

ACPE Clinical Pastoral Education Program Application & Instructions

Please type your application, responding to each of the following items.

Please complete the attached form and mail to the NYPH/CUMC Department of Pastoral Care & Education. Read instructions carefully before submitting. International applicants have additional requirements and deadlines. You may want to make a copy of a blank form before entering any data.

1. A reasonably full account of your life. Include, for example, significant and important persons and events, especially as they have impacted, or continue to impact, your personal growth and development. Describe your family of origin, current family relationships, and important and supportive social relationships. (This essay should be at least three single-spaced, typed pages)
2. A description of your spiritual growth and development. Include, for example, the faith heritage into which you were born and describe and explain any subsequent, personal conversions, your call to ministry, religious experiences, and significant persons and events that have impacted, or continue to impact, your spiritual growth and development. (This essay should also be at least three single-spaced, typed pages)
****You may combine items 1 and 2 in one essay. If combined, the essay should be at least six single-spaced, typed pages.**
3. A description of your work (vocational) history. Include a resume or a chronological list of jobs/positions/dates of employment and a brief statement about your current employment and work relationships.
4. An account of a "helping incident" in which you were the person who provided the help. Include the nature and extent of the request, your assessment of the issue(s), problem(s), situation(s). Describe how you came to be involved and what you did. Give a brief, evaluative commentary on what you did and how you believe you were able to help. *If you have had prior and recent CPE, please attach a copy of a recent verbatim as your 'helping incident' and add to the verbatim your own notes on how and what you learned from sharing this verbatim with your supervisor and/or peers. If you have had CPE, but it was more than two years ago, include a recent account of a helping incident, written up in a verbatim format. If possible, include feedback from current pastoral colleagues and/or administrative supervisor.*
5. Your impressions of Clinical Pastoral Education. Indicate, for example, what you believe or imagine CPE to be. Indicate if CPE is being required of you. Indicate any learning goals or issues of which you are aware and would like to address in CPE. Finally, indicate how CPE may be able to help you meet needs generated by your ministry or call to ministry. *If you have had prior CPE, please indicate the most significant learning experience you had during CPE. State how you have continued to use the clinical method since your previous experience. Indicate strengths and weaknesses that you have as they relate to your ministry and your identity as a professional person. Indicate any personal and/or professional learning goals and issues that you have at this time and how you believe that CPE will help you to attain or address these learning goals and issues*
6. You are required to complete an admissions interview with one of the ACPE supervisors at NYPH. It is preferable for you to interview in person, however if this is difficult for some reason, contact us to discuss alternative arrangements.
7. We do not charge an application fee. If you do a "proxy" admissions interview at another center, you may be required to pay an interview fee to them, usually due at the time of the interview.
8. If you are an international applicant, you will have to obtain appropriate documentation from U.S. Immigration, which usually implies a visa and a US Social Security Number. Therefore, international applicants should have such documentation approved at least six (6) months prior to the start of the program to which they are applying. If offered employment, can you submit verification of your legal right to work in the U.S.? Yes___ No___
9. **An applicant with prior CPE should attach all previous self and supervisory evaluations and your signature below indicates you give permission for your previous CPE centers to release your evaluations for purposes of this application process.**
10. Retain your own copy of this completed application and bring it with you to any interview for CPE.

I certify that all information in this application is factually true, complete, and honestly presented. I understand that I may be subject to disciplinary action, including admission revocation or program expulsion, should the information I've certified be false. I hereby give permission to the ACPE center to which I am applying to access my CPE evaluations and contact previous supervisory personnel about matters pertaining to this current application, and I consent for those contacted to provide the information sought.

Signature: _____ **Date:** _____

The NYPH Clinical Pastoral Education Program is fully accredited by the Association for Clinical Pastoral Education, Inc.
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Mail completed application and reference forms to:

**NYPH/WC Department of Pastoral Care & Education, Box 167, 525 E. 68th Street New York, NY 10065.
Phone: 212-746-6971. Fax: 212-746-8890. E-mail: amr9033@nyp.org**