ADMISSIONS POLICY

I. PURPOSE
   To assure that the ACPE accredited center does not discriminate against persons because of race, gender, age, faith group, national origin, sexual orientation, or disability.

II. POLICY STATEMENTS
   A. It is the policy of Indiana University Health that equal employment and education opportunities shall be available to all regardless of race, gender, age, faith group, national origin, sexual orientation, or disability.

   B. All students accepted in the program shall be able, with reasonable accommodation, to physically perform the duties as contained in the position description for the unit of CPE to which the student has made application.

   C. At all levels the CPE student needs to sustain sufficient physical and emotional health to deliver spiritual care. The student must demonstrate the capacity to consistently establish and maintain relationships at significant levels and be open to learning, change and growth. The CPE student must demonstrate a capacity to endure at least moderate amounts of chaos, which is a normal part of institutional culture.

   D. All prospective students should submit applications to the system CPE administrative office. Completed applications should be sent electronically to KWettersten@iuhealth.org.

III. PROCEDURES
   A. Formal admissions criteria and process vary according to level and duration of program. Such admissions requirements and procedures shall be in compliance with ACPE Standards.

      1. The interview for admission to CPE provides an opportunity for a qualified interviewer to meet with the applicant to discuss the application, to provide information and answer questions, to dynamically engage the
applicant as a person and learner, to assess the applicant’s readiness for CPE, and to discuss the selection of particular centers suitable to the educational goals of the applicant. On site interviews are preferred.

2. A qualified interviewer is an ACPE Educator or other person meeting these criteria:
   a. Knowledgeable about current ACPE standards, procedures, practices, and objectives;
   b. Objective as to the interests of the applicant, church, seminary or other graduate education center, institutional center, and CPE;
   c. Able to recognize those qualities of well-being, personality and faith which will enable an applicant to develop in CPE;
   d. Able to dynamically engage the applicant and assess readiness for CPE;
   e. Able to assess the applicant’s potential to benefit from CPE in the center(s) to which application is being made;

B. Once the written application and admission interview processes are complete, the applicant will be notified in a timely manner not to exceed 8 weeks by letter, email, or by phone of the decision regarding participation in the specific unit for which the application was made.

C. Admission to the IU Health CPE Internship program is based on a written application as provided by ACPE and an admissions interview conducted by a qualified interviewer.

D. Applicants for the CPE Residency program must have completed at least one unit of CPE. Admission to the IU Health CPE Residency programs are based on a written application as provided by ACPE and an on-site admissions interview by qualified interviewers.
   1. Ordination, denominational endorsement and the completion of a M.Div. or equivalent degree are desired, but not required.

E. Applicants for Certified Educator CPE program must demonstrate:
   1. Sufficient training and experience so that the applicant demonstrates the ability to function as a competent minister.
   2. Documented completion of a minimum of four units of ACPE CPE.
   3. Competency with Level 1 and Level 2 ACPE Outcomes.
   4. Personal integrity, pastoral identity, emotional and spiritual maturity.
   5. Awareness or familiarity with the Spiritual Care and Collaborative Common Standards.
   6. APC Board Certification is desired, but not required, for admission to Certified CPE.
   7. College graduation
   8. Graduate theological degree or its equivalent
   9. Ordination or commission to function in ministry by an appropriate religious authority as determined by ACPE
10. Faith group endorsement/accountability
11. Completed ACPE CEC application materials submitted to Portfolio on ACPE website.
12. Payment of $500 application fee (includes the $350 ACPE application fee.) $350 will be refunded if not accepted by IU Health or ACPE.

IV. REFERENCES/CITATIONS
2020 ACPE Standards

V. APPROVAL BODY
The IU Health CPE Faculty

VI. APPROVAL SIGNATURES

___________________________________________  __________________________
Chair, System Professional Advisory Committee  Date

___________________________________________  __________________________
Jay D. Foster  Date
Vice President of Spiritual Care, Chaplaincy, and Congregational Partnerships.

___________________________________________  __________________________
Anastasia Holman  Date
Manager of Clinical Pastoral Education for IU Health System Center

VII. DATES
Approval Date:  June 8, 2011
Effective Date:  July 1, 2011
Revision Dates:  February 4, 2016, June 28, 2016, January 12, 2017, September 10, 2018, June 1, 2019