CPE APPLICATION PROCEDURE - 2012-2013

I. The Application

- Submit your application via email by Thursday, November 1, 2012 to Katie Dodds, Field Education Coordinator at: kdodds@ltsg.edu
- Applications are found on-line at the ACPE web-site: www.acpe.edu
- An ideal length for the autobiography is about five-six pages. Please be thorough and complete in your answers.
- Unsure of an Academic Reference? You may use your advisor here at LTSG.
- The Field Education Office will take care of emailing your application to your interviewer.

II. The Admission Interview

- An Admission Interview is required by the Association for Clinical Pastoral Education (ACPE) as part of the application. On Friday, November 9, 2012 we will have Admissions Interview Day here on campus.
- A chart will be posted outside of the Field Ed. Office/Valentine 123 for students to sign up with an interviewer. About a week before CPE Day, instructions will be sent to you on interview location, etc.
- These Chaplains have been invited because of their proximity to the seminary. They are here to do the Admission Interview and the subsequent Interview Report, *not necessarily* to represent a particular site.
- They are urged to submit their Report within 2-3 weeks of the interview session. They will send the report directly to the student. Please submit a copy of this report to the Field Education Office.

III. **Choosing a Site**

- ***You may only attend a site that is accredited by the ACPE**. Please refer to the main site at: www.acpe.edu

- Further information on some CPE centers is located in the Field Education Office.

- Feel free to talk with the Field Ed. Office and most especially with students who have already completed CPE to help with your decision.

- Once you have made your choice(s) then it is your responsibility to send your application materials to site(s) where you want to attend. We suggest applying to 2-3 places. Application materials include: Cover letter; application; answers to questions 2-6; copy of your CPE interview and an application fee if required.

- Some areas of the country are very competitive-[like Washington, DC], so you will want to get your materials in quickly and be persistent in your follow-up.

IV. **Acceptance, Fees, etc.**

- All centers vary in their acceptance processes. Some centers fill programs quickly; others wait and do so only after a given date.

- We suggest that you follow up with a call to the sites where you have applied after about two-three weeks of applying to check the status of your materials.

- Once you have been accepted and have confirmed that acceptance at a given center, please inform the other centers to which you have applied and have your name withdrawn from their process as this will open space for other persons at that site.

- The Field Education Office will need a copy of your acceptance letter so that you can be credited for doing CPE.

- The tuition is the student's responsibility. The *average* fee has been about $650.00. Many centers require an application fee- designated AF. Others require a non-refundable deposit which in most cases is applied to your tuition at that center.

- Seminary vehicles cannot be used for CPE

- If you take extended CPE and thus a reduced course load-check in with your Advisor and the Registrar to have a plan to take the class (es) later