**Certification APPENDIX P-1**

 **ACPE CERTIFICATION COMMISSION**

**PRESENTER'S REPORT**

The following is intended to guide and stimulate thinking as one prepares the Presenter's Report; it is intended to evoke and encourage creativity, so let these be guidelines and not commands.

In writing the Presenter's Report, review the appropriate sections of the *ACPE Standards* and of the *Certification Manual. This is important to assess whether the applicants are meeting formal requirements and competencies for the level they are requesting.*

The Presenter's Report is a **professional document**. Just as applicants for certification are asked to present their materials in a professional manner, both in form and content, presenters’ reports should be also.

Five or six single-spaced pages is usually be sufficient for the report on an applicant for Supervisory Candidate; eight page maximum for Associate Supervisor and four to five pages for ACPE Supervisor. Use a standard one inch margin and a type style and size no smaller than Times New Roman 12.

The presenter’s task is to present the applicant (strengths and weaknesses) as fully as possible. Avoid assuming what an applicant means unless the meaning is documented in the applicant’s written material. **It is not the presenter’s task to make any recommendation in the document as to whether the applicant’s request should be granted or denied. The presenter should read the appropriate sections of the *ACPE 2016 Standards* and 2016 *Certification Manual* as a reminder of the outcomes and objectives to be addressed. (i.e. what is required at the Supervisory Candidate Level and Associate and ACPE Supervisor are distinct one from another)**

Theological, educational or supervisory language is appropriate to use in the report; avoid using psychological/diagnostic terms to describe the applicant.

One will probably want to raise questions/concerns which emerge from reading the applicant’s complete materials; one may even want to comment on timeliness and completeness of materials. Note: Required materials are to be submitted to the presenter and subcommittee members at least five weeks before meetings (by postmark date). The presenter informs the applicant if the materials are not complete and does not write a report until all materials are complete and meet the stated requirements.

Bring seven (7) copies of the report to the meeting. Except in unusual cases, the applicant is to receive a hard copy of the presenter’s report no earlier than 24 and no later than 12 hours, at a place designated by the Commission chair or regional certification chair, prior to meeting with a committee. With written permission (letter or email) from the SES/Supervisory Candidate/Associate Supervisor, the Presenter can email the Presenter’s Report to the applicant no earlier than 24 hours and no later than 12 hours prior to their appearance**.**

**Certification APPENDIX P-1 cont’d**

**ASSOCIATION OF CLINICAL PASTORAL EDUCATION CERTIFICATION COMMISSION**

**GUIDELINES FOR PRESENTER’S REPORTS**

This suggests that presenter’s reports for Associate Supervisor and Full ACPE Supervisor be limited to sections of candidate’s materials that are not mutually read by all members on the candidate's committee. This is a guideline; the presenter does have the freedom to include comments as needed in the areas read by all committee members.

**ASSOCIATE SUPERVISOR**

**Expected Readings from Supervisory Candidate’s materials for all Commission Members prior to Supervisory Candidate’s Appearance, not expected to be reflected in presenter’s report.**

Personal History

Position Papers and Evaluation from readers/grid

Supervisory Process Paper with Clinical Vignettes

Two (2) page Summaries of the Supervisory Relationship with each student

Summary of Supervisory Candidate’s perceived strengths and weaknesses

**SECTIONS TO BE COVERED BY PRESENTER**

Overall evaluation of written materials

Documentation -- Appendix 8 signed by Program Manager or designee

Final evaluations written by the Supervisory Candidate for the students and those of the students

Supervisory Candidate’s self evaluations and Supervisory Candidate’s supervisor’s evaluations

Self-evaluation of the video tape/DVD/electronic submission of a group or individual session

Brief description of program and center

Consent forms of the students

Consumer evaluation forms –CPE Program Evaluation Form, Certification Manual Appendix 4

Presenters’ reports and Committee Action Reports

QUESTIONS for Supervisory Candidate

Presenter’s Report is limited to seven pages.

**ACPE SUPERVISOR**

**Expected Readings from Associate’s materials for all Commission Members prior to Associate’s Appearance, not to be reflected in presenter’s report:**

Personal history paper

Use of self paper

Addressing Associate Supervisor Committee Notations (Note: Notations no longer assigned, effective May 2014)

Evolution of theory papers

**SECTIONS TO BE COVERED BY PRESENTER**

Overall evaluation of written materials

Documentation -- Appendix 8 signed by Program Manager or designee

CPE Program Evaluation forms – Certification Manual Appendix 4

Previous Presenters’ and Committee Action Reports

Student and Supervisor Evaluations for the unit presented

Outline of the Structure of CPE Program

Consent forms

QUESTIONS for the candidate

Presenter’s Report is Limited to 6 pages.