

## AWH Center for Spiritual Care CPE Admission Policy

### **Purpose**

To assure that the ACPE Clinical Pastoral Education (CPE) program does not discriminate against persons because of race, gender, age, faith group, national origin, sexual orientation, or physical disability, and that admission to the CPE program is made in a consistent manner.

### **Guidelines:**

All CPE programs are open to Air Force Reserve Chaplains. All persons who request information about the AWH Center for Spiritual Care CPE programs will receive relevant information in a timely manner. This CPE center ensures that persons are admitted to these educational programs without regard to race, gender, age, faith group, national origin, sexual orientation or physical disability. Equal access to education opportunities is extended to all qualified applicants. All members of the faculty and consultation group are expected to cooperate in making this policy valid in fact.

### **Program requirements:**

Extended Virtual CPE: The purpose of the extended program is to develop assessment skills to care for Airmen and their families.

- a. Current and passing Fitness Assessment.
- b. Current in ARCNet through the end of course.
- c. Completed Basic Chaplain Course.
- d. Goals which are congruent with the personal and professional values of the Air Force Chaplain Corps
- f. Sufficient physical and emotional health to deliver pastoral care.
- g. The capacity to consistently establish and a maintain relationships at a significant level and be open to learning, change, and growth.
- f. The capacity to endure at least moderate amounts of organizational stress, which is a normal part of institutional culture.

### **Application Procedures:**

All persons requesting admission shall adhere to the following admission procedures:

- Fully complete and submit an ACPE, Inc. application. Applications can be found at [www.acpe.edu](http://www.acpe.edu) or prospective students can contact our office and we will email the application to them along with pertinent material about the program for which they plan

to apply. Every accepted applicant to CPE will also receive the center's Annual Notice. Applications will be responded to within two weeks of receipt and will be reviewed on a rolling basis.

- CPE Supervisors screen applications. If we do not desire to proceed further, applicant will be contacted via written notice. If the program is full but we desire to keep the student on a waiting list, student will be notified via written letter or email. If we desire to proceed further with the student's application, the student will be contacted to set up a virtual interview.
- **Application Procedures:**
- All references will be checked.
- Applicants will be notified as soon as possible of their standing or be informed as to the expected date of admissions decisions.
- The CPE Supervisor conducting the program will make final decisions about program admittance.
- Prospective students who are accepted will be advised of the offer in writing or by email and a reply in writing will be requested.
- The CPE application of students enrolling in the AWH Center for Spiritual Care CPE program are considered confidential material and will be kept in the student's file while they are in the program. The application will be destroyed after the student has completed the program. Should the program close a representative of the center will consult with the Commissioner of the Accreditation Commission about the disposition of records. Applications of students not accepted will be destroyed.