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**SUBJECT: CPE Policy #50 Admission Policy**  
Responsibility of Clinical Pastoral Education Manager  
Reviewed: April 2020

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### **Purpose**

To assure that the Clinical Pastoral Education program does not discriminate against persons because of race, gender, age, faith group, national origin, sexual identity, gender identity or physical disability.

### **Policy**

MWHC CPE Center shall not discriminate against any individual for reasons of race, sex, gender, age, faith group, national origin, sexual identity, gender identity or physical disability. Equal access to educational opportunities is extended to all qualified persons. All members of the faculty and consultation group are expected to cooperate in making this policy valid in fact.

This policy notwithstanding, all students accepted into the program shall be able, with reasonable accommodation, to physically perform the duties as contained in this position description for CPE Intern and Residents including the Certified Educator Student(s).

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.

### **Procedure**

- 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 and are outlined below.

### **CPE Applications**

All Inquiries for CPE applications are responded to by the CPE Manager via e-mail or by postal mail that includes a description of the CPE program at MWHC and application requirements. Completed ACPE applications along with a \$50 application fee are to be received by the CPE Manager prior to processing. Applicants may be interviewed by one or more members of the CPE faculty and/or Spiritual Care Advisory Board. Time frame for applications varies from unit to unit. The CPE Manager will provide prospective applicants with information about the center and unit of interest.

## **Summer Unit**

The current application process for summer units requires completed applications to be received prior to January 1 of that year and each application will be evaluated and interviews arranged accordingly. Applications for MWHC CPE are accepted until early spring or until the program is filled as noted in the program material sent to prospective applicants. It is the policy of this Center to arrange an on-site or phone interview with a member of our CPE faculty. An applicant may arrange to have an interview conducted with a qualified interviewer in their geographical area. An interview report must be submitted by the interviewer as part of the applicant's application packet. Applicants are notified of acceptance, non-accepted, or if they are placed on a waiting list via email, phone or postal letter. All applicants are notified during the interview of notification time frame, typically within two or less weeks from date of interview.

## **Fall/Spring Extended Unit**

Completed applications for the extended unit are submitted during the spring - summer prior to the student's desired admission to the CPE program. The extended unit begins in September and runs through mid-May of the subsequent year. The extended unit is a part time commitment and the program days and times vary from year to year. It is the policy of this center to arrange an on-site or phone interview with a member of our CPE faculty. An applicant may arrange to have an interview conducted with a qualified interviewer in their geographical area. An interview report must be submitted by the interviewer as part of the applicant's application packet. Applicants are notified of acceptance, non-accepted, or if they are placed on a waiting list via email, phone or postal letter. All applicants are notified during the interview of notification time frame, typically within two or less weeks from date of interview.

## **Application Instructions for Chaplain Intern (Level I/Level II):**

Application forms may be downloaded from the Association for Clinical Pastoral Education website: [www.acpe.edu](http://www.acpe.edu) or you may call them at (404) 320-1472 and request a fax or mail copy.

1. A completed ACPE application (two pages signed/dated)
2. Essay responses to items #2,3,4,5, and 6 (a maximum of five pages per question/response)
3. Copies of self and Educatory evaluations from *ALL* previous unit(s).
4. Short Essay (maximum of three paragraphs, one page) answering "Why I want to do CPE at the MWHC?"
5. Enclose a check or money order for \$50.00 (made payable to "MWHC Dept of Spiritual Care") for your application processing fee.

Applications may be submitted by (only one of the following application material submission processes is required):

1. Email the completed package as a PDF to [Tahara.Akmal@Medstar.net](mailto:Tahara.Akmal@Medstar.net) and indicate within the email body the status of the application fee.

2. Mail *two hard copies* along with a check or money order for \$50.00 (made payable to “MWHC Dept. of Spiritual Care”).  
Please do not send applications to the ACPE Office.

All inquiries and correspondence should be directed to:

Medstar Washington Hospital Center  
Department of Spiritual Care  
Attn: CPE Manager  
110 Irving St., NW, the Spiritual Care Residents Office  
Washington, D.C. 20010-2975  
Phone: (202) 877-7553  
Fax: (202) 877-0816 or (202) 877-3898

Due to the number of applicants only those accepted or placed on a waiting list will be notified via email.

### **Chaplain Resident I Applications:**

Applicants for the Chaplain Resident I position, who are applying for a one-year residency (three units of CPE) may apply three to five months prior to the start date of the program. Residency program occurs from May to the end of May the subsequent year. Vacancies that may occur throughout the year's program are filled at the discretion of the Certified Educator(s) and CPE Manager. A peer group of at least three CPE (Level I/Level II) students will be maintained.

Requirements for completed applications are listed below:

- Completed applications include evaluations from previous units of CPE (yours and your Educators') and are to be sent to the CPE Manager.
- Applicants must have completed one prior unit of CPE.
- Applicants must have advanced theological studies, such as an M.T.S. or a M.Div. In cases where these requirements are not part of the applicant's faith tradition, these specific degree requirements may be waived if the student has a graduate or theological degree that is deemed as an equivalency.

As vacancies to positions occur, selected applicants will be interviewed by members of the faculty and/or members of the Spiritual Care Advisory Board. Applicants will also be interviewed by Human Resources and will be subject to a routine background check. The stipend is paid out biweekly, 14 days allotted for vacation, 2 personal days and access to health benefits. Applicants are notified of acceptance, non-acceptance, or if they are placed on a waiting list.

### **Application Instructions for Chaplain Resident I:**

Application forms may be downloaded from the Association for Clinical Pastoral Education website: [www.ACPE.edu](http://www.ACPE.edu) or you may call them at (404) 320-1472 and request a fax or mail copy.

Submit the following:

1. A completed ACPE application (two pages signed/dated)
2. Essay responses to items #2,3,4, 5 (the “helping incident” is your verbatim), and 6 (a maximum of four pages per question/response)
3. One verbatim (pastoral encounter must be within the past two years)
4. Copies of self and CPE Educator’s evaluations from ALL previous unit(s)
5. Letter of endorsement, good standing or reference from a person within associated faith tradition. This is typically from the Chaplaincy Endorsing agency of your faith tradition.
6. Enclose a check or money order for \$50.00 (made payable to “MWHC Dept of Spiritual Care”) for your application processing fee.

Applications may be submitted by (only one of the following application material submission processes is required):

1. Email the completed package as a PDF to Tahara.Akmal@[Medstar.net](mailto:Tahara.Akmal@Medstar.net) and indicate within the email body the status of the application fee.
2. Mail *two hard copies* along with a check or money order for \$50.00 (made payable to “MWHC Dept. of Spiritual Care.”)

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Washington, D.C. 20010-2975  
Phone: (202) 877-7553  
Fax: (202) 877-0816 or (202) 877-3898

Due to the number of applicants only those accepted or requesting to be placed on a waiting list will be notified via email.

### **Certified Educator Candidate Applications**

Applicants for the Chaplain Resident II – Certified Educator Candidate position may apply at any time upon conferral with the CPE Manager that an opening does exist. Completed applications include all evaluations from previous units of CPE (yours and your CPE Educator’s) and are to be sent to the CPE Manager. Applicants must have completed a minimum of four units of CPE. Other requirements listed are a part of the program materials sent to prospective applicants. As vacancies to positions occur, selected applicants will be interviewed by members of the faculty and/or members of the Spiritual Care Advisory Board. Applicants will also be interviewed by the CPE Manager and Human Resources and will be subject to a routine background check. This is a salaried position which is paid out biweekly and includes vacation and personal days based upon MWHC accrual system, holidays and access to health benefits. Applicants are notified of acceptance, non-acceptance, or if they are placed on a waiting list via email, phone or postal letter within two weeks of date of interview.

Applicants from other institutions who wish to develop a “placement” relationship with the MWHC are encouraged to apply. These applications will be evaluated on a case by case basis. The above interviewing and notification processes apply. A written agreement is required for all “placements.”

**Chaplain Resident II, Certified Educator Candidate Application Requirements:**

A personal history presentation. In either a paper or video, demonstrate your awareness of how significant relationships and events have influenced the ways in which you provide spiritual care. Include how your development of self is influenced by familial relationships/dynamics, significant events, and spiritual/theological/meaning-making development. Key to responding to this question is to articulate one’s understanding and knowledge of how socio-economic, cultural systems and structures have influenced your personal identity.

A theological/philosophical/grounding Paper. Articulate your theological/philosophical/grounding foundation for your approach to spiritual care and the various tributaries that influenced your understanding. Key to responding to this question is to illustrate your theological/spiritual/meaning-making journey and development and to highlight those who contributed to your grounding. Be sure to include descriptions of your concept of the “Divine,” humankind, suffering, and community, and how each influences your practice of spiritual care.

A description of your work (vocational) history. Include a chronological list of jobs/positions/dates of employment and a brief statement about your current employment and work relationships.

A “verbatim” account in which you were the person providing spiritual care. This document should demonstrate and articulate your expertise as a spiritual care provider. Include an in-depth reflection of your assessment of the care receiver’s spiritual needs, your chosen interventions, the impact your interventions had on addressing the situation. Describe how your personhood and personal history informed your practice of spiritual care within this event, as well as, how your theology/philosophy/grounding influenced your assessment and interventions.

A cultural awareness paper. Articulate your cultural background and its impact on the manner in which you provide spiritual care in a multicultural environment. You should speak to the particular elements of your cultural background and how these might help or hinder your ability to provide effective spiritual care in a multicultural environment.

A video recording. Record a teaching event in which you were the primary educator. It should reflect your gifts in the area of didactic teaching and demonstrate one’s abilities to integrate academic knowledge into your spiritual care.

A description of your CPE journey Describe the impact that this type of education has had on your development as a spiritual caregiver. Include your understanding of what it

means to be an ACPE Certified Educator and your motivation for entering this educational process.

Include all CPE evaluations, your written evaluations and your Certified Educator's evaluations.

Provide a written statement on how you met Level I and Level II outcomes.

Application forms may be downloaded from the Association for Clinical Pastoral Education website: [www.acpe.edu](http://www.acpe.edu) or you may call at (404) 320-1472 and request a fax or mail copy. Submit two hard copies of this completed ACPE form and accompanying essay responses; enclose also a check or money order for \$50.00 (made payable to "MWHC Dept. of Spiritual Care") for your application processing fee.

The Certified Educator Candidate training process at MWHC, as per ACPE 2020 Standards, is a developmental and integrative process. The curriculum is intended to capture the essential concepts, experience and reflection that helps a candidate to meet the ACPE 2020 Standards.

All inquiries and correspondence regarding the Chaplain Interns, Residents I & II units of CPE at MWHC, including application submission and fee payments, should be directed to:

CPE Manager  
Medstar Washington Hospital Center  
Department of Spiritual Care  
110 Irving St., NW, Room 1B-18  
Washington, D.C. 20010-2975  
Phone: (202) 877-7553  
Fax: (202) 877-0816 or (202) 877-3898

### **Visa Information for International Students**

Prospective students must submit the required application material (see above application information for the appropriate program to which you are applying) and other pertinent materials to satisfy student eligibility for the program. Once the student is interviewed (if applicable) and accepted into the program a copy of the student's acceptance letter which includes the dates of the program is forwarded to ACPE, Inc. The ACPE national office will send the student a J-1 visa application packet to complete (with the center's assistance) and returned to ACPE, Inc. Upon receipt of the completed application, ACPE will send the student J-1 visa documents to the student. ACPE, Inc. is no longer authorized to process change of status requests for students who currently reside in the U.S. Prospective students residing outside of the U.S. must make an appointment at the U.S. Embassy in their country to get their visa documents approved. Each year ACPE, Inc. receives a limited number of visas from US Immigration. Visa applications are processed in the order in which they are received. ACPE, Inc. and the center does not guarantee visa availability.