

# Clinical Pastoral Education Application

Applying for the year \_\_\_\_\_

Application for (please check below):

- Extended Day Unit
  - Extended Evening Unit
  - Summer Unit (June-Aug)
  - Residency (Sept-May)
- 

## Personal Information:

Name: \_\_\_\_\_ Pronouns: \_\_\_\_\_ U.S. Citizen: Yes  No

Mailing address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Country & Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_

Primary Telephone Number: \_\_\_\_\_ Alternate Telephone Number: \_\_\_\_\_

Permanent address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Country & Zip Code: \_\_\_\_\_

Alternate Email: \_\_\_\_\_

Spiritual/Values-Based Orienting System: \_\_\_\_\_

Denomination/Endorsing Body/Community of Affirmation (if applicable): \_\_\_\_\_

\_\_\_\_\_

Name of Local Community: \_\_\_\_\_

Ordained/Licensed/Appointed/Affirmed: \_\_\_\_\_ Date: \_\_\_\_\_

## Education:

Degree/Date

College: \_\_\_\_\_

Seminary/Equivalent Training: \_\_\_\_\_

Graduate Study: \_\_\_\_\_

**Previous Clinical Pastoral Education:**

<u>Dates</u>	<u>Center</u>	<u>Educator</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

**References:** Please list your three references below. Send [the reference form on the BWH CPE website](#) to your three references. Ask your references to email the completed form directly back to us at the [acatone@bwh.harvard.edu](mailto:acatone@bwh.harvard.edu)

1. Name: \_\_\_\_\_ Email: \_\_\_\_\_  
Phone: \_\_\_\_\_ Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

2. Name: \_\_\_\_\_ Email: \_\_\_\_\_  
Phone: \_\_\_\_\_ Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

3. Name: \_\_\_\_\_ Email: \_\_\_\_\_  
Phone: \_\_\_\_\_ Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

FOR OFFICE USE:		
Interview by _____	Orientation _____	References _____
Health Screening _____	CORI _____	Start Date _____



## Application & Instructions for Brigham and Women's Hospital CPE

Email completed application materials and references to: [acatone@bwh.harvard.edu](mailto:acatone@bwh.harvard.edu)

1. **A reasonably full account of your life.** Include, for example, significant and important persons and events, especially as they have impacted, or continue to impact, your personal growth and development. Describe your family of origin, current family relationships, and important and supportive social relationships. < 5 pages.
2. **A description of the development of your [spiritual/values-based orienting systems](#),** including events and relationships that affected how you make meaning and currently inform your belief systems. < 3 pages.
3. **A description of the development of your work (vocation) history.** Include a current résumé or chronological list of jobs/positions/dates of employment and a brief statement about your current employment and work relationships. < 2 pages.
4. **An account of a "helping incident"** in which you were the person who provided the help. Include the nature and extent of the request, your assessment of the issue(s), problem(s), situation(s). Describe how you came to be involved and what you did. Give a brief, evaluative commentary on what you did and how you believe you were able to help. *If you have had prior and recent CPE, please attach a copy of a recent verbatim as your 'helping incident' and add to the verbatim your own notes on how and what you learned from sharing this verbatim with your educator and/or peers. If you have had CPE, but it was more than two years ago, include a recent account of a helping incident, written up in a verbatim format. If possible, include feedback from current colleagues and/or administrative supervisor.* < 2 pages.
5. **Your impressions of Clinical Pastoral Education.** Indicate, for example, what you believe or imagine CPE to be. Indicate if CPE is being required of you. Indicate any learning goals or issues of which you are aware and would like to address in CPE. Finally, indicate how CPE may be able to help you meet needs generated by your spiritual care practice or professional/vocational aspirations. *If you have had prior CPE, please indicate the most significant learning experience you had during CPE. State how you have continued to use the clinical method since your previous experience. Indicate strengths and weaknesses that you have as they relate to your caregiving praxis and your identity as a professional person. Indicate any personal and/or professional learning goals and issues that you have at this time and how you believe that CPE will help you to attain or address these learning goals and issues.* < 2 pages.
6. **You are required to complete an admissions interview** with one of our ACPE Educators. When we receive your application, an email will be sent back to you confirming our receipt of your application and current status.
7. Send [the reference form on the BWH CPE website](#) to your **three references**. Ask your references to email the completed form directly back to us at [acatone@bwh.harvard.edu](mailto:acatone@bwh.harvard.edu)
8. With your application, please submit **an application fee** of \$75. The check should be made out to the 'BWH Chaplaincy Fund.' Please note your name and unit that you are applying for in the check memo.

Brigham and Women's Hospital  
Spiritual Care Services Department, Attn: Clinical Pastoral Education  
75 Francis Street  
Boston, MA 02115

9. **If you are an international applicant,** you will have to obtain appropriate documentation from U.S. Immigration, which usually implies a visa and a US Social Security Number. Therefore, international applicants should have such documentation approved at least six (6) month prior to the start of the program for which they are applying.
10. An applicant with prior CPE should attach **all previous self and educator's evaluations**. Your signature on the first page of this application indicates you give permission for your previous CPE centers to release your evaluations for purposes of this application process.
12. Retain your own copy of this completed application and bring it with you to any interview for CPE.



## Admissions Policy

### **Brigham and Women's Hospital Equal Employment Opportunity Policy:**

BWH is an Affirmative Action Employer. By embracing diverse skills, perspectives and ideas, we choose to lead. All qualified applicants will receive consideration for employment without regard to race, color, religious creed, national origin, sex, age, gender identity, disability, sexual orientation, military service, genetic information, and/or other status protected under law. We will ensure that all individuals with a disability are provided a reasonable accommodation to participate in the job application or interview process, to perform essential job functions, and to receive other benefits and privileges of employment. The procedure for admitting students to specific programs complies with the ACPE Standards. Equal access to educational opportunities is extended to all qualified persons.

### **Brigham and Women's Hospital CPE Admissions Policy:**

It is the educational philosophy of the Brigham and Women's CPE Center that differences in experience, tradition, perspective, value and belief are resources and contribute to the wealth of the learning process. The CPE admissions policy is in accord with the Brigham and Women's Human Resource Policies.

Exceptions to this policy will be allowed where an identifiable disability cannot be accommodated to allow satisfactory performance of essential job functions as contained in the position description for Chaplain Resident or Chaplain Intern. All offers of positions in the CPE program of the Brigham and Women's CPE Center are contingent upon successfully meeting the medical standards established for CPE Residents and CPE Interns through the Departments of Occupational Health.

In addition to physical requirements, CPE Residents and Interns need to sustain sufficient emotional health to deliver spiritual care. During the admission process the student must demonstrate the capacity to consistently establish and maintain relationships at significant levels and be open to learning, change and growth. The CPE student must also demonstrate a capacity to endure at least moderate amounts of chaos, which is a normal part of institutional culture.

Minimum requirements for admission to a unit of CPE:

- A completed ACPE application.
- An interview with a member of the faculty
- A college degree or significant experience in professional and spiritual practice contexts
- Some graduate education or training or equivalency
- Ability to establish interpersonal relationships
- Ability to function in a group
- Motivation to change and grow
- Basic computer skills

Additional Requirements for Admission to the Residency program or admission as a Level Ib/IIa CPE student:

- At least one unit of ACPE-accredited Level Ia CPE
- Graduate education or training (Master's level or equivalent)



- Documented ability to use the CPE process for learning
- A basic level of professional identity and formation

Additional Requirements for Admission to Certified Educator Training:

- Previous chaplaincy experience in which the applicant demonstrated ability to function competently (Board Certified or Board Eligible)
- Completion of at least four units of CPE (Level Ia and Ib / Level IIa and IIb)
- Successfully meeting CPE Level IIb outcomes as documented in the educator’s evaluation
- Demonstrate familiarity with the Spiritual Care Collaborative Common Standards for Professional Chaplaincy
- Current membership in ACPE
- Completion of the ACPE Admissions process for Certified Educator Training. Note: A student planning on entering this process maybe hired on the condition that the student complete this process.

**Procedure:**

- Applications for the BWH CPE Summer, Extended Unit, Semester Units, Residency, and Certified Educator programs are sent by email to the Spiritual Care Office at [acatone@bwh.harvard.edu](mailto:acatone@bwh.harvard.edu)
- Applications are considered on a first come, first served basis. The deadline for application is
  - February 1 for the residency beginning in September
  - April 1 for the fall extended units
  - August 1 for the spring extended unit
  - November 1 for the intensive summer unit.
- The application deadline for the Certified Educator program is dependent on when a position is opened
- Applications are not considered complete until the full application, the application fee and three references (one academic, one denominational, and one personal) are received. The admissions fee of \$75 must be sent per check to the BWH Spiritual Care Department. The check must be made out to the “BWH Chaplaincy Fund”
- Completed applications are reviewed by the members of the CPE faculty.
- If the decision is made not to interview the applicant, they will receive a letter of notification. The application file will be destroyed
- A member of the CPE faculty will schedule intake interviews
- Application fees for all applicants will be received and retained by the BWH Spiritual Care Department. Note: Application materials will not be returned to students and are destroyed
- The ACPE Certified Educator will notify applicants in writing of their acceptance or rejection. They will send a packet of information to all accepted candidates that includes a copy of the Financial Policy, onboarding materials, scheduling health screenings, and other information necessary for the student to begin the program. Upon receipt of an acceptance letter, individuals must respond within two weeks with a letter of acceptance, a non-refundable deposit of \$100
- Application files of those students who are accepted into a CPE program will be kept in a secure file in the CPE Site for the duration of the program. Upon completion of a program, the Face Sheet and Student and Certified Educator Evaluations shall be kept in the site of the CPE program. All other materials are destroyed
- If an applicant declines the acceptance offer, the application will be destroyed. Note: Application materials will not be returned to students

