Information from the ACPE Certification Commission

Position Paper Submission for Candidates
Readers are now requiring position papers in electronic format. The papers should follow the same guidelines as described in the Certification Manual. Send your paper to the Certification Coordinator Sheilah Hawk, with four weeks’ notice in either an Adobe PDF or a MS Word read-only format. Please consult the Certification Chair Osofo Atta regarding any questions. Please note that readers may take up to forty-five to sixty days around holidays.

Declaration Procedures for Candidates
To ensure timely access for those preparing to meet the Certification Commission, to improve the accuracy of record and budget monitoring and to eliminate wasted resources due to late withdrawals, the following procedures have been adopted:

1. All candidates requesting to appear before the Commission should send a letter to Sheilah Hawk as early as possible or by the deadline to declare intent. A copy should also be sent to the Chair of Certification. Payment of the requisite fee should accompany the declaration. The declaration deadline date is the date of postmark on the letter of declaration, if this is sent in the mail though email is preferred. The material submission deadline is also the postmark date (instead of a “received by” date). Please use the Letter of Intent to Meet the National Certification Commission.

2. No fees will be refunded if the candidate changes plans after declaration unless there is a medical emergency either in the case of the candidate or of a close family member. In either case, the fee will be retained for the next appearance planned by the candidate, less a $25 administrative fee. The candidate will be responsible for any increase in fee that may be in effect at the time of the next declaration. Please review the Association’s fees.

3. In all other cases of withdrawal of declaration, one-half of the fees paid will be applied to the Candidate’s next committee appearance, but only if the candidate meets the Commission at its next planned meeting. The candidate will be responsible for any increase in fee that may be in effect at the time of the next declaration. The entire fee paid will be forfeited if the Candidate does not meet the Commission at its next planned meeting.

4. All questions and requests related to the Certification process should be addressed to the Commission Chair, with copies to Sheilah Hawk.
Preparing for your Sub-Committee Review

Candidates preparing for committee or commission review should always check for the latest updates on this page and in the Certification Policy and Procedure Manual. This contains information that could affect you as you prepare your materials to the send to the committee.

1. Each time you present to a committee, you must submit a new completed attestation of good standing form (appendix 9) to Sheilah Hawk for signature. This will be sent back to you signed for your materials. This form is the only documentation you need to include in your committee materials. However, you must include your position paper composite report when going up for Associate Supervisor.

The documentation you are required to send to the Sheilah Hawk once as you prepare to go up for Supervisory Candidacy includes your college and seminary degrees (or an equivalency letter from the chair of your regional certification committee), your ordination/commissioning and your endorsement/accountability to your faith group. You are required to send documentation for your file whenever something changes with respect to your endorsement as long as you are in the process and as long as you are a Supervisor.

In preparing for a Readiness Consultation, you must also send an attestation of good standing form attesting to your having sent in your Ethical Accountability form. If you are a Clinical Member, you have already submitted the ethical accountability form and can attest to it on appendix 9.

2. If after meeting a committee you would like to consult with your sub-committee, for further understanding and feedback, it should be initiated within 60 days of the meeting. Memories are fresher providing a more effective consultation. If you were denied your request by the committee, this consultation may take place between 30 and 60 days after the meeting.

3. To request a copy of your sub-committee process notes, please send a request to Sheilah Hawk. If your request to the committee was denied, the process notes will be available only after the 30 days after the postmark date of your Committee Action Report.


Please address all inquiries to:
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Director, Clinical Pastoral Education
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Email: CertificationChair@acpe.edu

Sheilah Hawk
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Decatur, GA 30030
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Email: Certification@acpe.edu
Dates and Deadlines for Upcoming Certification Meetings

*NOTE:* The declaration deadline date is the date of postmark on the letter of declaration. The material submission deadline is also the postmark date (instead of a “received by” date).

**Spring 2015 Certification Meeting Dates**
- Deadline to Declare: March 10, 2015
- Deadline to materials: March 30, 2015
- Review Dates: May 2-5, 2015

**Fall 2015 Certification Meeting Dates**
- Deadline to Declare: September 8, 2015
- Deadline to materials: October 13, 2015
- Review Dates: November 15-17, 2015