**Standard 300.1** All ACPE centers shall maintain compliance with ACPE Standards, reports, procedures, and fees as detailed in the ACPE Accreditation Manual.

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| **Initial Review** |  | Yes  No |
| **Center Response** |  | Yes  No |
| **Follow up Review** |  | Yes  No |
| **Commission Review** |  | Yes  No |

### ****Standard 302 provide at least the following components:****

**302.1** financial, human and physical resources sufficient to support the units of CPE offered by the center.

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| **Initial Review** |  | Yes  No |
| **Center Response** |  | Yes  No |
| **Follow up Review** |  | Yes  No |
| **Commission Review** |  | Yes  No |

**302.2** a population that provides students with opportunities for ministry and clinical pastoral education.

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| **Initial Review** |  | Yes  No |
| **Center Response** |  | Yes  No |
| **Follow up Review** |  | Yes  No |
| **Commission Review** |  | Yes  No |

**302.3** whenever a center uses CPE program elements external to itself, a written agreement that specifies the relationship and operational details is required.

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| **Initial Review** |  | Yes  No |
| **Center Response** |  | Yes  No |
| **Follow up Review** |  | Yes  No |
| **Commission Review** |  | Yes  No |

### ****Standard 303 provide these educational resources:****

**303.1** a faculty of sufficient size to fulfill program goals and comprised of persons authorized by ACPE.

• An Associate Certified Educator or ACPE Certified Educator may be the supervisor for no more than 13 full-time equivalent (FTE) students at one time.   
• An Associate Certified Educator or ACPE Certified Educator may be the supervisor for no more than 13 full-time equivalent (FTE) students in CPE Level I/ Level II.  
• A Certified Educator Candidate may be the supervisor for no more than 6 CPE Level I/ Level II students. (FTE does not apply to students of Certified Educator Candidates).  
• In Certified Educator programs, a center’s faculty should include at least one ACPE Certified Educator for every 4 FTE Certified Educator Students or Certified Educator Candidates.

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| **Initial Review** |  | Yes  No |
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| **Commission Review** |  | Yes  No |

**303.2** a faculty development plan.

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| **Initial Review** |  | Yes  No |
| **Center Response** |  | Yes  No |
| **Follow up Review** |  | Yes  No |
| **Commission Review** |  | Yes  No |

**303.3** interdisciplinary consultation and teaching within the program(s) provided by adjunct faculty and/or guest lecturers.

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| **Initial Review** |  | Yes  No |
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| **Commission Review** |  | Yes  No |

**303.4** individual and group supervision by a person authorized by ACPE.

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| **Initial Review** |  | Yes  No |
| **Center Response** |  | Yes  No |
| **Follow up Review** |  | Yes  No |
| **Commission Review** |  | Yes  No |

**303.5** a peer group of at least three CPE Level I/Level II students engaged in small group process and committed to fulfilling the requirements of the educational program.

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| **Initial Review** |  | Yes  No |
| **Center Response** |  | Yes  No |
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| **Commission Review** |  | Yes  No |

**303.6** access to library and educational facilities adequate to meet the ACPE standards.

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| **Initial Review** |  | Yes  No |
| **Center Response** |  | Yes  No |
| **Follow up Review** |  | Yes  No |
| **Commission Review** |  | Yes  No |

**303.7**access to current ACPE standards, commissions’ manuals, the [ACPE Policy for Complaints Alleging Violation of ACPE Education Standards](http://cdn.manula.com/user/4287/docs/accreditation-appendix-11.pdf) and the [ACPE Policy for Complaints Against the Accreditation Commission](http://cdn.manula.com/user/4287/docs/accreditation-appendix-10.pdf)

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| **Initial Review** |  | Yes  No |
| **Center Response** |  | Yes  No |
| **Follow up Review** |  | Yes  No |
| **Commission Review** |  | Yes  No |

**303.8** student support services including, but not limited to, orientation, a process for educational guidance and recommendations for counseling resources, resume preparation, and employment search.

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| **Initial Review** |  | Yes  No |
| **Center Response** |  | Yes  No |
| **Follow up Review** |  | Yes  No |
| **Commission Review** |  | Yes  No |

### ****Standard 304 provide all policies and procedures in writing and inform all students and****ACPE****program staff of their content. These include, but are not limited to:****

**304.4** a procedure for maintaining student records for ten years, which addresses confidentiality, access, content, and custody of student records should the center be without a supervisor and/or accreditation. [(See Guide for Student Records, Appendix 7B)](http://cdn.manula.com/user/4287/docs/accreditation-appendix-7b.pdf)

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| **Center Response** |  | Yes  No |
| **Follow up Review** |  | Yes  No |
| **Commission Review** |  | Yes  No |

**304.9** an agreement for training at the ministry site that includes, but is not limited to:

• authorization to visit patients, parishioners or clients;  
• access to appropriate clinical records and informed consent with regard to the use of student materials; and  
• agreement by the student to abide by center policies protecting confidentiality and rights of clients/patients/parishioners.

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| **Initial Review** |  | Yes  No |
| **Center Response** |  | Yes  No |
| **Follow up Review** |  | Yes  No |
| **Commission Review** |  | Yes  No |

**304.10** a policy and procedure that details how the accredited center will provide for completion of a unit or program in process if the Certified Educator is unable to continue.

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| **Initial Review** |  | Yes  No |
| **Center Response** |  | Yes  No |
| **Follow up Review** |  | Yes  No |
| **Commission Review** |  | Yes  No |

**304.11** supervision and program management by a person authorized by ACPE.

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| **Initial Review** |  | Yes  No |
| **Center Response** |  | Yes  No |
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| **Commission Review** |  | Yes  No |

### ****Standard 305 have consultation and program evaluation, including****:

**305.1** an ongoing process of consultation with a designated professional advisory group.

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| **Initial Review** |  | Yes  No |
| **Center Response** |  | Yes  No |
| **Follow up Review** |  | Yes  No |
| **Commission Review** |  | Yes  No |

**305.2** ongoing program evaluation sufficient to promote the continuous quality improvement of the educational program(s) including:

• course content and materials;  
• success with respect to student achievement measured by course completion rate;  
• educational methods and supervisory relationships;  
• student to supervisor ratio;  
• appropriate level of challenge in individual learning contracts; assessment of students’ use of CPE.

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| **Initial Review** |  | Yes  No |
| **Center Response** |  | Yes  No |
| **Follow up Review** |  | Yes  No |
| **Commission Review** |  | Yes  No |

**Standard 306 accurately describe the center, its pastoral services, and educational programs.**

• All statements in advertising, catalogs, publications, recruiting, and academic calendars shall be accurate at the time of publication.  
• Publications that advertise a center’s programs shall include the type(s) and level(s) of education offered and the ACPE mailing address, telephone number and website address.

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| **Center Response** |  | Yes  No |
| **Follow up Review** |  | Yes  No |
| **Commission Review** |  | Yes  No |

**Standard 307**—An applicant’s suitability for admission to any CPE program is a matter of professional judgment by the ACPE accredited center in accordance with its admission policies. Requirements for admission to CPE programs include but are not limited to:

307.1 a completed ACPE application.

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| **Center Response** |  | Yes  No |
| **Follow up Review** |  | Yes  No |
| **Commission Review** |  | Yes  No |

**307.2** an admission interview with a qualified interviewer, for persons applying for an initial unit of CPE, to determine readiness for clinical learning.

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| **Center Response** |  | Yes  No |
| **Follow up Review** |  | Yes  No |
| **Commission Review** |  | Yes  No |

**307.3** either graduation from high school/completion of a GED or ordination by a faith community or commission to function in ministry by an appropriate religious authority as determined by ACPE.

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| **Initial Review** |  | Yes  No |
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| **Follow up Review** |  | Yes  No |
| **Commission Review** |  | Yes  No |

**307.4** fulfillment of education or experience requirements established by the ACPE accredited center.

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| **Follow up Review** |  | Yes  No |
| **Commission Review** |  | Yes  No |

**307.5** acceptance by an ACPE center accredited for appropriate program type.

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| **Center Response** |  | Yes  No |
| **Follow up Review** |  | Yes  No |
| **Commission Review** |  | Yes  No |

**307.6 Additional requirements for admission to Certified Educator CPE include, but are not limited to:**

**307.6.1** previous ministry experience in which the applicant demonstrated ability to function pastorally.

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| **Center Response** |  | Yes  No |
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| **Commission Review** |  | Yes  No |

**307.6.2** completion of at least four units of CPE Level I/Level II.

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| **Commission Review** |  | Yes  No |

**307.6.3** successfully meeting CPE Level II outcomes as documented in the supervisor’s evaluation or assessed in the readiness consultation.

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| **Follow up Review** |  | Yes  No |
| **Commission Review** |  | Yes  No |

**307.6.4** demonstrates familiarity with the Common Qualifications and Competencies for Professional Chaplains. Note: The ACPE Standards and Code of Ethics supersede these standards.

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| **Center Response** |  | Yes  No |
| **Follow up Review** |  | Yes  No |
| **Commission Review** |  | Yes  No |

**307.6.5** consultation for readiness for the student and Certified Educator as specified in the ACPE Certification Manual.

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| **Commission Review** |  | Yes  No |

**307.6.6** current ACPE membership.

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| **Follow up Review** |  | Yes  No |
| **Commission Review** |  | Yes  No |

**Standard 308 Program standards include:**

**308.1** a specific time period for a program unit of clinical pastoral education or a half unit of clinical pastoral education.

• A unit of CPE Level I/Level II is at least 400 hours combining no less than 100 hours of structured group and individual education with supervised clinical practice in ministry.

• A half unit of CPE Level I/Level II is at least 240 hours combining no less than 60 hours of structured group and individual education with supervised clinical practice in ministry.

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**308.2** supervised clinical practice of ministry to persons and the detailed reporting and evaluation of that ministry.

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| **Commission Review** |  | Yes  No |

**308.3** supervision and program management by a person authorized by ACPE.

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| **Commission Review** |  | Yes  No |

**308.5** a relational learning environment that fosters growth in pastoral formation, pastoral reflection and pastoral competence; such an environment involves mutual trust, respect, openness, challenge, conflict, and confrontation.

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**308.6 an instructional plan that employs a process model of education and clinical method of learning including:**

**308.6.1** delineation and use of students’ goals.

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| **Commission Review** |  | Yes  No |

**308.6.2** core curriculum appropriate to the CPE setting.

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**308.6.3** clearly written syllabus.

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**308.6.4** evidence of congruence between program goals and the mission of the institution.

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**308.6.5** program evaluation by the students.

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**308.7** presentation and use of literature and instruction appropriate to the students’ learning goals and needs.

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| **Commission Review** |  | Yes  No |

**308.8** final evaluations written by the student and Certified Educator.

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| **Follow up Review** |  | Yes  No |
| **Commission Review** |  | Yes  No |

**308.8.1** An ACPE Certified Educator’s evaluation will be available to the student within 45 calendar days of the completion of the unit. To extend this deadline in rare unusual circumstances, the Certified Educator may negotiate with the student and receive approval from the regional accreditation chair to extend this deadline. The Certified Educator’s evaluation will document this process, and such extensions must be reported on the next annual report.

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**308.8.2** Certified Educator’s assessment reflects the professional judgment about student’s work, abilities, strengths, weaknesses.

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| **Center Response** |  | Yes  No |
| **Follow up Review** |  | Yes  No |
| **Commission Review** |  | Yes  No |

**308.8.3** Certified Educator certifies completion of a unit or half unit of CPE Level I/Level II or Certified Educator CPE.

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| **Commission Review** |  | Yes  No |

**308.8.4** Student may attach a written response to the supervisor’s evaluation, which then becomes part of the student’s record.

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| **Center Response** |  | Yes  No |
| **Follow up Review** |  | Yes  No |
| **Commission Review** |  | Yes  No |

**308.9 Additional program standards for Certified Educator CPE include, but are not limited to:**

**308.9.1.** A specific time period for a program unit of Certified Educator CPE or a half unit of Certified Educator CPE.

• A unit of Certified Educator CPE consists of a clinical supervisory practicum of at least 400 hours, which includes no less than 100 hours of structured group and individual education along with supervisory work and/or spiritual care ministry.

• A half-unit of Certified Educator CPE consists of a clinical supervisory practicum of at least 240 hours, which includes no less than 60 hours of structured group and individual education along with supervisory work and/or spiritual care ministry.

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| **Commission Review** |  | Yes  No |

**308.9.2** Certified Educator CPE programs will demonstrate how a Certified Educator Student advances from observing the supervision of CPE to supervising defined program activities to supervising CPE programs under supervision as a Certified Educator Candidate. The curriculum will include supervision of the student’s work, active participation in a supervisory student peer group, and individual or independent study related to the curriculum.

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| **Commission Review** |  | Yes  No |

**308.9.3** The curriculum of a specific unit may include program planning, professional reading, theory writing, and active participation in a consortium or in regionally sponsored educational events.

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| **Follow up Review** |  | Yes  No |
| **Commission Review** |  | Yes  No |

**308.9.4** An educational plan that enables a Certified Educator Student to complete a minimum of one and a maximum of four units of Certified Educator CPE in one year and that describes a two to three-year curriculum plan for a student in full-time Certified Educator CPE.

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| **Center Response** |  | Yes  No |
| **Follow up Review** |  | Yes  No |
| **Commission Review** |  | Yes  No |

**308.9.5** A Certified Educator program curriculum will address the theoretical underpinnings of clinical pastoral supervision. A bibliography and resource guide will be provided that is sufficient to acquaint the supervisory student with history of CPE, theology, educational theory, behavioral sciences, multicultural theory, management/ administration of educational programs, group theory, supervisory theory, and personal ethics, applied clinical ethics and professional ethics.

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| **Handbook Page** | **On-Site Location** | |
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| **Review** | **Comments** | **Compliance** |
| **Initial Review** |  | Yes  No |
| **Center Response** |  | Yes  No |
| **Follow up Review** |  | Yes  No |
| **Commission Review** |  | Yes  No |

**308.9.6** A relational learning environment that fosters growth in competence as a clinical pastoral supervisor, theories of supervision, the practice of CPE supervision, and CPE program design and implementation.

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| **Review** | **Comments** | **Compliance** |
| **Initial Review** |  | Yes  No |
| **Center Response** |  | Yes  No |
| **Follow up Review** |  | Yes  No |
| **Commission Review** |  | Yes  No |

**308.10** Over a ten year accreditation period, 75% of students entering units of CPE Level I/Level II or Certified Educator CPE receive credit for those units.

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| **Handbook Page** | **On-Site Location** | |
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| **Review** | **Comments** | **Compliance** |
| **Initial Review** |  | Yes  No |
| **Center Response** |  | Yes  No |
| **Follow up Review** |  | Yes  No |
| **Commission Review** |  | Yes  No |

**308.11** When there is geographic distance between the CPE Certified Educator and students, electronic presence, i.e., video conferencing, is allowed as an alternative to physical presence.

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| **Handbook Page** | **On-Site Location** | |
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| **Review** | **Comments** | **Compliance** |
| **Initial Review** |  | Yes  No |
| **Center Response** |  | Yes  No |
| **Follow up Review** |  | Yes  No |
| **Commission Review** |  | Yes  No |