**APPEARANCE FOR REVIEW OF SUPERVISORY COMPETENCE**

1. The report of this meeting includes:

1. An [Appendix 8](http://form.jotform.us/form/51675370150148) (Certification Manual) signed by the ACPE Program Manager or designee attesting to the meeting of formal requirements.

2. Evaluation of the supervisor’s written materials.

3. Summary of the interview (describing the interaction of the supervisor with the committee.)

4. Evaluation of the professional competencies: (confirmation of competency to supervise requires a "satisfactory" rating for each competency.)

4.1. Pastoral Competence

4.2. Supervisory Competence

4.3. Conceptual Competence

4.4. Collegial Competence

5. Clear indication of the committee’s action.

6. Names of committee members.

B. Following review, the committee takes one of these actions:

1. confirms pastoral, supervisory, conceptual and collegial competence; the review is ended.

2. admonishes, with specific recommendations for enhancing supervisory competence.

3. reprimands and gives specific instructions for remediation to be followed under the direction of the regional certification committee for a designated period of time.

4. suspends the right to practice CPE supervision for a specified period of time.

5. reverts to Supervisory Candidate status.

6. revokes certification.

6.1. in the case of an ACPE Supervisor referred by the consultation committee for ACPE Supervisor, revoke ACPE Supervisor’s certification and revert to Supervisory Candidate. The sub-committee of the Certification Commission will detail the reasons for this action, listing the competency concerns to be addressed. The person will need to: be accepted in an ACPE-accredited Supervisory Education Program under the supervision of an ACPE Supervisor; supervise 2 units; request a committee appearance for Associate Supervisor; and present a group.

**CERTIFICATION COMMISSION REPORT OF COMMISSION ACTION**

**CPE SUPERVISOR COMPETENCY REVIEW**

**DATE:**

**CPE SUPERVISOR:**

**ADDRESS:**

**REGION:**

**PRESENTER:**

**STATED REASON FOR COMPETENCY REVIEW:**

**1. COMMISSION ACTION:**

Possible rulings for adoption by the Review Committee: (If a ruling from 2-5 is adopted, this ruling will receive fuller comment at a later point in the report; and, when applicable, relevant recommendations, suggestions, or directions will be listed.)

1.1. \_\_\_\_\_ Confirms pastoral, supervisory, conceptual and collegial competence; the review is ended.

1.2. \_\_\_\_\_ Admonishes, with specific recommendations for enhancing pastoral, supervisory, conceptual, and/or collegial competence for a designated period of time. Failure to comply with specific recommendations could result in the suspension of certification.

1.3. \_\_\_\_\_ Reprimands and gives specific instructions for remediation to be followed under the direction of the Certification Commission for a designated period of time. This may include a return to meet a subcommittee of the l Certification Commission for review. Failure to comply with specific instructions for remediation could result in the suspension or revocation of certification.

1.4. \_\_\_\_\_ Suspends the right to practice CPE supervision for a specified period of time with specific instructions for remediation to be followed under the direction of the Certification Commission for a designated period of time.

The person must return to a subcommittee of the Certification Commission for review. The length of time will be set at the review.

Failure to comply with remediation instructions could result in the revocation of certification.

1.5. \_\_\_\_\_ Revokes ACPE Supervisor certification and reverts to Supervisory Candidate status. The Certification Commission sub-committee will detail the reasons for this action, listing the competency concerns to be addressed.

1.6. \_\_\_\_\_ Revokes ACPE Supervisor certification.

**2. BRIEFLY EVALUATE THE CANDIDATE’S WRITTEN MATERIALS:**

**3. SUMMARIZE THE INTERVIEW:**

**4. Maintained Credentials:**

 **4.1. ATTESTATION OF GOOD STANDING FORM \_\_\_ YES \_\_\_ NO**

 **4.2. ACCOUNTABILITY OF ETHICAL REPORT FORM \_\_\_ YES \_\_\_ NO**

**5. EVALUATE THE FOLLOWING PROFESSIONAL COMPETENCIES:**

(Affirmation of competency to supervise requires a “satisfactory” or “needs improvement” rating in each of the professional competencies. The committee then decides which “Commission Action” option is to be adopted.)

5.1. Pastoral Competence: \_\_\_ Satisfactory \_\_\_Needs improvement \_\_\_Unsatisfactory

5.2. Supervisory Competence: \_\_\_ Satisfactory \_\_\_Needs improvement \_\_\_Unsatisfactory

5.3. Conceptual Competence: \_\_\_ Satisfactory \_\_\_Needs improvement \_\_\_Unsatisfactory

5.4. Collegial Competence: \_\_\_ Satisfactory \_\_\_Needs improvement \_\_\_Unsatisfactory

**Further address items 5.1.-5.4. by citing an ACPE standard or standards related to the competency or competencies needing to be addressed:**

**6. RECOMMENDATIONS/REQUIREMENTS:**

**SUB-COMMITTEE MEMBERS:**

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**Chair Presenter**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Committee Member Committee Member**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Committee Member Recorder**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Certification Commission Chair**