

## **Bexley Seabury Seminary**

### **CPE Academic Credit Policy and Procedures**

#### *Policy*

Effective June 1, 2018, Bexley Seabury MDiv students may be eligible to request, register for, and receive three (3) academic credits for one unit of Clinical Pastoral Education (CPE), to be applied toward their General Elective requirements, provided that

- a. The student has been accepted to an Association for Clinical Pastoral Education (ACPE) accredited program;
- b. If the student is an aspirant, postulant, or candidate for Holy Orders in The Episcopal Church, the student's Bishop has approved of the CPE program in which the student plans to participate;
- c. The student registers for the Bexley Seabury CPE credit-bearing course with the written approval of the Assistant Director of Contextual Learning, Prof. Eileen Shanley-Roberts, after having demonstrated that the above requirements have been satisfied;
- d. The student demonstrates successful completion of the CPE program;
- e. The student follows and completes in a timely manner all academic credit-request, registration, and program completion procedures, as outlined below.
- f. The student previously has not taken CPE for academic credit.

#### **Procedures**

In order to register for and receive academic credit (3 cr.) for one unit of CPE, the student must complete the following steps.

1. If you are an aspirant, postulant, or candidate for Holy Orders, consult with your Bishop (or the Bishop's designee) to identify ACPE-accredited CPE programs that are approved by the Bishop in your home diocese.
2. Contact the ACPE-accredited programs to which you wish to apply. For a Directory of accredited CPE centers, go to <http://www.acpe.edu>. Each center has its own start/end dates, requirements for when you must be on site, application deadlines and policies on application fees. However, here are some general guidelines regarding CPE applications:
  - a. For full-time summer CPE you should usually apply by the preceding November 30, during the fall semester prior to the placement.
  - b. For part-time CPE beginning in the fall semester, you should usually apply no later than the preceding February 1.
  - c. For part-time CPE beginning in the spring semester, you should apply by the preceding August 30.
3. Complete a CPE program application (download at <http://www.acpe.edu>). CPE applications involve much reflection and writing, so be sure to give yourself the time you will need to complete the application. On average, applications are twenty (20) pages in length. You can submit this same standard application to all of the CPE sites to which you are interested in applying. You will be contacted for an interview by the sites that are interested in your application.
4. Once you have been accepted at a CPE site, complete the *Request to Receive Academic Credit for CPE* form and submit same to the Assistant Director for Contextual Learning, Prof.

Eileen Shanley-Roberts, together with written acknowledgement of your Bishop's approval of the CPE program (as applicable), and a copy of your CPE supervisor's letter of acceptance.

5. Once Prof. Shanley-Roberts signs your Request form authorizing registration, please register by submitting a copy of the completed form to the Registration Administrator, Susan Quigley, during the normal registration period for the semester or term in which you will be taking CPE. Ms. Quigley will process your registration as soon as possible. Check SAM to make sure you have been registered.

6. When you complete your CPE program, request that your supervisor send a copy of your final self-evaluation, final supervisor's evaluation, and certificate/verification of satisfactory completion to Prof. Eileen Shanley-Roberts who, after reviewing same, will sign your CPE credit request form, authorizing the Registration Administrator to enter a grade of "CR" (credit) in your academic record. It is your responsibility to ensure that all required documents are provided to the seminary in a timely manner (see dates below). *No academic credit will be granted without them.* You will be able to confirm that your grade has been entered by checking SAM.

*NOTE: If CPE is in progress in the spring semester when a middler review is due, the student must also request an interim supervisor's evaluation and provide same to their academic advisor no later than February 15.<sup>th</sup>*

### **Cost**

The cost for a unit of CPE varies and is determined by the CPE center. Generally speaking, the cost ranges from \$400 to \$700 per unit. *Tuition paid to the seminary does not include CPE Center tuition or fees charged to the student.* It is the student's responsibility to pay CPE program tuition and fees directly to that program. Students who wish to take CPE for academic credit (3 cr.) will be billed by the seminary at the usual published tuition rate for a three-credit course then in effect (minus any applicable scholarship).

Upon successful completion of the CPE program, students who have incurred actual out-of-pocket costs for tuition and fees paid to the CPE Center may request reimbursement of those costs by the seminary. Such CPE cost reimbursement requests must be made, in writing, to Prof. Shanley-Roberts, together with a paid receipt or other evidence of payment. CPE Program tuition/fee reimbursements will take the form of a credit applied to student's seminary billing account, to be applied to future tuition. In the event the student will be graduating at the end of the semester or term when CPE is completed, the CPE cost reimbursement will be made by check payable to the student. The credit to the student's account will be made (or the reimbursement check will be issued) when the documents listed in paragraph 6 above have been received by the seminary.

### **Summary of Dates & Deadlines**

	<b>Summer CPE</b>	<b>Fall CPE</b>	<b>Spring CPE</b>
<b>Best to apply to CPE Center by</b>	11/30	1/30	8/30
<b>Request for Credit form due by</b>	5/1	8/1	1/5
<b>Completion documents due by</b>	9/15	1/15	5/30
<b><i>Interim CPE supervisor's evaluation is due by 2/15 if year-long CPE is in progress in the spring when a middler review is due.</i></b>			