Application for Clinical Pastoral Education through the

 ACPE Center at the University of Pennsylvania Health System

**Please respond to each of the following items. Use FORM FIELDS, where provided. Attach additional sheets for essays, etc.**

 1. Please complete the this form electronically, save the document to your computer, and then send it along with additional materials to Hospital of the University of Pennsylvania Clinical Pastoral Care Coordinator, Betty White, at **betty.white@uphs.upenn.edu**. Read instructions carefully before submitting. International applicants have additional requirements and deadlines.

 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. If you are an international applicant, you will have to obtain appropriate documentation from US 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

 8. 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.

 9. Retain your own copy of this completed application, and bring a copy with you to any interview for CPE.

10. Have you ever been convicted or pled *nolo* to a misdemeanor, a felony, or other crime? [ ]  Yes [ ]  No

11. 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. I verify that if sending in this application electronically it constitutes my electronic signature.**

Signature:       [*your* *typed signature is official*] Date:

Department of Pastoral Care, Dulles 1, Hospital of the University of Pennsylvania , 3400 Spruce Street, Philadelphia, PA 19104

The University of Pennsylvania Health System CPE Center is accredited by the Association for Clinical Pastoral Education, Inc. (1545 Clairmont Rd., Suite 103, Decatur, GA 30033).

CPE is not a trademark and variously accredited programs are advertised and offered.

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Applying for: [ ]  Summer Internship [ ]  Residency (full-time, academic year) [ ]  Externship (part-time/extended)

Program Site: [ ]  Hospital of the University of Pennsylvania (34th St.) [ ]  Pennsylvania Hospital (8th St.)

**INFORMATION:**

Name:       U.S. Citizen: [ ]  Yes [ ]  No

Mailing address (full):

Email:

Daytime Phone:       Alternate Phone:

Permanent address (if different from mailing address):

Denomination/Faith Group Affiliation:

Jurisdiction/District/Diocese/Conference/Association:

Jurisdictional Authority (name/title):

Local Congregation/Ministry Position:

Ordained/Licensed/Appointed:       Date:

College:       Degree:       Date:

Seminary:       Degree:       Date:

Graduate School:       Degree:       Date:

Prior CPE:

Date:       Center:       Supervisor:

Date:       Center:       Supervisor:

Date:       Center:       Supervisor:

**REFERENCES:** [*Note: Applicants must personally contact references and ask them to complete the ONLINE reference form*.]

Academic Reference (name & title):

Institution:

Phone:       Email:

Denominational Reference (name & title):

Phone:       Email:

Personal Reference (name):       Relationship:

Phone:       Email:

**Applicant's Signature:**       [*your* *typed signature is official*] **Date:**

*Attach essays (Instruction items 2-6) and any other materials (Instruction items 7-8 and 11).*

*Form 2.1.17*