

Bexley Seabury Seminary

CPE Requirement in the MDiv Program

Policy

As of the Fall of 2019, MDiv students will be required to take one unit of Clinical Pastoral Education (CPE). In order to satisfy this requirement, the following conditions must be met:

- a. The student has been accepted into 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 or Commission on Ministry has approved of the CPE program in which the student plans to participate;
- c. The student submits a completed *CPE Registration Approval Form* to the Assistant Director of Contextual Learning, Prof. Eileen Shanley-Roberts, who will determine if 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 required paper work and follows the registration, and program completion procedures, as outlined below.

Applicability

- CPE is required only for Bexley Seabury MDiv students who enter the program in calendar year 2019 or later.
- MDiv students who entered the program prior to 2019 and who have never taken CPE *may*, but are *not required*, to take CPE as an elective (3 credits) while matriculated in the Bexley Seabury MDiv program. Students who take CPE as an elective must satisfy the requirements above and procedures below.

Waiver of the CPE Requirement

The CPE requirement may be waived for all MDiv students who demonstrate satisfactory completion of one unit of CPE taken in an ACPE-accredited program within five (5) years prior to their admission to the Bexley Seabury MDiv program.

Students who seek a CPE waiver must submit to Rev. Eileen Shanley-Roberts a formal CPE waiver application that is accompanied by their CPE supervisor's final evaluation and certification of satisfactory completion.

A waiver of the CPE requirement will not result in academic credit or a reduction of the total credits for the MDiv degree. (81 credits). Nor will CPE be recorded on the transcript. Rather, the student who receives a waiver will be required to take an additional elective in lieu of the CPE requirement.

Transfer Credit

Academic credit that has been granted for CPE by another school prior to matriculation into Bexley Seabury's MDiv program is *not eligible* for transfer credit.

A Note on Planning for CPE in conjunction with Pastoral Theology and Field Ed IV

In accordance with the MDiv pathways to completion of the degree that were adopted by the faculty in February, 2019, CPE will be a pre-requisite to the required Pastoral Theology course which is normally taken in conjunction with and in the same semester as Field Education-IV. (Requests for any exceptions must be directed to Rev. Dr. Emlyn Ott.) Therefore, *MDiv students*

who enter the program in 2019 or later should plan ahead to take CPE prior to Pastoral Theology and Field Ed-IV.

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, first 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 intensive summer CPE you should usually apply by November 30th in the fall semester prior to the placement.
 - b. For an extended unit of CPE beginning in the fall semester, you should usually apply no later than the preceding February 1st.
 - c. For an extended unit of CPE beginning in the spring semester, you should apply by the preceding August 30th.
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 Bexley Seabury CPE Registration Approval Form and submit same to 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 to the program.
5. Once Prof. Shanley-Roberts signs your Request form authorizing registration, please register by submitting a copy of the completed form to the Bexley Seabury Registrar, 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.
6. When you complete your CPE program, provide 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 authorize the Registrar 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 our student information system, Populi.

NOTE: If CPE is in progress in the spring semester when a mid-program (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.th

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 will be billed by the seminary at the usual published tuition rate for a three-credit course then in effect (minus any applicable scholarship). However, 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

	Summer CPE	Fall CPE	Spring CPE
Best to apply to CPE Center by	11/30	1/30	8/30
Request for Credit form due by	5/1	8/1	1/5
Completion documents due by	9/15	1/15	5/30
<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>			

ALL FORMS RELATED TO CPE CAN BE FOUND ON THE BEXLEY SEABURY WEBSITE UNDER CURRENT STUDENTS/ACADEMIC FORMS AND DOCUMENTS