

CLINICAL PASTORAL EDUCATION INTERNATIONAL
CERTIFICATION MANUAL



Caring for the World Through Pastoral Education

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Table of Contents

Certification Guidance	3
Vision.....	3
Mission.....	3
About Certification (Minimum Requirements).....	3
Educational Accrediting Institutions.....	5
Educational Equivalences.....	5
Clinical Pastoral Education Equivalencies.....	5
Reciprocity for Certification.....	6
Submission of Certification Applications.....	6
Ecclesiastical or Faith Group Endorsement.....	6
Actions of Certification Committee for Chaplains.....	6
Actions of Certification Committee for Supervisory Candidates.....	7
Appeals for Certification.....	8
Continuing Education Requirements	8
Requirements for Chaplains.....	8
Requirements for Supervisors/Educators.....	8
Chaplain Certification Requirements	9
Certificate in Chaplaincy.....	9
Board Certified Associate Chaplain.....	9
<i>Educational Requirements</i>	9
<i>Certification Requirements</i>	9
Board Certified Chaplain.....	9
<i>Educational</i>	9
<i>Certification Requirements</i>	9
Specialized Certification.....	10
Supervisor/Educator Certification Requirements	10
Supervisory Candidate I Requirements.....	11
Supervisory Candidate II Requirements.....	11
CPE Supervisor.....	12
CPE Training Supervisor.....	13

Certification Guidance

Vision

To provide an unparalleled experience as the most trusted partner for clinical pastoral education.

Mission

To provide high-quality clinical pastoral education and supervision and continuing education through distance and onsite modes of delivery as we connect, prepare, inspire, and credential individuals to meet the educational, emotional, and spiritual needs of people on an international scale.

About Certification (Minimum Requirements)

The process of certification 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.

Certificate in Chaplaincy

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 (BCAC)

1. A bachelor's degree and four units of Clinical Pastoral Education
2. A graduate theological degree (minimum of 48 hours) or equivalent from an accredited school or equivalency with a minimum of two courses/units (800 hours) of clinical pastoral education (CPE).
3. Evidence of Faith Group Endorsement or Approval.

Board Certified Chaplain (BCC)

1. A graduate theological degree (minimum of 72 hours) or equivalent from an accredited institution.
2. Completing four courses/units of clinical pastoral education (CPE).
3. Evidence of Faith Group Endorsement or Approval.

Associate Pastoral Counselor (APC)

1. A bachelor's degree.
2. Completion of a minimum of two courses of CPE and the specialization pastoral counselor courses.
3. Evidence of Faith Group Endorsement or Approval.

Clinical Pastoral Counselor (CPC)

1. Completion of a Master or Doctoral Degree in counseling, pastoral counseling, marriage and family or social work or equivalency, or licensure.

2. Completion of a minimum of one course of CPE and one course of specialization pastoral counselor courses.
3. Evidence of Faith Group Endorsement or Approval.

CPE Associate Supervisor/Educator

1. Completion of a Bachelor's degree and a minimum of at least 36 hours in theology or equivalent.
2. Completion of a minimum of four courses of CPE.
3. Board Certified as a Chaplain.
4. Completion of requirements for Supervisory Candidate I and II or reciprocity.
5. Evidence of Faith Group Endorsement or Approval.

CPE Supervisor/Educator

1. Completion of a Master's degree of at least 72 hours in theology or equivalent.
2. Completion of a minimum of four courses of CPE.
3. Board Certified as a Chaplain.
4. Completion of requirements for Supervisory Candidate I and II or reciprocity.
5. Evidence of Faith Group Endorsement or Approval.

CPE Training Supervisor/Educator

1. Completion of a Master's degree of at least 72 hours in theology or equivalent.
2. Completion of a minimum of four courses of CPE.
3. Board Certified as a Chaplain.
4. Completion of a minimum of 2 years of active supervision as an approved CPE Supervisor and completion of Moodle Modules TSEC 2000-2004. The following requirements must also be met as a minimum during the two-year minimum completion:
 - a) Maintaining all required items in one's SharePoint files for students, supervisors, training files, i.e., acceptance letters, consent forms, student evaluations, current resume, course syllabi, etc.
 - b) Submission of supervisor post-course assessment on time.
 - c) Submission of post-course assessment on time.
 - d) Submission of students' evaluations within the 30-day requirement.
 - e) Regular participation in a Supervisory Connection Groups.
 - f) Completion of annual required CEUs.
 - g) Adherence to CPEI Code of Ethics

If joining CPEI via Reciprocity as an approved CPE Supervisor approved by another cognate group must complete the Moodle Module TRSEC 3000.

5. Evidence of Faith Group Endorsement or Approval.

Pastoral Counselor Supervisor:

1. Completion of a master's or doctoral degree in counseling, pastoral counseling, marriage and family therapy, social work or licensed in one of the disciplines previously identified and a minimum of at least two years active practice in the stated disciplines.
2. Completion of a minimum of one course of CPE and one course of specialization pastoral counselor courses.

3. Evidence of Faith Group Endorsement or Approval.

Maintaining all required items in one's SharePoint files for students, supervisors, training files, i.e., acceptance letters, consent forms, student evaluations, current resume, course syllabi, etc.

- a) Submission of supervisor post-course assessment on time.
- b) Submission of post-course assessment on time.
- c) Submission of students' evaluations within the 30-day requirement.
- d) Regular participation in a Supervisory Connection Groups.
- e) Completion of annual required CEUs.
- f) Adherence to CPEI Code of Ethics

Pastoral Counselor Training Supervisor:

1. Completion of a master's or doctoral degree in counseling, pastoral counseling, marriage and family therapy, social work or licensed in one of the disciplines previously identified and a minimum of at least two years active practice in the stated disciplines.
2. Completion of a minimum of one course of CPE and one course of specialization pastoral counselor courses.
3. Evidence of Faith Group Endorsement or Approval.
4. Maintaining all required items in one's SharePoint files for students, supervisors, training files, i.e., acceptance letters, consent forms, student evaluations, current resume, course syllabi, etc.
 - a) Submission of supervisor post-course assessment on time.
 - b) Submission of post-course assessment on time.
 - c) Submission of students' evaluations within the 30-day requirement.
 - d) Regular participation in a Supervisory Connection Groups.
 - e) Completion of annual required CEUs.
 - f) Adherence to CPEI Code of Ethics

Educational Accrediting Institutions

The Certification 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 Certification

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

- Applications for Certification will be reviewed by the Chair or Co-Chairs for Chaplains or Supervisors for approval or the need for additional information.
- If approved, the reviewer will submit the following to the Admin Assistant to provide a membership #, if needed, or make corrections in Membership Works. <https://form.jotform.com/210603979343155>
- Supervisors applying form reciprocity are required to complete a background check and submit a copy of the report with the application materials.

Recommended sources:

Clear Checks- <https://app.clearchecks.com/order-report>

Clearstar.net https://faith.clearstar.net/v2/home?c=SLRT_03411

Submission of Certification Applications

1. Candidates will submit the required 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.
 - granting citation for any works used so as to avoid plagiarism.
 - 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 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 Certification Committee.

Actions of Certification 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 Certification 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 Certification 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 Certification Committee for Supervisory Candidates

Supervisory Candidates I 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' I Pastoral Model Submissions.
3. Request reviewers to read and respond within 30 days their response by completing the ***Supervisory Candidate's I*** Pastoral Model of Supervision Assessment and submit it to the Supervisor Credential Vice-Chair <https://form.jotform.com/210467409565157>
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. Remind the Supervisory Candidate that they are to remain in supervision and remain as part of the Supervisory Candidate's Connections Group until they have successfully met a Certification committee for approval as a CPE Supervisor.
6. **Final Actions**
 - **Approved Pastoral Model of Supervision:** Submit to the Administrative Assistant the approval form to provide a certificate and update membership file to ***Supervisory Candidate II-*** <https://form.jotform.com/210603979343155>
 - **Not Approved or Need Additional Work-** Submit a copy of the assessment <https://form.jotform.com/210467409565157>

Supervisory Candidate II 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 Certification 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 Certification 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 or recommendations for further development.
 6. Final Actions:
 - **Approved:** submit to the Administrative Assistant the approval form to provide a certificate and update the membership file -
<https://form.jotform.com/210603979343155>
 - **Mentor:** Provide the name of a Mentor for the newly approved CPE Supervisor for a period of no less than one year.
 - **Not Approved:** within 30 days of the interview, email to the candidate a summary of the committee's findings and recommendations -
<https://form.jotform.com/210574196593160>

Appeals for Certification

Individuals seeking to appeal a 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 Certification 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).

Certification 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).

Certification 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 Certification

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

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

Supervisor/Educator Certification 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 complete the Moodle Modules associated with the respective credential.

Supervisory Candidate I

- Complete the CPE/Supervisory Application
- Interview with a CPEI Training Supervisor for acceptance.
- Upon acceptance, enroll in CPEI and Request Access to SharePoint.
- Participate in Supervisory Connections and CPE Courses.
- Complete Moodle Modules SEC 600-900.
- Submit Supervisory Theory and Theology Papers.
- Upon Approval - Credentialed as a Supervisory Candidate II

Supervisory Candidate II

- Organize, Manage and Supervise a Solo Course of CPE.
- Complete Moodle Modules 1000-1004
- Create and submit Individual and Group Video of Supervisory Sessions of a maximum length of 15 minutes each and narratives.
- 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.
- Submit a copy of the course syllabus and student and supervisors final evaluations.
- Successfully interviewed and approved as a CPE Supervisor.

Supervisory Candidate I Requirements

1. Completes SEC 600-900 units of Supervisory Education with an approved CPE Training Supervisor in 18-24 months, which includes observation and co-supervision. Exceptions to this timeline must be submitted in writing to the Certification Committee for approval.
2. Board Certified as a Chaplain or during year 1 of Supervisory Education the candidate must become board certified.
3. Enrollment and completion of Moodle Modules 600-900. One per each course of supervisory education and participation in a CPEI Supervisory Connections Group.
4. Completes Model of Pastoral Supervision Application
<https://form.jotform.com/212134626891153>
5. Submission of Pastoral Model of 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.

Supervisory Candidate II Requirements

The Supervisory Candidate II credential is designed for persons who have met the necessary requirements as a Supervisory Candidate I and are prepared to independently supervise CPE; however, the Candidate II must remain in supervision during this period as well as participate in a Supervisory Candidate's Connections Group.

Certification Requirements

1. Completes Moodle Modules SEC 1000-1004 and course requirements in 6-12 months following approval of the Pastoral Model of Supervision. Exceptions to this timeline must be submitted in writing to the Certification Committee for approval.
2. Remain in consultation and supervision with one's Training Supervisor during this period.
3. Completes the Supervisory Candidate II Application:
<https://form.jotform.com/212635626982160>. Once application has been received

an approved the Supervisory Candidate II will receive a link to upload the necessary documents and resources.

4. Once all items have been uploaded, the Co-Chair for Certification will arrange for a face-to-face interview via Zoom.
 - Demonstrates the ability to organize, manage, and supervise a solo course of CPE. This requires identifying, interviewing, and accepting students, creating a syllabus, conducting individual and group supervision and evaluations. This should be completed within 6-12 months. An extension must be submitted to the Certification Committee if the time exceeds this time.
 - Submits a 10–15-minute maximum segment of one’s individual and group supervision of the current course.
 - 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: 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.
 - Perception of one’s strengths and limitations as a supervisor leading the solo course as well as explicit description of one’s pastoral supervision theory and theology in action.
 - A copy of the solo course’s syllabus.
 - A copy of the student and supervisors’ final evaluations of the solo course.

CPE Supervisor
<ul style="list-style-type: none">•Adheres to CPEI's policies and processes in supervising groups.•Maintains faith group endorsement•Persons affiliating with CPEI via reciprocity are required to also complete Moodle Module (RSEC 1100).

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

CPE Associate Supervisor

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 Moodle Module RSEC 1000.
4. Evidence of Faith Group Endorsement or approval.

CPE Supervisor

Certification Requirements:

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

CPE Training Supervisor

Certification 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 Moodle Modules TSEC 2000-2004. The following requirements must also be met as a minimum during the two-year minimum completion:
 - g) Maintaining all required items in one's SharePoint files for students, supervisors, training files, i.e., acceptance letters, consent forms, student evaluations, current resume, course syllabi, etc.
 - h) Submission of supervisor post-course assessment on time.
 - i) Submission of post-course assessment on time.
 - j) Submission of students' evaluations within the 30-day requirement.
 - k) Regular participation in a Supervisory Connection Groups.
 - l) Completion of annual required CEUs.
 - m) Adherence to CPEI Code of Ethics
4. If joining CPEI via Reciprocity as an approved CPE Supervisor approved by another cognate group must complete the Moodle Module TRSEC 3000.
5. Evidence of Faith Group Endorsement or Approval.