

MISSION AND PASTORAL CARE
MEDSTAR GEORGETOWN UNIVERSITY HOSPITAL
DEPARTMENTAL POLICIES

CPE ADMISSIONS POLICY

PURPOSE: To assure that the Clinical Pastoral Education program does not discriminate against persons because of race, gender, age, faith group, national origin, sexual orientation, or physical disability. Our hiring practices conform to the Georgetown University policies on equal opportunity and non-discrimination in education, non-discrimination on the basis of religion and national origin, equal opportunity and non-discrimination in employment, and affirmative action in employment.” See the university’s Institutional Diversity, Equity and Affirmative Action website ideaa@georgetown.edu to review policies. The center also, following ACPE requirements, does not discriminate against persons because of race, ethnicity, religious/spiritual tradition, sexual orientation, gender identity, gender expression, age or disability.

POLICY: Medstar Georgetown University Hospital’s Department of Mission and Pastoral Care shall not discriminate against any individual for reasons of race, ethnicity, religious/spiritual tradition, sexual orientation, gender identity, gender expression, age, national origin, or disability. All Certified Educators, Certified Educator Candidates (CEC), presenters, staff members, and members of the consultation group extend equal access to educational opportunities to all qualified persons.

This policy notwithstanding, all students accepted in the program shall be able, with reasonable accommodation, to perform the physical duties necessary for their role. At all levels (Level I/Level II, Resident and Certified Educator Candidate (CEC), the CPE student needs to sustain sufficient physical and emotional health to deliver pastoral 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 that is a normal part of institutional culture.

REQUIREMENTS FOR ADMISSION (all levels)

- A completed ACPE application.
- An admission interview with a qualified interviewer, for persona applying for an initial unit of CPE, to determine readiness for clinical learning. Most interviews are conducted by the CPE Faculty at MGUH, either face to face or via Zoom/Webex.
- Either graduation from high school/completion of a GED or ordination by a religious/spiritual tradition or commission to function in spiritual care by an appropriate religious/spiritual authority as determined by ACPE.
- Fulfillment of education or experience requirements established by the ACPE accredited center.
- A signed Use of Clinical Materials Consent Form.

ADMISSION TO THE RESIDENCY

Medstar Georgetown University Hospital's CPE Residency receives more qualified applicants than we are possibly able to accept into the program. Our admissions criteria give attention to forming a peer group which reflects diversity. Criteria for admission to the residency program include:

- Willingness to comply with the Ethical and Religious Directives for Catholic Health Care Services (6th Edition of July, 2018) in carrying out professional duties at the hospital.
- A level of education appropriate for graduate level theological work.
- Sufficient physical and emotional health to deliver pastoral care and to engage successfully in the CPE educational process.
- Ability to work successfully in the sophisticated environment of an academic medical center and with the supervisor and faculty of the program.
- Appropriate ecclesiastical relationship or endorsement.
- Promise of successfully meeting the learning objectives of Clinical Pastoral Education
- Completion of background check and health screening
- A signed Use of Clinical Materials consent Form

ADDITIONAL REQUIREMENTS FOR CERTIFIED EDUCATOR PROGRAMS

- A completed Application for Certified Educator Programs\
- College graduation
- Graduate theological degree or its equivalent
- Ordination or commissioning to function as a spiritual care provider by an appropriate religious/spiritual authority as determined by ACPE
- Endorsement/statement of accountability from an appropriate religious/spiritual authority as determined by ACPE
- Successful completion of a minimum of four units of Level I/Level II ACPE CPE
- Demonstration of spiritual care and conceptual competence as evidenced by the attainment/completion of the Level I/Level II Outcomes
- Evaluation of the competencies for admission to a Certified Educator Program.

Application materials will be destroyed for students not accepted into our program. If students want materials returned, they will provide a self-addressed stamped envelope with proper postage.

PROCEDURE:

The Medstar Georgetown University Hospital Department of Mission and Pastoral Care admissions requirements and procedures comply with ACPE Standards 2020.

SUMMER PROGRAM:

The eleven-week full-time summer unit of CPE evaluates applications primarily in the early winter for the next summer program. Placement at MedStar Georgetown for the summer CPE unit is very competitive due to the large number of seminarians applying for summer CPE. Interviews begin in December or January until intern slots are filled. Acceptances are issued via email. A deposit is required to hold a space.

EXTENDED CPE:

The fall through spring extended CPE program generally runs from early October to late April. The center reviews applications in the spring through summer. Acceptances are issued via email. A deposit is required to hold a space.

RESIDENCY YEAR:

Prerequisites for the residency program are at least one previous unit of Clinical Pastoral Education and significant work on the graduate level in theology. A theology degree is preferred. The program Certified Educator/Certified Educator Candidate (CEC) may consider equivalencies to these prerequisites. Interviews normally begin in late winter to spring. Benefits and compensation are offered by Georgetown University.

CERTIFIED EDUCATOR CANDIDATE ADMISSION:

The requirements are listed on the ACPE website concerning admission to the Certified Educator Process. Admission is a two-fold process, first to the center and secondly, there is an ACPE Certification admission interview to assess the CEC's readiness based on completion of a written competency assessment and numerous other documents. Please review the requirements on the ACPE website. Pastoral experience and theological training are important considerations. The center's initial interview is offered when a Certified Educator Candidate (CEC) position is available and complete materials have been submitted which verify having met the requirements for admission.

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DEPARTMENTAL POLICIES

FINANCIAL POLICY

PURPOSE: To assure that the clinical Pastoral Education program addresses fees, payment schedule, refunds, stipends and benefits.

POLICY: MedStar Georgetown University Hospital shall provide each potential CPE student with a copy of the tuition and fee schedule upon request of program information. Tuition and fees may be reviewed and/or changed quarterly. Granting of credit for the CPE unit or the supervisor's written evaluation may be withheld pending payment of all fees.

PROCEDURE:

Application Fee: There is presently no application fee.

Tuition:

1. Tuition for a unit of CPE is due on the first day of the unit unless:
 - a. the student submits in writing a payment plan two weeks before the beginning of the unit which is acceptable to the center per the review by the Director of Mission and Pastoral Care and the Certified Educator or Certified Educator Candidate (CEC).
 - b. the student requests in writing a partial or full scholarship for the required tuition which may be approved by the Director of Mission and Pastoral Care and the Certified Educator or Certified Educator Candidate (CEC).
2. No CPE evaluation is to be issued without confirmation of tuition payment.
3. In the event of failure to pay tuition by the completion of the unit, no credit is to be registered for that unit.
4. Tuition for stipended residents is currently waived.
5. The center has explored sources for scholarship funding to allow for greater flexibility in including applicants who lack financial resources. Currently, as noted above, and after consultation between the Director of Mission and Pastoral Care, the Certified Educator or Certified Educator Candidate (CEC), tuition may be waived under special circumstances.

Deposit:

A non-refundable deposit of \$200.00 is required upon acceptance into a non-resident CPE unit to hold a place in that program. This deposit will only be refunded if the CPE program is cancelled. Stipended residents are not required to make a deposit. The department accepts checks, money orders, and cashier checks as methods of payment. All items should be written for "Department of Mission & Pastoral Care."

Unit Fee: All current unit fees for ACPE are paid by the center.

Refunds: If a student submits a deposit and drops out for reasons other than going to another ACPE center, the deposit will be refunded. If a student leaves the program through mutual consent, personal choice, or by the choice of the supervisor in the first three weeks of the CPE unit and the full tuition has been paid, one half of the tuition is refunded. No refund will be issued after three weeks from the beginning of the unit.

Benefits: There are no stipends or employee benefits for single-unit students. Residents are paid according to the stipend and benefits established by the Human Resources Department of Georgetown University in consultation with the University's Mission and Ministry department. These are described in the offer letter accepting the resident into the residency program.

Sample Fee Schedule

1. Application Fees:	none
2. Tuition per Unit	
a. Individual Unit	\$1000.00
b. Second or subsequent consecutive units	\$500.00
c. Stipended Residents and Certified Educator Candidates (CEC) tuition waived	
3. Unit Fees are paid by the center to ACPE.	
4. Resident Stipend:	\$32,436.00
Medical insurance is available.	
5. Supervisory Resident Stipend:	\$42,827.00
Medical insurance is available	