

Admission Policy

CPE Standard 304.1

[\[ACPE Admissions Policy\]](#)

Purpose:

To assure that the CPE program does not discriminate against persons because of race, gender, age, faith group, national origin, sexual orientation, or physical disability while admitting students for the mutual learning and benefit of the students and of Maine Medical Center (MMC).

Admissions Policy:

MMC shall not discriminate against any individual for reasons of race, gender, age, faith group, national origin, sexual orientation, or physical disability using the following procedures:

Physical Examination Requirements: All offers of acceptance into the CPE program are contingent upon successfully meeting the medical standards established by the Department of Spiritual Care for Chaplain Interns/Residents. In addition, it is stipulated that the reasonable accommodation of a candidate's disability is the Hospital's policy unless such condition can be shown to be a clear and present danger to the candidate, fellow employees, or patients, and reasonable accommodations cannot be made or would place an undue financial hardship on the Hospital (Ref. MMC HR Work restrictions and Accommodations Policy # 906). This policy notwithstanding, all students accepted into the program shall be able, with reasonable accommodation, to physically perform the duties as contained in the position description for Chaplain Intern/Resident. In addition to physical requirements, CPE students must sustain sufficient emotional health to deliver pastoral/spiritual care. The student must demonstrate the capacity to establish and maintain relationships consistently and be open to learning, change and growth. The CPE student must demonstrate a capacity to endure at least moderate amounts of the turmoil and stress that are a normal part of institutional life and culture in a large regional medical center.

Background Checks: All offers of acceptance into the CPE program are contingent upon the successful completion of a background check to be authorized by the applicant and arranged for by Maine Medical Center.

Admissions Procedures for Levels I and II CPE

Students interested in Level I or II CPE shall submit the standard ACPE application along with three references (no application fee). No Certified Educator level training is currently offered at this center. A remote or written Admissions Interview may be conducted if the applicant lives at a distance and is not able to interview in person. The CPE center welcomes informational meetings

for students making the decision of whether or not to apply. These meetings are not a formal Admissions interview. Applications will not be considered complete until the full application and three references are received. Applications are processed in a timely manner, normally on a first come, first served basis. The center does reserve the right to hold applications for processing at a later date. If an application is being held, this information will be conveyed to the applicant. There are no deadlines for applications, although applicants should contact the center to inquire about the availability of spaces.

Upon receipt of an application, including the three required references, the student will be sent a confirmation that the application is under review. Completed applications shall be reviewed by a CPE supervisor and/or a sub-committee of the Spiritual Care Department. A decision will be made whether or not to interview the applicant. If the decision is made not to interview the applicant, he/she will receive a letter notifying her/him of decline. The application file will be destroyed. Application materials will not be returned to students.

If the decision is made to interview the applicant, an admissions interview will be held with a CPE supervisor(s) and/or a department sub-committee. After the interview, applicants will be notified of their acceptance or rejection within a reasonable amount of time (usually within two weeks). In compliance with hospital policy an acceptance letter will be accompanied by forms requesting and authorizing a background check. The letter also includes reference to the provision of *Annual Notice* to all incoming students. Full information about the *Family Education Rights and Privacy Act (FERPA)*, addressing the privacy of students' information is attached to the acceptance letter. Upon receipt of an acceptance letter, individuals must respond within two weeks with a signed copy of the letter of acceptance and a non-refundable deposit of \$100. Acceptance will remain contingent upon the successful background check. In the rare event of an unsuccessful background check, the acceptance will be withdrawn and the deposit will be returned.

Application files of those students who are accepted into a CPE program will be kept in a secure file for the duration of the program. Upon completion of a program, the Face Sheet and Student and Supervisor Evaluations shall be kept. If an applicant declines the acceptance offer, the Face Sheet will be saved while the rest of the application file will be destroyed. Application materials will not be returned to students.

Minimum Requirements for Admission to Level I CPE:

Demonstrable interpersonal and social skills

Broad faith perspective and openness to interfaith context

Growing self awareness as a pastor or spiritual caregiver and person

Motivation to set goals and learn experientially

Enrollment in a Master's level theological degree program, or

Graduation from high school/GED in combination with Certificate in Pastoral/Spiritual Care from an academically accredited program, or evidence of significant leadership, including lay leadership in a religious congregation or recognized spiritual community

Good oral and written English skills; basic computer skills

Additional Requirements for Admission to Level II CPE

At least one unit of Level I CPE

Documented completion of Level I Outcomes

Engagement in or completion of theological education or training

Documented ability to use the CPE process for learning

A basic level of professional identity and formation

Maine Medical Center is accredited for Level I and II CPE by

The Association for Clinical Pastoral Education (ACPE),

55 Ivan Allen Jr. Boulevard, Suite 835

Atlanta, GA 30308 | acpe.edu

