

CLINICAL PASTORAL EDUCATION REGISTRATION FORM

1. Registration for Clinical Pastoral Education (CPE):

After an initial meeting with the seminary's Director of Field Education, students with second-year standing in the M.Div. program fulfill the hospital ministry requirement—normally in the summer before their second year—by successfully completing a Level I ACPE-accredited unit of at least 400 hours and an exit interview with the Director of Field Education.

Students who **register for and pay the tuition of** CPE 300 or CPE 310 may also earn four (4) credits toward completion of program requirements. **Note:** *Students who register for CPE 300 or CPE 310 in summer term are eligible for fully funded tuition and, if they complete the unit of CPE, reimbursement of the hospital fee, as long as they meet the criteria for financial aid, on the basis of the seminary's financial aid application and the FAFSA, and secure matching support from ecclesial sources.*

Student's Name: _____ Student ID: _____

Center/Hospital: _____ Start: ____/____/____ End: ____/____/____
Month Day Month Day

Name of CPE Supervisor at the Center: _____

Term of Registration

- Summer 2018
- Fall 2018
- Fall 2018 – Spring 2019 (extended unit)
- Spring 2019

Registration

- Hospital ministry requirement only (**no academic credit**)
- CPE 300 (or CPE 301-302) Level I CPE (4 credits)
- CPE 310 (or CPE 311-312) Level II CPE (4 credits)

SVS Director of Field Education: _____ Date: _____

2. Review of CPE supervisor final evaluation:

Upon successful completion of the CPE unit, the student must present the **CPE supervisor final evaluation** to the seminary's Director of Field Education, who will discuss the evaluation with the student and sign an exit interview form.

3. Completion of program requirement and, if applicable, awarding of academic credit:

After meeting with the seminary's Director of Field Education, the student must submit the **CPE supervisor final evaluation** and the **signed exit interview form** to the Associate Dean for Academic Affairs, who will record successful completion of the hospital ministry requirement and award academic credit, if applicable. (A copy of the CPE supervisor final evaluation will be retained in the student's seminary file, where the evaluation will be available to the Associate Dean for Student Affairs for continuing formation of the student.) **Note:** *In the event that a student who is taking CPE for academic credit is unable to complete the program, the permanent grade **W (Withdrawal)** will be entered on the student's transcript.*

Associate Dean for Academic Affairs: _____ Date: _____