

CLINICAL PASTORAL EDUCATION INTERNATIONAL CERTIFICATION MANUAL



Caring for the World Through Pastoral Education

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Certification Guidance

CPEI Mission

CPEI's mission is to provide quality, inclusive, and life-transforming clinical pastoral education internationally through online and hybrid modalities to develop competent pastoral clinicians and supervisory educators.

CPEI Vision

CPEI's vision is to provide an unparalleled experience as the most trusted partner for clinical pastoral education.

Purpose of Certification

The process of Certification accomplishes several purposes:

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

CPEI Certification Standards (CS)

CS-1: 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.

CS-2: Educational Accrediting Institutions

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

CS-3: 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>

CS-4: Required Clinical Pastoral Education Units/Courses

CPEI requires the following for CPE and Supervisory Education courses or units.

1. Certificate in Chaplaincy- One course
1. Board Certified Associate Chaplain- A bachelor's degree or a graduate degree with a minimum of (36 hours) and four courses in Clinical Pastoral Education.
2. Board Certified Chaplain- four courses in Clinical Pastoral Education.
3. Supervisor-Educator- four courses in Clinical Pastoral Education. and four courses of Supervisory Education.

2. Equivalency: individuals may apply for equivalency CPE, but only one course will be accepted and applied. <https://form.jotform.com/210675698973171>

CS-5: Reciprocity for Certification

1. Individuals certified and in good standing with another professional organization may apply for reciprocity.
2. Applications for Certification will be reviewed by the Chair or Co-Chairs for Chaplains or Supervisors for approval or request additional information.
3. If approved, the approving chair for Chaplaincy or Supervision will submit the approval report and provide the applicant with the letter of approval and a certificate. <https://form.jotform.com/210603979343155>
4. Supervisors applying for reciprocity are required to complete a background check and submit a copy of the report with the application materials. Although other background check information can be submitted, CPEI recommends Clear Checks (Basic Search) Clear Checks-
<https://app.clearchecks.com/order-report>
5. Individuals approved for reciprocity as a Supervisor-Educator or Training Supervisor-Educator will also be required to complete the CPEI Reciprocity Courses to better understand CPEI's method of operating.
6. Supervisor-educators or Training Supervisors-Educators joining CPEI and desiring to provide supervision will be required to review and sign the Memorandum of Understanding for CPEI Affiliate Organizations. The MOU replaces the self-study requirements previously required by CPEI.

CS-6: Submission of Materials

1. Completed applications must be submitted *a minimum of 60 days* in advance of the time to be reviewed.
2. Review of applications occurs during the months of February, May, August, and November.
3. Incomplete or poorly written materials will be returned.

CS-7: Demonstrate Effective Personal, Professional and Pastoral Care Skills (Chaplain Certification (CC))

CC:1.0- Identify significant turning points, past hurts, disappointments, and successes in life which impact one's personal, pastoral, and professional identity as well as the awareness of one's strengths and limitations.

CC:1.1- Articulate the ability provide meaningful pastoral care to others in crisis, and describe one's feelings, attitudes, values, and assumptions.

CC:1.2-Demonstrate in written and verbal discussions an awareness of one's faith development and its integration into one's theory of pastoral care.

CC:1.3-Identify potential ethical issues in the practice of ministry and the role as an advocate for clients/patients, families, and staff.

CC:1.4-Discuss one's self-care plan for spiritual, emotional, and physical well-being.

CC:2.0-Articulate a clear pastoral care theory which describes one's approach in addressing spiritual and human development issues.

CC:2.1-Demonstrate the ability to center self and engage individuals with confidence while setting aside personal and religious agendas and utilize one's professional authority as appropriate.

CC:2.2-Discuss the ability to conduct a spiritual/pastoral assessment and develop an appropriate pastoral intervention.

CC:2.3-Articulate the ability to consult, collaborate, and communicate with healthcare and other professionals.

CC:2.4-Describe one's ability to establish a meaningful pastoral relationship with persons from diverse cultural and theological backgrounds.

CC:3.0-Demonstrate the ability to assess systemic principles and/or group dynamics in relating to and providing pastoral care.

CC:3.1-Communicate the ability to identify human development and spiritual issues while providing meaningful spiritual care to others which contributes to the well-being of others. This could include but is not limited to psychological or emotional issues such as grief and loss, domestic violence, anger.

CC:4.0- Demonstrate competency in oral and written communication which reflects graduate-level work. Use of APA, Turabian, or a similar format.

CC:5.0-Present in a manner that reflects professional behavior, including appropriate attire and a confidential setting for the review.

CS-8: Certification Standards for Supervisor-Educators.

SC:1.1-Articulate knowledge of pastoral supervision and the supervisory process.

SC:1.2-Demonstrate an awareness of supervisory literature

SC:1.3-Demonstrate the ability to integrate theory and knowledge in supervisory practice.

SC:1.4-Describe the ability to use critical relationships for consultation and support.

SC:2.0-Demonstrate the ability to integrate theory and knowledge in supervisory practice.

SC:2.1-Demonstrate the ability to assist in student development and evaluation.

SC:2.2-Demonstrate the ability to practice ethical supervision.

SC:3.0-Articulate an awareness of the administration and management of CPE.

SC:4.0-Discuss spiritual, emotional, and physical self-care.

SC:4.1-Demonstrate the ability to engage others for consultation and support.

SC:4.2-Demonstrate self-awareness as well as professional and pastoral identity as a supervisor-educator.

SC:5.0-Demonstrate oral and written communication competency, reflecting graduate-level work. Use of APA, Turabian, or a similar format.

SC 5.1-Present in a manner that reflects professional behavior, including appropriate attire and a confidential setting for the review.

CS-9: Payment of Annual fees and continued education requirements.

Certified members are required to renew their fees annually by November 1 and submit their continuing education hours by December 15.

1. 10 Continuing education (CE) hours for chaplains
2. 15 continuing education (CE) hours for supervisors-educators

3. Participate in an ongoing collegial relationship with other pastoral clinicians for consultation, peer-review, support, and encouragement.

CS-10: Certification-Non-Approval, Removal of Status and Appeals

One of the goals of certification is to ensure to the public that an individual has successfully met the requirements to perform the duties ascribed to one's profession. To maintain the highest order of certified individuals to represent the profession the following guidelines have been established.

Persons applying for certification as a chaplain, or a supervisor-educator should not assume that certification is automatic. The requirements are spelled out in this manual and must be met in both written and oral communication.

Certification Non-Approval

1. Chaplain Non-Approval Status.

The Certification Committee assesses each applicant based on their fulfillment of the competencies (CC: 1.0-CC: 5.0) required as well as the presentation of self to a review committee. Applicants are assessed by each reviewer using a 5-Point Likert scale (Strongly Agree-5 to Strongly Disagree-1).

- a. The Interview Assessment is graded as follows:

- 1) Points 70-56: Passed without comments.
- 2) Points 55-40: Provisionally passed with specific comments: The applicant must schedule a follow-up meeting with the Certification Committee within the year to address the concerns identified.
- 3) Points 39-Below: Candidate did not pass with comments. The applicant must schedule a follow-up meeting with the Certification Committee within the year to address the concerns identified.

- b. Repeat Certification Reviews

- 1) Applicants are allowed three visits before the Certification Committee. A fee is charged for each visit.
- 2) Applicants that fail to meet the requirements for certification have two options:
 - a) Wait a minimum of one year to reapply.
 - b) Commit to enrolling in at least one or more additional course of CPE as guided by the Certification Committee. After completion of the additional course(s) reapply.
- 3) Applicants that fail after repeating additional courses of CPE will no longer be considered for certification.

2. Supervisor-Educator Non-Approval Status.

The Certification Committee assesses each applicant based on their fulfillment of the competencies (SS: 1.1-SS: 5.1) required as well as the presentation of self to a review committee. Applicants are assessed by each reviewer using a 5-Point Likert scale (Strongly Agree-5 to Strongly Disagree-1).

c. The Interview Assessment is graded as follows:

- 1) Points 60-46: Passed without comments.
- 2) Points 45-30: Provisionally passed with specific comments: The applicant must schedule a follow-up meeting with the Certification Committee within the year to address the concerns identified.
- 3) Points 29-Below: Candidate did not pass with comments. The applicant must schedule a follow-up meeting with the Certification Committee within the year to address the concerns identified.

d. Repeat Certification Reviews

- 1) Applicants are allowed three visits before the Certification Committee. A fee is charged for each visit.
- 2) Applicants that fail to meet the requirements for certification after three reviews have two options:
 - a) Wait a minimum of one year to reapply.
 - b) Commit to enrolling in one or more additional courses of Supervisory Education as guided by the Certification Committee. After completion of the additional course(s) reapply.
- 3) Applicants that fail after repeating additional courses of CPE will no longer be considered for certification.

Removal of Certification

CPEI recognizes the removal of certification is a serious decision and will not take it lightly. Any actions involving this type of decision must be coordinated between the Certification and Ethics Committees with the applicant being informed in writing.

Removal of Certification can occur for the following reasons:

1. Failure to abide by CPEI's Code of Professional Ethics.
2. Failure to complete the required annual continuing education requirements.
3. Failure to maintain ecclesiastical endorsement.
4. Failure to pay annual certification renewal fees.

CS-11: Certification Appeals Process

Individuals seeking to appeal decisions by the Certification Committee may submit their request using the <https://form.jotform.com/220305852768156>.

Certifications

Certificate in Chaplaincy

1. **Education:** No formal academic education required.
2. **Certification Requirements:** A minimum of one course of CPE or 400 hours CPE.
3. **Application:** Submit the CPEI Chaplain Certification Application

Board Certified Associate Chaplain (BCAC)

1. **Education:** A bachelor's degree or a graduate theological degree (minimum of 36 hours) or equivalent from an accredited school.
2. **Certification Requirements:**
 - a. A Certificate of CPE (1600 hours)
 - b. Reciprocity: submission of certification from a recognized pastoral cognate group.
3. **Application Items:**
 - a. Submit a pastoral care model that addresses the items listed below. Provide appropriate examples. (Limit your pastoral care model to no more than 10 pages, double-spaced).
 - CC:1.1-Articulate the ability to provide meaningful pastoral care to others in crisis and describe one's feelings, attitudes, values, and assumptions.
 - CC:1.2-Demonstrate an awareness of one's faith development and its integration into one's theory of pastoral care.
 - CC:1.3-Identify potential ethical issues in the practice of ministry and the role of an advocate for clients/patients, families, and staff.
 - CC:1.4-Discuss one's self-care plan for spiritual, emotional, and physical well-being.
 - CC:2.0-Articulate a clear pastoral care theory that describes one's pastoral care approach in addressing spiritual and human development issues.
 - CC:2.1-Demonstrate the ability to center oneself and confidently engage individuals while setting aside personal and religious agendas and utilizing professional authority as appropriate.
 - CC:2.2-Discuss the ability to conduct a spiritual/pastoral assessment and develop an appropriate pastoral intervention.
 - CC:2.3-Articulate the ability to consult, collaborate, and communicate with healthcare and other professionals.
 - CC:2.4-Describe one's ability to establish a meaningful pastoral relationship with persons from diverse cultural and theological backgrounds.
 - CC:3.0-Demonstrate the ability to assess systemic principles and/or group dynamics in relating to and providing pastoral care.
 - CC:3.1-Communicate the ability to identify human development and spiritual issues while providing meaningful spiritual care to others, which contributes to the well-being of others. This could include but is

not limited to psychological or emotional issues such as grief and loss, domestic violence, and anger.

CC:4.0- Demonstrate oral and written communication competency, reflecting graduate-level work. Use of APA, Turabian, or a similar format.

CC:5.0-Present in a manner that reflects professional behavior, including appropriate attire and a confidential setting for the review.

- b. Submit a current and reflective autobiography that identifies one's family of origin, significant life turning points and influences, the nature of one's faith and religious journey.
- c. Provide a current verbatim.
- d. Provide a letter of recommendation from a professional colleague attesting to your personal and professional competency as a pastoral care clinician.
- e. Include the final course/unit CPE Evaluations (student and supervisor-educator).
- f. Submit evidence of Faith Group Endorsement.

Board Certified Chaplain (BCC)

1. **Education:** A graduate theological degree (minimum of 72 hours) or equivalent from an accredited school.
2. **Certification Requirements:**
 - a. A Certificate of CPE (1600 hours).
 - b. Reciprocity: submission of certification from a recognized pastoral cognate group.
3. **Application Items:**
 - a. Submit a pastoral care model that addresses the items listed below. Provide appropriate examples. (Limit your pastoral care model to no more than 10 pages, double-spaced).

CC:1.1-Articulate the ability to provide meaningful pastoral care to others in crisis and describe one's feelings, attitudes, values, and assumptions.

CC:1.2-Demonstrate an awareness of one's faith development and its integration into one's theory of pastoral care.

CC:1.3-Identify potential ethical issues in the practice of ministry and the role of an advocate for clients/patients, families, and staff.

CC:1.4-Discuss one's self-care plan for spiritual, emotional, and physical well-being.

CC:2.0-Articulate a clear pastoral care theory that describes one's pastoral care approach in addressing spiritual and human development issues.

CC:2.1-Demonstrate the ability to center oneself and confidently engage individuals while setting aside personal and religious agendas and utilizing professional authority as appropriate.

CC:2.2-Discuss the ability to conduct a spiritual/pastoral assessment and develop an appropriate pastoral intervention.

CC:2.3-Articulate the ability to consult, collaborate, and communicate with healthcare and other professionals.

CC:2.4-Describe one's ability to establish a meaningful pastoral relationship with persons from diverse cultural and theological backgrounds.

CC:3.0-Demonstrate the ability to assess systemic principles and/or group dynamics in relating to and providing pastoral care.

CC:3.1-Communicate the ability to identify human development and spiritual issues while providing meaningful spiritual care to others, which contributes to the well-being of others. This could include but is not limited to psychological or emotional issues such as grief and loss, domestic violence, and anger.

CC:4.0- Demonstrate oral and written communication competency, reflecting graduate-level work. Use of APA, Turabian, or a similar format.

CC:5.0-Present in a manner that reflects professional behavior, including appropriate attire and a confidential setting for the review.

- b. Submit a current and reflective autobiography that identifies one's family of origin, significant life turning points and influences, the nature of one's faith and religious journey.
- c. Provide a current verbatim.
- d. Provide a letter of recommendation from a professional colleague attesting to your personal and professional competency as a pastoral care clinician.
- e. Include the final course/unit CPE Evaluations (student and supervisor-educator).
- f. Submit evidence of Faith Group Endorsement.

CPE Associate Supervisor-Educator

1. **Education:** A graduate degree with a minimum of 36 hour in theology or a related discipline from an accredited school.
2. **Certification Requirements:**
 - a. A Certificate of CPE (1600 hours) and A Certificate of Supervisory Education.
 - a. Board Certified Associate Chaplain (BCAC) or Board-Certified Chaplain (BCC).
 - b. Reciprocity: submission of certification from a recognized pastoral cognate group and completion of CPEI Learning Management System Modules (LMS).
3. **Application Items:**
 - a. Submission of Application <https://form.jotform.com/210597514850155> and meet the following standards.

SC:1.1-Articulate knowledge of pastoral supervision and the supervisory process.

SC:1.2-Demonstrate an awareness of supervisory literature.

SC:1.3-Demonstrate the ability to integrate theory and knowledge in supervisory practice.

SC:1.4-Describe the ability to use critical relationships for consultation and support.

SC:2.0-Demonstrate the ability to integrate theory and knowledge in supervisory practice.

SC:2.1-Demonstrate the ability to assist in student development and evaluation.

SC:2.2-Demonstrate the ability to practice ethical supervision.

SC:3.0-Articulate an awareness of the administration and management of CPE.

SC:4.0-Discuss spiritual, emotional, and physical self-care.

SC:4.1-Demonstrate the ability to engage others for consultation and support.

SC:4.2-Demonstrate self-awareness as well as professional and pastoral identity as a supervisor-educator.

SC:5.0-Demonstrate oral and written communication competency, reflecting graduate-level work. Use of APA, Turabian, or a similar format.

SC 5.1-Present in a manner that reflects professional behavior, including appropriate attire and a confidential setting for the review.

- b. Academic transcripts required.
 - c. Current background check.
 - d. Evidence of Ecclesiastical (Faith Group) Endorsement or approval.
4. **Qualification Upon Certification:** To supervise students enrolled in the Certificate of CPE Program.

CPE Supervisor-Educator

1. **Education:** A master's degree (minimum of 72 graduate hours) in theology or a related discipline from an accredited school.
 2. **Certification Requirements:**
 - a. A Certificate of CPE (1600 hours) and A Certificate of Supervisory Education.
 - b. Board Certified Chaplain (BCC).
 - c. Reciprocity: submission of certification from a recognized pastoral cognate group and completion of CPEI Learning Management System Modules (LMS).
3. **Application Items:**
- a. Submission of Application <https://form.jotform.com/210597514850155> and meet the following standards.

SC:1.1-Articulate knowledge of pastoral supervision and the supervisory process.

SC:1.2-Demonstrate an awareness of supervisory literature.

SC:1.3-Demonstrate the ability to integrate theory and knowledge in supervisory practice.

SC:1.4-Describe the ability to use critical relationships for consultation and support.

SC:2.0-Demonstrate the ability to integrate theory and knowledge in supervisory practice.

SC:2.1-Demonstrate the ability to assist in student development and evaluation.

SC:2.2-Demonstrate the ability to practice ethical supervision.

SC:3.0-Articulate an awareness of the administration and management of CPE.

SC:4.0-Discuss spiritual, emotional, and physical self-care.

SC:4.1-Demonstrate the ability to engage others for consultation and support.

SC:4.2-Demonstrate self-awareness as well as professional and pastoral identity as a supervisor-educator.

SC:5.0-Demonstrate oral and written communication competency, reflecting graduate-level work. Use of APA, Turabian, or a similar format

SC 5.1-Present in a manner that reflects professional behavior, including appropriate attire and a confidential setting for the review.

- b. Academic transcripts required.
 - c. Current background check.
 - d. Evidence of Ecclesiastical (Faith Group) Endorsement or approval.
4. **Qualification Upon Certification:** To supervise students enrolled in the Certificate of CPE Program.

CPE Training Supervisor-Educator

1. **Education:** A graduate degree with a minimum of 72 hours in theology or a related discipline from an accredited school.
2. **Certification Requirements:**
 - a. A Certificate of CPE (1600 hours) and A Certificate of Supervisory Education.
 - b. Board Certified Chaplain (BCC).
 - c. Reciprocity: submission of certification from a recognized pastoral cognate group and completion of CPEI Learning Management System Modules (LMS).
 - d. Minimum of 2 years of active supervision as an approved CPE Supervisor-Educator and completion of Learning Management System (LMS) Modules-TSEC 2000-20003.
 - e. Submit a new certificate for certification and meet with the Certification Committee.

3. Application Items:

- a. Submission of Application <https://form.jotform.com/210597514850155>
- b. Academic transcripts required.
- c. Current background check.
- d. Evidence of Ecclesiastical (Faith Group) Endorsement or approval.
- e. Submission of Training Supervisor-Educator Course Certificate.

- 4. Qualification Upon Certification:** To supervise students enrolled in the Certificate of CPE Program and the Certificate of Supervisory Education Program.

CPE Supervisor-Educator Emeritus

1. Individuals certified as a CPE Supervisor-Educator with CPEI or another pastoral care cognate group.
2. Individuals awarded the status as a CPE Supervisor-Emeritus are considered a valuable resource to CPEI and its students as a consultant and remain engaged as a fellow colleague for purposes of support and collaboration.
3. Supervisor-Educators Emeritus are held to CPEI's Code of Professional Ethics, but are not required to meet the other annual requirements of supervisors-educators, i.e., annual evaluation, continuing education requirements, etc.

Associate Pastoral Counselor (APC)

1. A bachelor's degree from an accredited school.
2. A minimum of two courses of CPE and a minimum of two CPEI pastoral counseling courses.

Clinical Pastoral Counselor (CPC)

1. A master's or Doctoral Degree in counseling, pastoral counseling, marriage and family or social work or equivalency, or licensure from an accredited organization.
2. A minimum of two courses of CPE and two CPEI pastoral counseling courses. (State licensure may apply for one pastoral counseling course).

Pastoral Counselor Supervisor (PCS)

1. 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 of active practice in the stated disciplines.
2. Completion of a minimum of two courses of CPE and a minimum of two CPEI pastoral counseling courses. (State licensure may apply for one course)
3. Completion of CPEI's Supervisory Education Courses or reciprocity.

Pastoral Counselor Training Supervisor (PCTS)

1. 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 of active practice in the stated discipline.

2. Completion of a minimum of one course of CPE and a minimum of three CPEI pastoral counseling courses. (State licensure may apply for one course)
3. Completion of CPEI's Supervisory Education Courses or reciprocity.
4. Completion of at least two years of ongoing practice as a CPEI PC Supervisor or reciprocity.

Appeals for Certification

Individuals seeking to appeal a certification decision are guided by Policy 104 Complaints, Grievances, and Appeal. [Complaints, Grievances and General Appeals. Policy 104.pdf](#)

Continuing Education Requirements

This all-encompassing term applies to obtaining contact hours across 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, teleseminar, webinar, online learning, or the use of videotaped/CD/DVD material.

<https://form.jotform.com/212366665647162>

Requirements for Chaplains

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

Requirements for Supervisors-Educators

1. 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).
2. Participation in the Staff and Faculty (Supervisors-Educators) Meetings.

Certification Committee Actions

1. Review applications for completeness. Contact the applicant to submit missing items. If the items submitted or poorly presented request, they be resubmitted.
2. Notify applicants of the earliest month for review: February, May, August, and November if the file is complete and fees have been paid.
3. Identify and Train a Review Committee for Chaplains.
4. Appoint a Presenter who is responsible for reading the applicant's materials and completing the proper assessment.
 - a. Chaplain Presenter's Pre-Interview Assessment:
<https://form.jotform.com/231808137072150>
 - b. Supervisor-Educator Presenter's Pre-Interview Assessment:
<https://form.jotform.com/210604107126138>
5. Provide copies of the "Pre-Assessment" to members of the review committee as well as the candidate's materials and the assessment forms to members of the committee.
 - a. Chaplain Assessment Form: <https://form.jotform.com/210576139358158>
 - b. Supervisor-Educator Assessment Form:
<https://form.jotform.com/210574196593160>
6. Schedule a Zoom Meeting with the Reviewers and Applicants.

7. Sub-Committee Chairs for Chaplains and Supervisor-Educators will
 - a. Submit a report to the applicant an assessment of the Committee.
 - b. If approved, provide a letter of approval and a certificate to the Applicant (See Certification Group in Populi) and submit to the approval form <https://form.jotform.com/21060397934155>

Certification Actions for Supervisory Candidates

Supervisory Candidates Review (STEP 1-Capstone Assignment SEC 800)

1. Candidates will submit a copy of their Model of Pastoral Supervision (Step 1-Capstone Assignment) at the conclusion of SEC 800 via:
<https://form.jotform.com/212134626891153>
2. Identify and train reviewer(s) to read Supervisory Candidates Pastoral Model of Supervision.
3. 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.

Supervisory Candidate-(STEP 2 Capstone Assignment SEC 900)

1. Candidates will submit a copy of their Step 2 Capstone Assignment at the conclusion of SEC 900 via <https://form.jotform.com/212635626982160>
2. Appoint a Presenter who is responsible for reading the applicant's materials and using the supervisor Certification assessment provide to the other reviewers key issues for discussion
3. Identify and train reviewer(s) to conduct interview for candidate.
4. Provide for the candidate a projected date for a certification review.
5. Approved: submit to the Administrative Assistant the approval form to provide a certificate-<https://form.jotform.com/210603979343155>
6. Mentor: Provide the name of a Mentor for the newly approved CPE Supervisor for a period of no less than one year.
7. Not Approved: *within 5 days* of the interview, email to the candidate a summary of the committee's findings and recommendations -
<https://form.jotform.com/210574196593160>