

# United Lutheran Seminary

GETTYSBURG + PHILADELPHIA

## CRITICAL REVIEW OF PRAXIS OF MINISTRY APPLICATION PROCEDURE-2018-2019 (Clinical Pastoral Education)

ALL STUDENTS PLANNING TO TAKE CPE ARE ENCOURAGED TO TAKE THE INTRO COURSE TO PASTORAL CARE PRIOR TO STARTING THIS PROGRAM.

### I. The Application

- Application forms are found on-line: [www.acpe.edu](http://www.acpe.edu)
- Please be thorough and complete in your answers.
- If you are unsure about the Academic Reference, you may use your ULS advisor.
- Submit your signed, completed application no later than **August 1st** to:  
GETTYSBURG CAMPUS: Carla E. Pavlick, Contextual Formation Office, 61 Seminary Ridge, Gettysburg, PA 17325; Email: [cpavlick@uls.edu](mailto:cpavlick@uls.edu)  
PHILADELPHIA CAMPUS: Lyn Jackson, Contextual Formation Office, 7301 Germantown Ave, Philadelphia, PA 19119; Email: [ljackson@uls.edu](mailto:ljackson@uls.edu)  
**AND also to the center you wish to attend.**
- The Contextual Formation Office on your campus will take care of emailing your application to the person you sign up with for CPE Supervisors' Interview Day, Monday, November 5<sup>th</sup> on the Gettysburg campus or October 9<sup>th</sup>, 10<sup>th</sup>, or 11<sup>th</sup> on the Philadelphia campus.

### II. Create an Account

Students must create an account in the ACPE database

LINK:

[https://www.acpe.edu/ACPE/My\\_ACPE/For\\_Students/Enroll\\_in\\_CPE\\_Unit/ACPE/Supervisor/Student\\_Create.aspx?hkey=f158e696-8211-43f3-87e8-34e35f995927](https://www.acpe.edu/ACPE/My_ACPE/For_Students/Enroll_in_CPE_Unit/ACPE/Supervisor/Student_Create.aspx?hkey=f158e696-8211-43f3-87e8-34e35f995927)

My ACPE → Enroll in CPE Unit → Scroll down to Create an Account and complete all fields.

This account will be used as a portal for students to update their contact information, enroll in future units of CPE, to review completed units of CPE, etc. Students should create the account prior to the admission interview and choosing a site. \*\* Once the account is created, it will save the student time when he/she is ready to enroll in their unit of CPE.

### III. The Admission Interview

- An Admission Interview is required by the Association for Clinical Pastoral Education (ACPE) as part of the application.

**Gettysburg campus:** Monday, November 5, 2018 is CPE Supervisors' Interview Day on the Gettysburg campus.

**Philadelphia campus:** Interviews will be scheduled Oct 9, 10, 11, 2018. These are all in Fall Reading week. Students who have submitted their applications on time may sign up at Lyn Jackson's Office for

interviews.

- Approximately eight to ten chaplains will be available to interview you on behalf of ACPE.
- These Chaplains have been invited because of their proximity to each campus of ULS. They are here to do the Admission Interview and the subsequent Intake Report, *not necessarily* to represent the particular site(s) of interest to you.
- Supervisors are instructed to submit their interview report directly to you within 2-3 weeks.

#### **IV. Choosing a Site**

- Accredited ACPE sites are found at: [www.acpe.edu](http://www.acpe.edu)
- Feel free to talk with Contextual Formation staff and especially students who have already completed CPE to help with your decision.
- Once you have made your choice(s) it is your responsibility to send your application materials to site(s) where you want to attend. We suggest applying to 2-3 places. Application materials include: cover letter; application-which includes answers to questions 2-6; copy of your CPE interview and an application fee if required.
- Some areas of the country, such as Washington, DC, are very competitive so you will want to get your materials in quickly and be persistent in your follow-up.

#### **V. Acceptance, Fees, etc.**

- All centers vary in their acceptance processes. Some centers fill programs quickly; others wait and do so only after a given date.
- We suggest that you follow up with a call to the sites where you have applied after about two-three weeks of applying to check the status of your materials.
- Once you have been accepted at a given center and you have confirmed that acceptance, please inform the other centers to which you have applied that you are withdrawing from their process. This will open space for other persons at that site.
- Submit a copy of your letter of acceptance to the Contextual Formation Office.
- The tuition is the student's responsibility. The *average* fee has been about \$550.00. Many centers require an application fee and others require a non-refundable deposit which in most cases is applied to your tuition at that center. Payment is due directly to the site.
- Seminary vehicles cannot be used for CPE
- If you plan to take an extended CPE along with a reduced course load, be sure to check in with your advisor and the registrar to decide on your overall plan to complete course requirements.
- In the spring of 2019 you'll need to register for CPE summer 2019 through the Registrar's office.