

**EMORY HEALTHCARE
CPE POLICIES AND PROCEDURES
Spiritual Health at Emory Healthcare**

POLICY #1- ADMISSION INTO THE CPE PROGRAM (ACPE Standard 4)

EFFECTIVE DATE: 1/2006

ADMINISTRATIVE RESPONSIBILITY: Executive Director and Director of Education

POLICY: The policy of the Spiritual Health department is aligned with the Emory University policy.

Emory University is an equal opportunity/equal access/affirmative action employer fully committed to achieving a diverse workforce and complies with all federal and Georgia state laws, regulations, and executive orders regarding nondiscrimination and affirmative action. Emory University does not discriminate on the basis of race, age, color, religion/spiritual tradition, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, or gender identity or expression. Applicants will be contacted within two weeks after the Center receives appropriate documents. Any inquiries regarding this policy should be directed to the Director of Education.

The University reserves the right to revise information, requirements, regulations or financial charges at any time. Whenever changes occur, persons who may be affected will be notified.

BASIS: This policy is to maintain equity in the admissions process and to insure that all applicants are treated fairly.

ADMISSION REQUIREMENTS:

REQUIREMENTS FOR ALL CPE PROGRAMS

1. A completed ACPE application
2. Payment of the processing fee.
3. An admission interview with a qualified interviewer, for persons applying for an initial unit of CPE, to determine readiness for clinical learning.
4. Either graduation from undergraduate school/completion of a theological bachelor's degree or ordination by a religious/spiritual authority as determined by ACPE.
 - A. For residency: Graduation from seminary with a theological master's degree (M.Div. preferred), or satisfaction of faith group's educational expectations.
5. A signed Use of Clinical Materials Consent Form

ADDITIONAL REQUIREMENTS FOR CERTIFIED EDUCATOR CANDIDATE PROGRAMS

1. Completion of ACPE CEC Application Form
2. College graduation: Graduate theological degree or its equivalent
3. Ordination or commissioning to function as a spiritual care provider by an appropriate religious/spiritual authority as determined by ACPE. Individuals whose spiritual or religious community do not have ordination should email certification@acpe.edu for more information.
4. Endorsement/statement of accountability from an appropriate religious/spiritual authority as determined by ACPE.
5. Successful completion of at least four units of Level I/Level II CPE.
6. Demonstration of spiritual care and conceptual competence as evidenced by the attainment/completion of Level I/Level II Outcomes
7. Evaluation of the competencies for admission to a Certified Educator Program.

APPROVED:



George H. Grant
Executive Director, SHEH

Date: 7/8/2016



Maureen J. Shelton
Director of Education

Date: 7/8/2016