

**AWH Center for Spiritual Care
Clinical Pastoral Education Program**

Policy: Recording of Student Hours

It is the policy of AWH Center for Spiritual Care Clinical Pastoral Education program to require all CPE students to record their hours of clinical ministry. Each student must submit all hours by the end date of the CPE unit in order to document that a minimum of 300 hours have been completed for a unit of CPE or 240 hours for a half-unit of CPE.

It is recommended that the CPE student use the form attached to the policy. If a clinical site has another means of tracking hours and this is approved by the CPE Educator, then another form may be used in order not to require a duplication of effort for the CPE student.

AWH CENTER FOR SPIRITUAL CARE
CPE PROGRAM LOG SHEET *CONFIDENTIAL*

Name of CPE Student: _____ Date _____

Name of Clinical Site: _____

Date	Number of Clients Served- Individual or Group	Number of Colleagues/ Interactions - Ministry	Time Shift Began	Time Shift Ended

Please complete a Log Entry for each day of shift hours. Please give the original to your CPE Educator on a weekly basis. This sheet will be used for accreditation documentation of required 300 clinical hours for a unit of CPE.