APPENDIX 7 C

GUIDE FOR ADMISSIONS INTERVIEWS ACPE

Standard 307.2

The interview for admission to CPE provides an opportunity for a qualified interviewer to meet with the applicant to discuss the application, to provide information and answer questions, to dynamically engage the applicant as a person and learner, to assess the applicant's readiness for CPE, and to discuss the selection of particular centers suitable to the educational goals of the applicant. Each center may have its own process of interviewing applicants. This guide provides insight into processes that have been used by many centers.

I. The Interview Process

The interviewer:

- reviews the completed application prior to the admission interview.
- conducts the interview with sufficient time and objectivity to permit the interviewer and the applicant to discuss concerns and questions relevant to the applicant's involvement in CPE.
- if the interview is conducted for another center, prepares a written report and makes it available to the applicant at the applicant’s request; the report:

  √ identifies the name and address of the applicant; the name, address, position, and telephone number of the interviewer; the date of the interview; and the date of the report.
  √ is completed within 14 days of the interview.
  √ is confidential and is not shared with anyone except upon the student’s written request.
  √ supplements and clarifies, rather than duplicates material in the application.
  √ distinguishes between the factual information and the interviewer’s observations, conclusions, interpretations, and recommendations.
  √ invites the applicant to seek clarification, make a written response, or request a new interview with another interviewer.

- informs applicants that they are responsible for sharing the report with the center to which they have applied. If the report is submitted by the interviewer to others it should be only upon the written request of the applicant.
- gives written and verbal feedback to the applicant with pastoral discretion since no contract for an on-going relationship necessarily exists between the interviewer and applicant.
- Supervisory Candidates and Associate Supervisors will inform a CPE student in the initial interview(s) and any follow-up interview(s) that the CPE students’ clinical materials and recorded and/or live observation media will be used from the unit that are pertinent to the supervisors’ process toward certification as an ACPE Supervisor.
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If CPE students indicate they are not okay with this during the interview(s), then they will be informed during the interview(s) of other CPE groups either in the Learning Center and/or in the greater area to which they could apply that are not supervised by Supervisory Candidates or Associate Supervisors.

II. Content of the Report The report should address:

- description of the applicant – description of the applicant’s affect and behavior as observed by the interviewer during the interview;
- family background and religious history – significant information not covered in the application;
- educational readiness in the judgment of the interviewer, such as the applicant's motivation, openness to learning, learning style, educational issues, understanding of process education, educational goals, and expectations of CPE;
- personal qualities, such as the applicant's ability to relate to people, openness in sharing feelings, sensitivity, and level of maturity as perceived by the interviewer.
- previous CPE or pastoral experience – an evaluative description of the experience and areas identified for continued development;
- practical concerns, such as financial resources to participate in the program, physical ability to participate in the program with or without reasonable accommodations, any housing and transportation concerns that would affect program participation, and the impact CPE will have on family, church and community relationships in the judgment of the applicant; and
- recommendations of the interviewer – readiness for CPE, type of center recommended, and specific educational issues and areas noted in anticipation of the CPE experience.

III. Qualified Interviewers of Applicants for CPE

- CPE supervisors or
- Other persons meeting the following criteria:
  - knowledgeable about current ACPE standards, procedures, practices, and objectives.
  - objective as to the interests of the applicant, church, seminary, center, and CPE.
  - able to recognize those qualities of well-being, personality and faith that will enable an applicant to develop in CPE.
  - able to dynamically engage the applicant and assess readiness for CPE.
  - able to assess the applicant's potential to benefit from CPE in the center(s) to which application is being made.