

**Clinical Pastoral Education International**  
**CREDENTIALING**  
**(CERTIFICATION) MANUAL**



Caring for the World Through Pastoral Education

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# Credentialing/Certification Guidance

## About Credentialing

The process of credentialing accomplishes several purposes:

- it demonstrates to the public, employers, and students have met the high level of standards for education, training, and experience.
- it enhances one's professional reputation and credibility and provides one with a sense of personal accomplishment; and
- it communicates a commitment to an enforceable Code of Ethics.

## *CPE Supervision*

- Supervisor Candidate
- CPE Associate Supervisor
- CPE Supervisor
- CPE Training Supervisor

## *Chaplains*

- Certificate in Chaplaincy
- Board Certified Associate Chaplain (BCAC)
- Board Certified Chaplain (BCC)

## Chaplain Specializations

Several specializations will be made available to qualified persons. Individuals, who meet the requirements for chaplain credentialing/certification may also be eligible to receive more than one designation and can request consideration when submitting an application.

- CPE 501: Mental Health and Pastoral Care
- CPE 502: Palliative Care and Pastoral Care
- CPE 503: Addictions and Pastoral Care
- CPE 504: First Responders and Pastoral Care
- CPE 505: Trauma and Pastoral Care

## Educational Accrediting Institutions

The Credentialing Committee seeks to affirm individuals have met the requirements from accredited educational institutions; however, non-accredited institutions will be taken under consideration.

## Educational Equivalences

Persons who are seeking equivalency for education should adhere to the following and provide the required documentation by completing the form found at this CPEI web address:

<https://form.jotform.com/210548219528155>

## Clinical Pastoral Education Equivalencies

Persons who are seeking equivalency for clinical pastoral education (CPE) should adhere to the following and provide the required documentation at this CPEI website

<https://form.jotform.com/210675698973171>

## Reciprocity for Credentialing/Certification

Individuals certified and in good standing with another professional organization may apply for reciprocity.

## Submission of Credentialing Applications

1. Candidates will submit the required Credentialing/Certification application via the CPE website (cpe-international.org).
2. Completed applications must be submitted *a minimum of 60 days* in advance of the time to be reviewed.
3. Review of applications occurs during the months of February, May, August and November.
4. Written materials will adhere to the following guidelines:
  - be written at a graduate level, clear, and legible
  - limited to pages for each specific requirement (double-spaced) with footnotes, bibliography/references, other attachments),
  - Use a standard 1-inch margin and Times New Roman or Arial, font size 12-point.
  - include a title page, table of contents and page numbers.

*Failure to follow these guidelines will result in a delayed review as the materials will be returned.*

## Ecclesiastical or Faith Group Endorsement

Ecclesiastical or faith group endorsement is a written statement from a designated endorsing or approving organization that affirms an individual is in good standing and accountable to the faith group or denomination. Faith group or denominational endorsement is a condition of credentialing / certification with CPEI.

This website will identify the approved ecclesiastical / faith group endorsing agencies:

<https://prhome.defense.gov/M-RA/MPP/AFCB/Endorsements/>

If in question, please contact the Chair of the Commission on Credentialing.

## Actions of Credentialing Committee for Chaplains

1. Review Applications for Completeness
  - Within twenty-one (21) working days acknowledging receipt of application and a statement as to the completeness of the file and provide further guidance on submitting one's work to SharePoint.
  - Incomplete or poorly written materials will be returned.

- notify applicants of the earliest month for review: February, May, August. and November if the file is complete and fees have been paid.
2. Identify and Train a Review Committee for Chaplains
  3. Appoint a Presenter who is responsible for reading the applicant’s materials and using the chaplain credentialing assessment provide to the Chair and the other reviewers key issues for discussion. <https://form.jotform.com/210576139358158>
  4. Schedule a Zoom Meeting with the Reviewers and Applicants.
  5. Disseminate the prescribed Chaplains Credentialing Assessment and request each reviewer to submit their review to the Vice-Chair for Chaplains no later than 2 days following the review. <https://form.jotform.com/210576139358158>
  6. Submit to the Administrative Assistant the approval form in order for a certificate to be awarded and update the membership file. <https://form.jotform.com/210603979343155>

## Actions of Credentialing Committee for Supervisors

### *Supervisory Candidates Review*

1. Review application for completeness
  - Within twenty-one (21) working days acknowledge receipt of application and a statement as to the completeness of the file and provide further guidance on submitting one’s work to *SharePoint*.
  - Incomplete or poorly written materials will be returned.
2. Identify and train reviewer(s) to read Supervisory Candidates’ Pastoral Model Submissions.
3. Request reviewers to read and respond within 30 days their response by completing the Supervisory Candidate’s Pastoral Model of Supervision Assessment and submit it to the Supervisor Credential Vice-Chair <https://form.jotform.com/211294656660156>
4. Forward a response to the candidate *within 5 days* of receiving a report. The report should highlight key points from the readers and recommendations for further development.
5. Request the Associate identify a Chaplain “Mentor” to connect with for the next year and communicate it to Vice-Chair for Chaplain Credentialing within 30 days.
6. Upon approval of candidate’s Model of Supervision, submit to the Administrative Assistant the approval form to provide a certificate and update membership file. <https://form.jotform.com/210603979343155>

### *Associate Supervisor Review*

1. Review application for completeness
  - Within twenty-one (21) working days acknowledge receipt of application and a statement as to the completeness of the file and provide further guidance on submitting one’s work to *SharePoint*.
  - Incomplete or poorly written materials will be returned
2. Appoint a Presenter who is responsible for reading the applicant’s materials and using the supervisor credentialing assessment provide to the Vice-Chair and the other reviewers key issues for discussion-<https://form.jotform.com/210604107126138>
3. Identify and Train reviewer(s) to conduct interview for candidate.

4. Disseminate the prescribed Supervisor’s Credentialing Assessment and request each reviewer to submit their review to the Vice-Chair for Supervisors no later than 2 days following the review. <https://form.jotform.com/210574196593160>
5. Forward a response to the candidate *within 5 days* of receiving a report. The report should highlight key points from the interviewers and recommendations for further development.
6. Request the Associate identify a “Mentor” to connect with for the next year and communicate it to Vice-Chair for Credentialing within 30 days. The Mentor needs to be someone other than his/her Training Supervisor.
7. If approved, submit to the Administrative Assistant the approval form to provide a certificate and update the membership file.

### Appeals for Credentialing/Certification

Individuals seeking to appeal a credentialing/certification decision are guided by Policy 9.5: Complaints, Grievances, Resolutions, and Appeal Process

## Continuing Education Requirements

This is an all-encompassing term that applies to obtaining contact hours across a broad-spectrum learning activities and programs. Some examples include degree credit courses, non-degree career training, self-directed learning, experiential learning, seminars, workshops, conference presentations, classroom lectures and participation in Chaplain or Supervisory Connections Groups. The method and format of delivery may be face-to-face, distance/online learning, printed texts/workbooks, tele-seminar, webinar, online learning or the use of videotaped/CD/DVD material.

### Requirements for Chaplains

Chaplains meet the minimum of 1.0- IACET CEUs or 10 Contact Hours per year.

### Requirements for Supervisors/Educators

Supervisors/Educators meet the minimum of 1.5 IACET CEUs or (15 Contact Hours Per Year). Supervisors and CPE Training Supervisors meet the minimum of (1.5- IACET CEUs) or (15 contact hours).

## Chaplain Credentialing Requirements

### Certificate in Chaplaincy

#### ***Credential Requirements:***

1. Completion of at least one unit of CPE or 400 hours
2. A copy of a CPE Certificate of Completion and payment of fees.

### Board Certified Associate Chaplain

#### *Educational Requirements*

1. A bachelor’s degree and four units of Clinical Pastoral Education, ***or***

2. Graduate theological degree (minimum of 48 hours) or equivalent from an accredited school or equivalency with a minimum of two units (800 hours) of clinical pastoral education (CPE).

#### *Credentialing Requirements*

1. A current and reflective autobiography, which identifies one's family of origin, significant life turning points, and influences, the nature of one's faith and religious journey (*not to exceed 5 pages double-spaced*).
2. One's preferred pastoral care motif or model and a description as to how one assesses for pastoral needs and provides pastoral care to a variety of persons (*not to exceed 5 pages double-spaced*).
3. Submission of one current verbatim which demonstrates one's preferred pastoral care motif or model, the ability to assess and appropriately apply one's pastoral model and motif.
4. A letter of recommendation from a professional colleague attesting candidates' personal, pastoral, and professional competency in pastoral care.
5. A copy of the final CPE Certificate.
6. Evidence of Faith Group Endorsement.

### Board Certified Chaplain

#### *Educational*

1. A graduate theological degree (minimum of 72 hours) or equivalent from an accredited institution
2. Four courses/units of clinical pastoral education (CPE).

#### *Credentialing Requirements*

1. A current and reflective autobiography, which identifies one's family of origin, significant life turning points, and influences, the nature of one's faith and religious journey (*not to exceed 5 pages double-spaced*).
2. One's preferred pastoral care motif or model and a description as to how one assesses for pastoral needs and provides pastoral care to a variety of persons (*not to exceed 5 pages double-spaced*).
3. Submission of one current verbatim which demonstrates one's preferred pastoral care motif or model, the ability to assess and appropriately apply one's pastoral model and motif.
4. A letter of recommendation from a professional colleague attesting candidates' personal, pastoral, and professional competency in pastoral care.
5. A copy of the final CPE Certificate.
6. Evidence of Faith Group Endorsement.

### Specialized Credentialing/Certification

Several specializations will be made available to qualified persons. Students who meet the following requirements for credentialing/certification for a specialization.

1. Certification as a Board-Certified Associate or Board-Certified Chaplain.
2. Complete the Specialized Credentialing Application
3. Payment of the required fees

4. Submission of required certificates

## Supervisor/Educator Credentialing Requirements

All persons considered for CPE supervision are required to meet the minimum standards of a bachelor's degree, a graduate theological degree from an accredited school, four units of clinical pastoral education (CPE) or equivalency as noted below.

1. *CPEI*: Supervisors enrolled in CPEI are expected to meet the educational and other requirements established in CPEI standards.
2. *Reciprocity*: the recognition of supervisory certification from another pastoral cognitive group must meet or exceed the requirements set forth by CPEI. In addition, persons seeking to affiliate with CPEI via reciprocity are required to complete the Thinkific Modules associated with the respective credential.

Supervisory Candidate	CPE Associate Supervisor
<ul style="list-style-type: none"><li>• Acceptance Into a CPEI Supervisory Program.</li><li>• Enroll in CPEI and Request Access to SharePoint.</li><li>• Participate in Supervisory Connections and CPE Course/Units.</li><li>• Complete Thinkific SEC 600-900.</li><li>• Submit Supervisory Theory and Theology Papers.</li><li>• Upon Approval - Credentialed as a CPE Associate Supervisor.</li></ul>	<ul style="list-style-type: none"><li>• Organize, Manage and Supervise a Solo Course/Unit of CPE.</li><li>• Create and submit Individual and Group Video of Supervisory Sessions of a maximum length of 15 minutes each and narratives.</li><li>• Develop and submit narratives describing the individual(s) in the videos an understanding and respect for student's cultural dynamics, learning styles, religious history/theology, and psychosocial patterns of development.</li><li>• Submit a copy of the course syllabus and student and supervisors final evaluations.</li><li>• Successfully interviewed and approved as a CPE Supervisor.</li></ul>

### Supervisory Candidate Requirements

1. Submits Model of Pastoral Supervision Application  
<https://form.jotform.com/212134626891153>
2. Completes SEC 600-900 units of Supervisory Education with an approved CPE Training Supervisor in 12-18 months, which includes observation and co-supervision.
3. Enrollment and completion of Thinkific Modules 600-900. One per each course/unit of supervisory education and participation in a CPEI Supervisory Connections Group.
4. Submission of a *Model of Pastoral Supervision* with in-text citations and references. The Model is *not to exceed 30 pages doubled-spaced* and includes:



- a) A brief (1-2 page) insightful autobiography which highlights one's selection, journey and understanding self as a CPE Supervisor.
- b) Identification and application of a human development theory as it relates to pastoral supervision.
- c) Identification and application of an adult learning/educational theory, group supervision and multicultural awareness as it relates to pastoral supervision.
- d) Identification and application of theological insights it relates to pastoral supervision.
- e) Submission of a brief (30 minute maximum) video or PowerPoint with Voice Over which provides a personal description of one's theoretical and theological approach to supervision. (**NOTE:** *This will particularly assist those who are more adept at presenting their work verbally versus the written format. This is an addition to the written document*)
- f) Evidence of ecclesiastical endorsement.

### CPE Associate Supervisor Requirements

The CPE Associate Supervisor credential is designed for persons who have met the necessary requirements as a Supervisory Candidate and are prepared to independently supervise CPE. Although functioning independently, the CPE Associate is to identify a Mentor or consultant during this period. This can be one's CPE Training Supervisor or another individual. Consultation fees may apply.

### Credentialing Requirements

1. Completes the CPE Associate Supervisor Application: [CPE Associate Supervisor Application \(jotform.com\)](https://www.jotform.com).
  - Once application has been received an approved the Associate Supervisor will receive a link to upload the necessary documents and resources.
  - Once all items have been uploaded, the Co-Chair for Credentialing will arrange for a face-to-face interview via Zoom.
2. Demonstrates the ability to organize, manage, and supervise a solo course/unit of CPE. This requires identifying, interviewing, and accepting students, creating a syllabus, conducting individual and group supervision and evaluations. This should be completed within 5-12 months. An extension must be submitted to the Credentialing Committee if the time exceeds this time.
3. Submits a 10–15-minute maximum segment of one's individual and group supervision of the current course/unit.
4. Submits a written narrative for each individual and group video tape. The narratives should *not exceed 5 pages double-spaced* for each video and include the following:
5. Submits a brief description of the participant(s).
  - One's understanding and respect for the cultural dynamics, learning styles, religious history/theology, and psychosocial patterns of development for the students enrolled in the solo course/unit.
  - Perception of one's strengths and limitations as a supervisor leading the solo course/unit as well as explicit description of one's pastoral supervision theory and theology in action.
  - A copy of the solo course/unit's syllabus.
  - A copy of the student and supervisors' final evaluations of the solo course/unit.

CPE Supervisor
<ul style="list-style-type: none"> <li>•Adheres to CPEI's policies and processes in supervising groups.</li> <li>•Maintains faith group endorsement</li> <li>•Persons affiliating with CPEI via reciprocity are required to also complete Thinkific Module (RSEC 1000).</li> </ul>

CPE Training Supervisor
<ul style="list-style-type: none"> <li>•Adheres to CPEI's policies and processes.</li> <li>•Maintains faith group endorsement.</li> <li>•Completes a minimum of two years sucessfully supervising CPE groups and the completion of Thinkific Modules TSEC 2000-2004.</li> <li>•Persons affiliating with CPEI via reciprocity as a Training Supervisor are required to complete TRSEC 3000.</li> </ul>

### CPE Supervisor

#### Credentialing Requirements:

1. Completes the CPE Supervisor Application  
<https://form.jotform.com/210597514850155>
2. Completes the CPEI Policies and Process Exam.
3. If joining CPEI via Reciprocity as an approved CPE Supervisor approved by another cognate group must complete the Thinkific Module RSEC 1000.
4. Evidence of Faith Group Endorsement or approval.

### CPE Training Supervisor

#### Credentialing Requirements:

1. Completes the CPE Supervisor Application  
<https://form.jotform.com/210597514850155>
2. Completes the CPEI Policies and Process Exam.
3. Completion of a minimum of 2 years of active supervision as an approved CPE Supervisor and completion of Thinkific Modules TSEC 2000-2004.
4. If joining CPEI via Reciprocity as an approved CPE Supervisor approved by another cognate group must complete the Thinkific Module TRSEC 3000.
5. Evidence of Faith Group Endorsement or Approval.