

Clinical Pastoral Education (CPE) Admissions and Fees Policies and Procedures

Purpose: To specify and establish an admissions and fees policy and procedure.

- I. **NONDISCRIMINATION POLICY** No person will be denied acceptance to the Prisma Health CPE Program on the basis of race, color, gender, sexual orientation, age, religious affiliation, marital status, national origin, ancestry, military status, or physical disability.

- II. **ADMISSION CRITERIA FOR CPE – SUMMER AND EXTENDED INTERNSHIP** Clinical Pastoral Education (CPE) at Prisma Health is professional education for ministry. Applicants will be ordained, in the process of being ordained, be endorsed by the applicant's governing denominational/religious body, have taken vows in a religious order, or have completed at least one year of graduate level theological studies. In the admissions process, applicants should be able to demonstrate maturity, development, or potential in each of the criteria. Serious deficiency in any of the criteria would be grounds not to admit the applicant.

A. Formal Requirements for All Programs:

1. Educational Requirements Completion of at least a college baccalaureate degree and several courses in Theology, Scripture, Pastoral Care and/or Behavioral Sciences. (See additional formal criteria).
2. Satisfactory Health Freedom from health problems that would preclude patient contact or meeting other program requirements.
3. Completed Application ACPE Application Face Sheet and written materials described in the application.
4. Admission Interview and Report (to be conducted after complete application and fee are received).
5. Favorable References.

B. Subjective Criteria

1. *Religious Identity*

Demonstrates a sense of call to a religious vocation that has been confirmed and/or endorsed the prospective student's sponsoring religious community. The prospective student's professional identity and educational goals are congruent with his/her sponsoring religious community. He/she is able to engage in conversation about religious beliefs with others.

2. *Responsible*

Willing to accept Program Objectives and Requirements (clinical and educational schedule, fees for units, pastoral calling, written assignments, reading assignments, supervision,

attendance, participation in seminars, and on-call schedule), ability to develop a Learning Covenant/Contract in accordance with personal and professional goals, willing to abide by hospital policies

3. *Motivated*

Motivated to learn about ministry (professional growth), self (personal growth), and how to minister to persons in crisis (professional skills).

4. *Emotionally Stable*

Able to tolerate the stress of the clinical setting and interpersonal/experiential education, free enough from depression and situational stress to invest in learning covenant created with supervisors and peers.

5. *Self-Aware*

Aware of personal and professional strengths and weaknesses as apply to potential as a CPE student. Aware of strong feelings and emotions as related to personal and professional life.

6. *Open Attitudes*

Free of attitudes that would be harmful in relating to patients and or staff, able to cooperate with authority, open to discovery, willing to listen to and understand others even in the midst of difference, willing to share one's own feelings, attitudes, and observations.

7. *Interpersonal Competence*

Demonstrates ability to initiate and sustain interpersonal relationships with others—including ability to communicate one's own thoughts and feelings.

8. *Realistic Expectations*

Goals for learning that are relevant to the Objectives and outcomes of CPE, an understanding of CPE that is not incongruent with the Prisma Health program.

III. ADDITIONAL FORMAL CRITERIA FOR CHAPLAIN RESIDENCY

- A. Completion of a College Baccalaureate degree and a Master of Divinity degree, or its equivalent. Written request for exemption from the M.Div. requirement will be considered by the Manager of Clinical Pastoral Education and Director for Pastoral Care Services, who will assess the applicant's capacity for training at Master's Degree Level.
- B. Ordination or endorsement by the applicant's faith group.
- C. Satisfactory completion of a minimum of one accredited unit (or partial unit) of Level I CPE with an ACPE, Inc. accredited center.
- D. Experience in pastoral work.
- E. A physical examination by Prisma Health before beginning working the residency program.

IV. ADMISSIONS PROCEDURES FOR ALL PROGRAMS

- A. After acknowledging by letter, email or phone call, an inquiry about any of the CPE programs, the inquirer will be directed to information including but not limited to the following:
 - 1. A brief description of Prisma Health and the particular program in which the inquirer is interested.
 - 2. A copy of the Admission Procedure/Fee Policy for that program.
 - 3. A CPE application form.
 - 4. A list of dates for units scheduled.
 - 5. Stipend and benefits information (residency program only).
 - 6. Application deadline (varies per program).
- B. When a completed application is received, the applicant will be sent a letter/email which:
 - 1. Acknowledges receipt of the application and application fee.
 - 2. Specifies action taken by admission committee—including whether or not a personal admission interview will be requested.
- C. When an incomplete application is received, the applicant will receive a letter/email/phone call which:
 - 1. Acknowledges receipt of the incomplete application.
 - 2. Requests items missing from the application be forwarded as soon as possible.
- D. Decisions will be made by the Manager of CPE and the Director of Department of Spiritual Care & Education.
- E. Notification of admissions decisions will be made promptly.
 - 1. All applications for the summer unit, which are completed, will be acted upon within 30 days of receipt of completed application or post-interview.
 - 2. Each application for Extended units will be acted upon within 30 days of receipt of completed application post-interview.
- F. Procedures for Admission to Residency
 - 1. A thru E from above will be followed.
 - 2. The CPE Supervisors in our center serve as the admissions committee for this accredited ACPE, Inc. center and will choose the applicants who will be invited for an interview.
 - 3. The CPE Supervisor conducting the residency program may choose alternates in the event that invitees do not accept residency positions. The Supervisor may re-open the application process and/or conduct more interviews before inviting persons to all available positions.

- G. When applicants to any of our programs are notified of their acceptance, they will have 10 days to return a letter of intention and acceptance into the CPE Program at Prisma Health. To ensure a space in the unit, students must pay a \$100 deposit when they send back the signed letter. If a third party, or seminary, will be paying the unit fee, the registrar must also sign the letter.
- H. Before beginning internship or residency at Prisma Health, students must attend and complete the corresponding Prisma Health orientation. For interns this orientation is coordinated through the Volunteers Office at GMMC. For residents this orientation is the Prisma Health orientation required of all new employees. The date of your orientation will be forwarded to you as soon as it is scheduled.
- I. Upon acceptance CPE Residency Program, student must complete on-line application for Prisma Health Human Resources Department. That information will be forwarded to student upon acceptance into program.

V. FEE POLICY FOR CPE AT PRISMA HEALTH

- A. Applicants will be given the following CPE Fee policy when they inquire or apply to any CPE Program at Prisma Health.
- B. Fees:
 - 1. Application fee, non-refundable. (\$25.00 made payable to Prisma Health Spiritual Care & Education).
 - 2. Deposit of \$100.00 due within ten days of acceptance into program. If a third party or seminary is paying the unit fee, the signed letter signifying that must be returned.
 - 3. Fees are \$450 per internship and \$1350 for residency.
 - 4. Applications may be submitted by mail or email
 - a. Columbia Applications
 - i. Mail to Spiritual Care & Education, Taylor at Marion Street, Columbia, SC 29220
 - ii. Email to stephen.robinson@prismahealth.org
 - b. Greenville Applications:
 - i. Mail to Spiritual Care & Education, 701 Grove Road, Greenville SC, 29605
 - ii. Email to ralph.garofano@prismahealth.org
- C. Reimbursement
 - 1. Unit tuition will be reimbursable in full only in documented medical emergency cases before the unit begins.
 - 2. No reimbursements will be made after the unit begins.