

How a unit will be completed in the event of a substantive change in the center

**Purpose:** To assure that educational commitments to students in the AWH Center for Spiritual Care CPE programs will be maintained in the event of the loss of a program component.

**Guideline:** It is the guideline of the AWH Center for Spiritual Care to honor its commitment to students in the event of the loss of a major CPE program component through the procedures outlined below. Major components include financial, human, and physical resources.

**Procedure:**

1. In the event of loss of financial resources, AWH Center for Spiritual Care agrees to continue the CPE program units that are currently being conducted to their conclusion and to give students notice of no less than one month's time prior to the demise of the program.
2. In the event of loss of human resources, AWH Center for Spiritual Care agrees to the following:
  - a) Loss of supervisor: Should a certified ACPE, Inc. supervisor not be available to complete a program already in progress, AWH Center for Spiritual Care will diligently seek to contract for the services of an APCE, Inc. certified CPE supervisor, Associate Supervisor, or Supervisor-in-training. Contracts with a Supervisor-in-training would include appropriate supervision from an ACPE, Inc. CPE Supervisor. If no contract arrangement could be made, this center would seek placement of current students with other area CPE centers should the student wish to continue the unit.
  - b) Loss of Peer Group: Should the peer group number less than three students the supervisor would in this order:
    1. Seek to recruit a qualified replacement student as soon as possible
    2. Seek to join with another area CPE program and accompany students to all educational activities at that center
    3. Provide a half unit of CPE credit if time in the program allowed
    4. Provide assistance in locating other area CPE programs.
- In the event of loss of physical resources AWH Center for Spiritual Care agrees to contract with a local resource (hospital, church, other community center) to house the activities of the CPE program and provide a secure technological space for CPE records.