

CLINICAL PASTORAL EDUCATION REGISTRATION FORM

1. Registration for Clinical Pastoral Education (CPE):

After an initial meeting with the seminary's Supervisor of Clinical Pastoral 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 400-hour unit of Level I ACPE-accredited CPE and an exit interview with the Supervisor of Clinical Pastoral 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 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: _____

Hospital: _____ Supervisor: _____

Term of Registration

- Summer 2016
- Fall 2016
- Fall 2016 – Spring 2017 (extended unit)
- Spring 2017

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)

Supervisor of Clinical Pastoral 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 Supervisor of Clinical Pastoral 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 Supervisor of Clinical Pastoral 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: _____

cc Supervisor of Clinical Pastoral Education