**ACPE CERTIFIED EDUCATOR’S CONTINUING EDUCATION REPORT FORM**

***NOTE: Upload your report annually to your Educator Portfolio on SharePoint***

**Year**

**Name**

Summarize data from Report Form on next page. Activity in at least three categories is required:

|  |  |
| --- | --- |
| **CATEGORY** | **HOURS** |
| 1. Workshops/Conferences/Seminars/Symposia |  |
| 2. Papers, Publications, Book(s), Media |  |
| 3. Self-Instruction |  |
| 4. Interdisciplinary Review |  |
| 5. Formal Academic Courses |  |
| 6. Personal Growth and Therapy |  |
| 7. Peer Review\* |  |
| 8. Volunteer Hours in ACPE Activities (max of 10) |  |
| **TOTAL HOURS** |  |

**\*** Peer Review Date (if applicable):

**Categories of Continuing Education**

1. **Workshops, Seminars, Symposia, Conferences, Preceptorships** that provide specific focus for knowledge and experience in chaplaincy/supervisory issues. Supervisors are encouraged to participate in events that offer continuing education units.

2. **Papers, Publications, Books, or Media Materials** completed during the past year dealing with supervisory education, chaplaincy, or a related field. Examples include published papers, journal articles, books, or audio/video materials.

3. **Self-Instruction** via literature, audio-visual materials, and other types of non-supervised activities.

4. **Interdisciplinary Patient Care Review** that provides opportunities to interact with other disciplines while focusing on the care of patients/clients/students, for example grand rounds, case conferences, team meetings, etc.

5. **Formal Academic Courses** that provide either on-going education or education designed to culminate in a degree, for example study for a degree in another discipline. Courses should be in areas generally related to supervision such as counseling, theology, ethics, or education.

6. **Personal Growth** including marriage enrichment, family systems therapy, pastoral care and counseling, retreats, career assessment, spiritual guidance, and personal therapy.

7. **Peer Review** is a process through which an ACPE Certified Educator or Associate Certified Educator receives consultation about personal/professional growth issues and receives support and counsel from peers in ministry. Details of the process follow regional guidelines.

8. **Volunteer Hours in ACPE Activities** include participation as an accreditation portfolio reviewer, an accreditation site visit, a certification sub-committee (old process) or phase review committee (new process).

**CONTINUING EDUCATION REPORT FORM**

**Instructions:** List below each continuing education activity engaged in throughout the year. It is recommended events be recorded as they occur. Category descriptions are on the front of this Summary Form. Hours may be recorded as contact hours or continuing education units (CEU). Add additional lines/sheets if needed.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Description of Activity** | **CEU Units**  **(1 CEU=10 Hrs)** | **Contact**  **Hours** | **Category**  **(e.g., # 1,**  **2, etc.)** |
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