REGION:

NAME OF CONSULTANT:

ADDRESS

EMAIL:

PHONE: (cell) (work)

PLEASE LIST YOUR NOTATION (s):

1.

2.

Please share which action you were assigned by your subcommittee:
Date

Name:

Region:

Dear ____________________________:

Thank you for agreeing to be a consultant supervisor for ______________________.

The Certification Commission defines a consultant supervisor as a person who gives professional advice about CPE Supervision. The consultant supervisor assists in creating a safe place for reflection and growth toward the consultee's development in becoming an ACPE Supervisor. An effective Consultant Supervisor has a mature faith, models effective Clinical Pastoral Education and possesses the necessary skill in supervisory education to help the Associate Supervisor meet the desired goal.

The Consultant Supervisor functions in a consulting relationship with an Associate Supervisor to counsel and review the progress or quality of work specified by the Certification Commission over a specified period of time. The consultant Supervisor takes responsibility for observing, advising and reporting compliance or non-compliance to the commission.

At the end of your work you are asked to submit a brief one to two page evaluative report to the Certification Commission Chairperson and the consultee. This report will be included in the Associate’s materials when they meet for ACPE Supervisor. This report needs to include: how often you met, how the Associate addressed the notation(s), how the Associate responded to the consultant relationship and other insights you wish to share.

Associate Supervisor (name)______ received these notation(s):

1. 

2. 

48
and was asked by their subcommittee to work with a consultant supervisor by
(list the required work from the report)

If you have any questions about the consultation process, please contact the Certification Chair. Associate Supervisors have one year from the date of their last committee appearance to come before the Certification Commission to have their notations removed and meet for ACPE Supervisor. They must present a new group at that time. Again thank you for being willing to function as a consultant supervisor and for assisting in the professional development of this Associate Supervisor.

Please return the signature page indicating your agreement to be a consultant supervisor.

Sincerely,

Certification Commission Chair
I agree to work with Associate Supervisor ____ (name) ________________ according to the guidelines set by the subcommittee of the Certification Commission. Thirty days prior to the Associate Supervisor’s meeting the commission for ACPE Supervisor I agree to send a one-two page report of our work together to ACPE Certification staff. This report will also be included in the Associate Supervisor’s materials that are sent to the presenter. Please return this form to certification@acpe.edu

Name___________________________________________________

Address_________________________________________________

Phone___________________________________________________

Email address______________________________________________

Region___________________________________________________

Signature________________________________________________________________

Date _________________________