

Dear International Applicant,

Please look over the following pages and respond to the essays required of this application packet.

The first and second essays ask you to write about your life experiences and of your religious/spiritual formation. This is not a request for a resume of your life or religious/spiritual life. The essays invite you to write in a reflective way that reveals important experiences and persons that have helped shape you into the person who is applying for this position. What themes and values were instilled and who helped shape them are important considerations. The pain, struggles, grief have you encountered, or even survived and how these experiences and events impacted your identity and also you functioning at this point in your life are important to reflect on as you write and share your story.

It is important for you to articulate any clinical or hospital work, or experience you have had as you write in your materials. When considering a “helping incident,” consider something that comes from your clinical experience. If you only have parish/church experiences, write from this context. If you have neither clinical, nor church/parish experience for a helping incident, then think of another time you were called on to help. As you write of this incident, write what words may have been exchanged between you and the care-seeker. Consider what you felt like and what informed the decisions you made with the care-seeker. Reflect on how you think you did, or what you may have done differently as you look back on the incident.

In anticipation of receiving an interview with our program:

We anticipate meeting with you and having an interview with you through an internet video format. We will assist with a platform to meet with you, however we will also need for you to consider a private space and a strong enough internet connection to support such an interview time. We will also try to establish a time for you to test that connection if you think it would be helpful to you.

If accepted into our program, you will be required to obtain a J-1 Visa. The work to acquire a J-1 Visa will primarily belong to you as a potential student in our program. The ACPE national office will assist a pathway for this to happen and we will also be quickly responsive to assisting you in this process, however it is your responsibility to initiate and see yourself through the J-1 Visa process and to do so as expediently as possible. For applicants who are accepted into the program and hit obstacles to secure the visa in a timely manner, considerations could be made for the following year of our program.

We hope this is helpful information to you in preparing and presenting yourself for this application.

Association for Clinical Pastoral Education Inc. Application & Instructions for Clinical Pastoral Education

Please respond to each of the following items. Your typed responses on separate pages would be appreciated.

1. Please complete the attached form and mail to the Center or Cluster to which you are applying. Read instructions carefully before submitting. International applicants have additional requirements and deadlines. You may want to make a copy of a blank form before entering any data.
2. A reasonably full account of your life. Include, for example, significant and important persons and events, especially as they have impacted, or continue to impact, your personal growth and development. Describe your family of origin, current family relationships, and important and supportive social relationships.
3. A description of your spiritual growth and development. Include, for example, the faith heritage into which you were born and describe and explain any subsequent, personal conversions, your call to ministry, religious experiences, and significant persons and events that have impacted, or continue to impact, your spiritual growth and development.
4. 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.
5. An account of a "helping incident" in which you were the person who provided the help. Include the nature and extent of the request, your assessment of the issue(s), problem(s), situation(s). Describe how you came to be involved and what you did. Give a brief, evaluative commentary on what you did and how you believe you were able to help. *If you have had prior and **recent** CPE, please attach a copy of a **recent** verbatim as your 'helping incident' and add to the verbatim your own notes on how and what you learned from sharing this verbatim with your supervisor and/or peers. If you have had CPE, but it was more than two years ago, include a recent account of a helping incident, written up in a verbatim format. If possible, include feedback from current pastoral colleagues and/or administrative supervisor.*
6. Your impressions of Clinical Pastoral Education. Indicate, for example, what you believe or imagine CPE to be. Indicate if CPE is being required of you. Indicate any learning goals or issues of which you are aware and would like to address in CPE. Finally, indicate how CPE may be able to help you meet needs generated by your ministry or call to ministry. *If you have had prior CPE, please indicate the most significant learning experience you had during CPE. State how you have continued to use the clinical method since your previous experience. Indicate strengths and weaknesses that you have as they relate to your ministry and your identity as a professional person. Indicate any personal and/or professional learning goals and issues that you have at this time and how you believe that CPE will help you to attain or address these learning goals and issues*
7. You are required to complete an admissions interview with an ACPE Supervisor or a person approved by the center to which you are applying, or at the center to which you are applying. Contact the center to check on their policy regarding admission interviews.
8. **An application fee of \$25.00 is to be sent with each application.** If you are interviewing at a center other than the one to which you are applying, you may be required to pay an interview fee, usually due at the time of the interview. **NO fee for International Students.**
9. If you are an international applicant, you will have to obtain appropriate documentation from U.S. Immigration, which usually implies a visa and a US Social Security Number. Therefore, international applicants should have such documentation approved at least six (6) months prior to the start of the program to which they are applying. If offered employment, can you submit verification of your legal right to work in the U.S.?
Yes___ No___
10. An applicant with prior CPE should attach all previous self and supervisory evaluations and your signature below indicates you give permission for your previous CPE centers to release your evaluations for purposes of this application process.
11. Retain your own copy of this completed application and bring it with you to any interview for CPE.
12. Have you ever been convicted or pled *nolo* to a misdemeanor, a felony, or other crime? Yes___ No___
13. Can you adhere to the Mission of St. Mary's Medical Center and affirm that all persons deserve and will receive dignity and respect regardless of their age, race, sexual orientation, gender identity, religious/non-religious beliefs/practices or any other personal identifiers? Yes___ No___
14. Please attach a current resume.

I certify that all information in this application is factually true, complete, and honestly presented. I understand that I may be subject to disciplinary action, including admission revocation or program expulsion, should the information I've certified be false. I hereby give permission to the ACPE center to which I am applying to access my CPE evaluations and contact previous supervisory personnel about matters pertaining to this current application, and I consent for those contacted to provide the information sought.

Signature: _____ **Date:** _____

Return by Mail to: St. Mary's Medical Center
Spiritual Care and Mission Dept.
2900 First Avenue
Huntington, WV 25702

Or send by e-mail to: cpe@st-marys.org

Application for Clinical Pastoral Education

Print or type responses and mail completed application to the Center or Cluster to which you are applying.

Applying for: Fall _____ Winter _____ Spring _____ Summer _____ 12 month residency* _____ Extended Unit _____

Preferred program/site: _____ Earliest date you can begin: _____

*Please note that residency programs usually require an in-person interview in their admissions process.

Directory Information

Name: _____ U.S. Citizen: Yes No

Mailing address: _____ City: _____ ST: _____

Country & ZIP: _____ Email: _____

Day Tel.: _____ Alt Tel.: _____ Fax: _____

Permanent address: _____ City: _____ ST: _____

ZIP: _____ Country: _____ Alt Email: _____

Denomination/Faith Group Affiliation: _____

Jurisdiction/District/Diocese/Conference/Assoc: _____

Jurisdictional Authority (name/title): _____

Local Church & Ministry Position: _____

Ordained/Licensed/Appointed: _____ Date: _____

College: Degree/Date: _____

Seminary: Degree/Date: _____

Grad Schl: Degree/Date: _____

Prior CPE Dates:	Center	Supervisor
_____	_____	_____
_____	_____	_____
_____	_____	_____

Academic Reference

(Name/Title): _____

Ph: _____ Address: _____

City: _____ ST: _____ ZIP: _____ Email: _____

Denominational Reference (name/title): _____

Ph: _____ Address: _____

City: _____ ST: _____ ZIP: _____ Email: _____

Personal Reference (name/relationship): _____

Ph: _____ Address: _____

City: _____ ST: _____ ZIP: _____ Email: _____

Admissions Interviewer: _____

Address: _____

Interviewer's Ph: _____ Email: _____

Signature of applicant: _____ **Date:** _____