



Caring for the World Through Pastoral Education

Internship Memorandum of Understanding

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

CPEI Institutional Outcomes

- Provide educational programs that enable self-motivated, independent learners to acquire core competencies.
- Prepare students to function as competent pastoral caregivers and supervisors/instructors in the marketplace and qualify for credentialing.
- Assess student learning and institutional effectiveness to improve student and educator performance.
- Provide professional development opportunities to enhance life-long learning.
- Conduct fiscally responsible planning that balances the institution's commitment to academic excellence.

Clinical Pastoral Education (CPE) involves an internship setting to meet the continuing educational needs of those enrolled as students. The purpose of the training is to foster and improve pastoral care skills as well as personal and pastoral awareness and identity. Successful completion of this program is designed to result in an improved understanding of the complex needs of human beings in spiritual crisis and improved skills and competency in responding to persons in need.

State Approval, Membership and Accreditation



In accordance with Florida Statute 1005.06 (1) 9f, Religious Institutions must submit annually a request for approval to be exempt from governmental oversight. CPEI was authorized on January 26, 2023, by Florida's Commission for Independent Education to conduct training.



CPEI is an active member of COMISS Network. COMISS serves institutions and faith communities that promote and support collaboration among its member organizations committed to

theological and clinical education and the competent practice of interfaith spiritual care through chaplaincy, pastoral counseling, and research in specialized settings.



CPEI is accredited by International Accreditors for Continuing Education and Training (IACET) and is authorized to issue the IACET CEU.

Requirements

Students are required to have an internship site, i.e., health care facility, parish, correctional institution, etc., in which she/he is intensively engaged in ministry.

CPEI Responsibilities

Fulfills its mission by providing quality, inclusive, and life-transforming clinical pastoral education internationally through online and hybrid modalities to develop competent chaplains and supervisory educators.

- Establishes the standards, competencies, policies, and processes to ensure consistent learning and adherence among Clinical Pastoral Education (CPE) students and supervisors-educators (faculty).
- CPEI creates and distributes a CPE Handbook. CPEI Affiliate Organizations must follow the handbook and make only minor changes that do not detract from CPEI's overall mission. Minor changes may include adding an affiliate logo, reading assignments, etc.
- Establishes a record-keeping process via SharePoint and Populi that must be followed.
- Establishes a process for student application, enrollment, tuition, and other payments.
- Provide Professional Liability Insurance for students and supervisors-educators that remain certified and consistent with CPEI's policies and processes.
- Requires a background search among supervisors-educators and students.
- Provides students and supervisor-educators with professional liability insurance with coverage up to \$5,000,000 annual aggregate/ \$1,000,000 per occurrence.

CPE Supervisory Staff Duties

- Design, implement, and supervise the training of the CPE students in accordance with the CPEI Standards.
- Engage in regular group and individual supervision with each CPE student.
- Work closely with the Internship Coordinator regarding performance and respond to any questions or concerns that may surface.
- Maintain all confidential materials brought to group or individual supervision abiding by the Professional Code of Ethics.

CPE Students Duties

- Participate in weekly classes, individual supervision, and complete written and reading requirements and ministry assignments.
- Abide by the guidelines, procedures, policies, etc., outlined by the Internship Site, the CPE Program, and the CPEI Standards.
- Maintain confidentiality, abide by HIPAA regulations, and seek consultation if in doubt.
- Abide by CPEI's, Internship Site, and Affiliate's policy and state requirements regarding reporting ethical/legal issues such as suicidal or homicidal behavior or child abuse.
- Internship Coordinator Duties
- Provide an opportunity for the CPE student to have a wide variety of pastoral care opportunities for growth and development.
- Discuss with the CPE Supervisor any concerns or questions about the student's performance, recognizing the learning opportunity.
- Recognize that supervision is the responsibility of the CPE Supervisor; however, this does not limit the coordinator from providing feedback to the student as appropriate.
- Complete a final assessment for the Intern.
<https://form.jotform.com/221883126508154>

I have read the MOU and agree with the contents- Sign and Date:

Internship Site Coordinator:

Click or tap to enter a date.

CPE Intern

Click or tap to enter a date.

CPE Supervisor

Click or tap to enter a date.