CLINICAL PASTORAL EDUCATION

Guide for PTS Students 2021-2022

Published by the Office of Field Education
Princeton Theological Seminary
Covid-19 – Guidelines:

- Review and follow PTS Creating a Community of Care & Wellness guidelines: https://issuu.com/ptsem/docs/pts_health_guidelines_fall_2020
- Important to contact sites before submitting a CPE application is submitted, to confirm that the site program is resuming their CPE program during Covid-19.

Student Financial Responsibility for CPE

- An application fee paid to the site.
- A site fee generally ranging from $500 to $800.
- Tuition to PTS for two or three credits (unless these credits are deducted from a PTS grant).
- **Note:** PTS provides a partial stipend for CPE, if funding is available (Not for a CPE elective credit).

CPE Course Registration

**SUMMER**

- FE2110, 2 credits, fills FE requirement,
- FE3110, 2 elective credits, does not fill FE requirement
- PC4110*, 3 elective credits, does not fill FE requirement

**ACADEMIC YEAR**

- FE2111, 2 credits, fills FE requirement,
- FE3111, 2 elective credits, does not fill FE requirement
- PC4111*, 3 elective credits, does not fill FE requirement

*Must complete a PC course under the Practical Theological department prior to admission of a CPE program.*
CONTENTS

What is CPE?....................................................page 1

Objectives for CPE............................... page 2

Types of CPE Sites................................. page 3

Units of CPE.............................................page 3

Levels of CPE..........................page 4

A Typical Day in CPE..................page 5

CPE Application Process............... page 6

CPE for PTS Credit.......................page 9

Chaplaincy Certification............... page 11
WHAT IS CPE?

Clinical Pastoral Education (CPE) was conceived by Dr. Richard C. Cabot as a method of learning pastoral practice in a clinical setting under supervision. In the 1920's the Reverend Anton Boisen enlarged the concept to include a case study method of theological inquiry - a study of "the living human document." As CPE developed, others expanded CPE to integrate into pastoral practice knowledge of medicine, psychology, and other behavioral sciences. Today many supervisors emphasize the importance of pastoral relationships being formed through an integration of personal history, behavioral theory and method and spiritual development.

CPE is theological and professional education for ministry. In CPE theological students, ordained clergy, members of religious orders, and qualified lay people minister to people in crisis situations while being supervised. Out of intense involvement with supervisors, other students, people in crisis, and other professionals, CPE students are challenged to improve the quality of their pastoral relationships.

A number of experiences have shaped my rising desire to understand more deeply and speak more effectively as a supervisor of CPE. …The first time I stood at the bedside of a young man dying of cancer, I felt totally inadequate to the task. I realized that the tools I had been given and the theories I was being taught could not speak to the depths of suffering in front of me.

Through pastoral practice, written case studies and verbatims, individual supervision, seminar participation, and relevant reading students are encouraged to develop genuine, caring pastoral relationships. Through viewing complicated life situations from different viewpoints students are able to gain new insights and understandings about the human situation. Theological reflection is important in CPE as pastoral people seek ways to integrate theology with life experience.

CPE provides an opportunity to integrate one's theology and values with the actual practice of ministry. It is an intensely personal experience taken in fellowship with others who are also seeking to develop their ministry in pastoral care. Often part of seminary education, it is also continuing education and refreshment in ministry for the experienced pastor. Furthermore, CPE provides the professional training needed for a career in chaplaincy.

**OBJECTIVES FOR CPE**

Clinical Pastoral Education includes the goals of Pastoral Reflection, Pastoral Formation, and Pastoral Competence. At the beginning of each CPE Unit, participants develop a learning contract around these three goals:

**Pastoral Reflection:** reflection on one's self as person and pastor in relationship to persons in crisis, the supervisor, and peer group members, as well as the curriculum and institutional setting.

**Pastoral Formation:** focus on personal and pastoral identity issues in learning and ministry.

**Pastoral Competence:** deepening and unfolding of competence in pastoral function, pastoral skills and knowledge of theology and the behavioral sciences.
TYPES OF CPE SITES

While CPE is most commonly associated with hospital settings, there are a variety of contexts in which students can complete CPE. The ACPE and CPSP Directory allows students to search such contexts as: (However, most CPE accredited sites are found in hospitals).

Hospitals
Community organizations
Correctional centers
Counseling centers
Programs for the developmentally disabled
Hospices
Parishes, Retirement/Geriatric Facilities/Rehabilitations

UNITS of CPE

CPE sites often offer several options for program enrollment. Most students complete standard or extended units, but some have enrolled in year-long/residency programs after graduation.

**Standard Unit:** The standard unit is a minimum of 400 hours in a sequence of 11 weeks. Most students opt to enroll in a standard unit during the PTS summer semester.

**Extended (Part-Time) Unit:** The extended unit is 400 hours of training spread over a longer period, usually 15-20 hours a week for at least 25-30 weeks and can be done during the academic year (September to first week of May (Fall/J-Term/Spring)).

**Year-Long Intensive Unit (Residency):** The Year-Long CPE residency programs (offered at some accredited CPE sites) consists of 3-4 consecutive units, for 9 or 12 months, for which one successful unit of CPE (Level 1) is a prerequisite.
LEVELS OF CPE

Units of CPE are offered at three different levels: Level 1, Level 2, and Supervisory. Program levels are sequential therefore the outcomes for each level must be completed before moving to the next level. (Note: If you are in a Military Chaplaincy program, please speak with your Field Education Advisor, to further assist.)

**Level I CPE** addresses basic competencies and issues of pastoral reflection, formation, identity and functioning. Level 1 CPE focuses on pastoral identity formation and initial pastoral function.

**Level II CPE** addresses advanced competencies and issues of pastoral function, reflection and integration. Level II CPE programs provide training aimed at a specialization or ministerial goal, such as institutional chaplaincy, pastoral counseling, or parish, appropriate to the training setting. Completion of two basic units and consultation with a committee of supervisors are typically required.

**Supervisory CPE** addresses the supervision and education in the theory and practice of supervision of Clinical Pastoral Education. Some students, after completing several units of CPE, choose to enroll in Supervisory CPE working toward certification as a CPE supervisor. In Supervisory CPE the student learns the theory and practice of supervision and has an experience of supervising CPE students under the guidance and with the consultation of a CPE supervisor.

“For just as the sufferings of Christ are abundant for us, so also our consolation is abundant through Christ. If we are being afflicted, it is for your consolation and salvation; if we are being consoled, it is for your consolation, which you experience when you patiently endure the same sufferings that we are also suffering. Our hope for you is unshaken; for we know that as you share in our sufferings, so also you share in our consolation.”

I Corinthians 1:5-7
A TYPICAL DAY IN CPE

CPE units may be either full time or part-time. Either schedule will include an equivalent number of ministry and education hours. Some extended CPE units meet one day per week for structured educational sessions, and ministry/clinical hours are performed at other times. A more common day, however, is one in which time is provided for ministry/clinical hours and for several education didactics.

Since the heart of CPE is ministering and learning from the experience, a day’s schedule frequently includes a variety of activities, such as:

- ministry to patients, their families and friends;
- individual supervision;
- clinical seminar in which a student presents a pastoral encounter (verbatim) to other students and the supervisor for discussion and feedback;
- didactic seminars on relevant topics (e.g. multifaith ministry, DNR’s & living wills, organ donation, end-of-life concerns);
- discussion of a book or article;
- peer group meetings or interpersonal group sessions for mutual sharing, caring, support and relationship concerns are explored;
- leading worship in the hospital chapel;
- field trips, workshops, and clinical observations may be periodically included.

Evaluation experiences with the other students and your supervisor are also part of a CPE program and may be scheduled at the end of a unit to sum up the experience, midway to assess your learning objectives, and, at other times, such as with the other care providers in your ministry area.
CPE APPLICATION PROCESS

The process of applying to CPE programs requires thought and intentionality on the part of the student. The following steps can serve as a guide:

1. Consider what type of CPE experience you want and/or need to have. Do you need to complete CPE at an ACPE or CPSP accredited center? Is it an option for you to complete CPE at a non-accredited clinical site which utilizes the CPE model? PTS has a few clinical sites in our database and at least one utilizes a CPE training model.

2. Identify potential CPE sites by state. Detailed information concerning sites, benefits, etc. can be found at the ACPE (Association of Clinical Pastoral Education) website at www.acpe.edu or the CPSP (College of Pastoral Supervision and Psychotherapy) website at www.cpsp.org. ACPE and CPSP are accrediting organizations for CPE programs.

3. Complete the necessary application(s). Applications are available online and can be downloaded from the accredited CPE websites. Completed applications are usually 5-7 pages long (double spaced).

4. Set up an admission interview with a CPE supervisor. Send the completed application to the supervisor at least two weeks before the interview. This may involve a fee.

5. Consider applying to more than one center for summer units. The earlier you apply the better chance you have to secure an interview at your preferred site. Students should initiate contact with sites by Fall Mid-Term Reading Week, and no later than the second week of January. If you apply to multiple sites, upon accepting an offer and confirming your enrollment in a program, please be sure to notify the supervisors at the other sites.

6. Review finances. Financial responsibility for CPE lies with the student. Most CPE centers do not offer compensation for introductory units of CPE. Costs for CPE may include (but are not limited to):
• An application fee paid to the site.

• A site tuition fee typically ranging from $500 - $800. Student are encouraged to inquire about financial scholarship that may waive the fee from the CPE site.

• If CPE is taken for Field Education or Pastoral Care credit, tuition to PTS is required, however, should the student have a PTS Grant these charges will be deducted from the grant if CPE is done during the time-frame of the degree program: MA(TS) & MACEF (2 years), MDiv (3 years), DUAL (4 years). See the Office of Financial Aid for details on how summer courses are covered.

**NOTE:** You may do CPE on your own for no academic credit. Judicatatories which require CPE normally do not require that you do CPE for academic credit.

**COMMON QUESTIONS TO ASK CPE SUPERVISORS**

1. What is the philosophy of your CPE program? Your educational theory?

2. What skills or awareness will the CPE experience bring to my ministry?

3. What makes your CPE center unique?

4. For sites providing students with Mentors as well as supervisors: What is the role of the chaplain Mentor vs. Supervisor?

5. What patient populations are offered within your CPE program (i.e. Children's Hospital, emergency room, drug & alcohol rehab, etc.)?

6. How are unit assignments determined?

7. What will I be doing? Can you describe a typical day?
8. What are your program requirements and dates? What should I plan on in terms of time commitments? Do you have overnight on-call?

9. What is your philosophy of individual supervision? What is your leadership approach in the IPR (group) time?

10. How many students are typically in your program? What has been the general composition of the group (age, gender, religious affiliation, seminary affiliation, etc.)?

11. When do you begin accepting applications? What is your timetable for making a decision?

12. How do I go about setting up an interview and a tour?
CPE FOR PTS CREDIT

**Note:** If you have taken CPE, no more than 2 years prior to your admission to PTS, you may be able to waive one of your field education requirements for your degree (MDiv, MDiv/MACEF, MACEF). Student would provide a copy of the first unit certificate and of the final reflection report with both parts (student and supervisor) and all signatures noted and provide it to your Field Education Advisor in the initial meeting.

**If you wish to do CPE for PTS academic credit:**

1. Submit a copy of your CPE letter of acceptance to the Office of Field Education and fill complete a Placement form noting that you have found a placement for either summer or academic year. [https://ptsem.formstack.com/forms/placement_form_2022_23](https://ptsem.formstack.com/forms/placement_form_2022_23)

2. If you are taking CPE to satisfy a **field education requirement** you will be registered for FE 2110 (summer) or for FE 2111 (academic year), as noted on your Placement form. Upon successful completion of your placement you will receive two Field Education credits and a notation that you have satisfied one field education unit.

3. CPE may also be done for either two **field education elective** credits (FE 3110 for the summer, FE 3111 for the academic year) OR for three pastoral care elective credits (PC 4110 for the summer, PC 4111 for the academic year). Student would have to complete a Pastoral Care course prior to taking CPE for a pastoral care elective credit. Please speak with your advisor about registration options. This does not satisfy a Practical Theology course.

4. Students doing CPE for credit must complete all course work, along with CPE requirements for completion of unit.

5. The only grades for **CPE in any context are P (Pass), D, or F (Fail)**. Grade consideration are reports from site supervisor and Field Education guidelines.
6. The Office of Field Education must have both the student’s and the supervisor’s final evaluation in hand in order to make decisions about a student’s final grade by stated deadlines (see course syllabus). Occasionally the student’s CPE supervisor is not able to submit the completed evaluation by the stated deadline. Should this occur, supervisors are asked to submit written confirmation to the student’s Field Ed Advisor indicating whether or not the student has passed the CPE Unit. Once the supervisor evaluation is complete, the student must submit it to the Office of Field Education and upload all parts to Blackboard or BrightSpace.

“...CPE has indeed been life changing for me. I have never been under such stress and so exhausted in my life and at the same time I don’t remember ever feeling so consistently happy, steady, and useful. I worked in pediatrics and loved it, and did things that I never imagined I would be capable of handling at all, let alone handling [them] with grace. I came to new questions about my faith and insights into who I am and why I am that way. My group was stunning -- I haven't felt this authentically known by many people ever, and I can't believe I've only known them for 11 weeks. This experience was amazing and I'm looking into residencies to apply to for next year.

Laurie Lyter commenting on her CPE experience at Advocate Lutheran General Hospital
CONSIDERING CHAPLAINCY?

If you are interested in chaplaincy as a vocation, you may find it advantageous to familiarize yourself with the process for becoming a Board Certified Chaplain (BCC). Some organizations which offer certification for chaplains are:

*Association of Professional Chaplains (APC):*
  www.professionalchaplains.org

*The National Association of Catholic Chaplains (NACC):*
  www.nacc.org

*Association for Clinical Pastoral Education (ACPE):*
  https://acpe.edu/

*The College of Pastoral Supervision and Psychotherapy (CPSP):*
  www.cpsp.org
For more information:

Office of Field Education, 304 Templeton Hall
Hours: 8:30-4:30
Phone: 609-497-7970
Email: field-ed@ptsem.edu
Web: https://inside.ptsem.edu/Landing/Employee.aspx

Rev. Jennie Lee Salas, MDiv, MSW
Association Director of Field Education
CPE Program Coordinator
jennie.salas@ptsem.edu