

Educator Candidate CPE Admission Policy

POLICY: *(Rev. Dec 2018)*

This policy outlines the purpose, procedures and requirements for admission into the Educator Candidate Program. Acceptance into the DS CPEC local program is distinct from acceptance to the ACPE Certification Process. This policy will address the admission procedures for both the local center and the ACPE national process.

PURPOSE:

To provide appropriate information to prospective applicants concerning potential acceptance into the ACPE Certified Educator process in order to offer Denver Seminary students their required CPE units for their graduation from within the DS CPEC.

PROCEDURE FOR ADMISSION:

1. Only those accepted, or able to be accepted, under Denver Seminary's requirements for hiring as Associated (Adjunct), Part-time, or Full-time Faculty are eligible for acceptance into the DS CPEC's Certified Educator Candidate CPE program.
2. From the pool of employable/employed Seminary Faculty, the ACPE accredited center, DS CPEC, does not discriminate against persons because of race, ethnicity, religious/spiritual tradition, sexual orientation, gender identity, gender expression, age, or disability.
3. There are two parts to acceptance into the Educator Candidate Training Program:
 - Part 1 details the procedure for admission into the local Denver Seminary CPE Center
 - Part 2 details the procedure for admission at the ACPE national level as a Certified Education Candidate

Part One: Application and acceptance to a local ACPE Accredited Center

1. Applicants must complete an *ACPE Certified Educator Candidate Application Form*, with attachments, and submit it in hard and electronic copy to the DS CPEC Director and in electronic copy to the ACPE national office. <https://www.acpe.edu/ACPE/Resources/Forms.aspx>
 - In addition to the materials asked for in the CEC Application and in anticipation of the ACPE admission process Part II, the DS CPEC requires applicants to address the ACPE *Competencies for Admission*. <https://www.manula.com/manuals/acpe/acpe-manuals/2016/en/topic/competencies-for-certified-educator-cpe?q=competencies>
 - Upon receipt of the application, the national office will send the applicant information about setting up a portfolio to upload her/his responses and materials to the questions on page two of the CEC Application. This will include the Face Sheet (page 10 of the CEC Admissions Application).
 - The DS CPEC Director will review the applicant's materials and if the applicant meets the criteria above, will convene a DS CPEC Interview Committee of at least two persons from the Center's PAG and the potential Certified Training Educator (if different from the Center Director)

2. Upon the positive recommendation of the DS CPEC Interview Committee to accept the applicant for Educator Training, and with the concurrence of the Center Director, the applicant will meet with the Denver Seminary Human Relations (HR) representative to sign the *ACPE Certified Educator Candidate Internship Memorandum of Understanding (MOU)*. This MOU will constitute the CEC applicant's Agreement for Training. The Seminary will then issue the applicant a *Letter of Intent* to keep renewing the student's yearly MOU through her/his Educator Certification.
 - The certified ACPE Center Director/Educator will have the final say on an applicant's acceptance into the DS CPEC's Certificated Educator Candidate Program.
 - HR will onboard the student to the Seminary.
 - The assigned DS CPEC Training Certified Educator (TCE) will onboard the student to the Center.

Part Two: The national Educator Candidate Application Process

When the assigned DS CPEC Certified Training Educator has determined that the applicant meets the competencies for admission to the ACPE Certification Process, Part Two of the admission process begins.

1. The applicant views the following videos located on the [New Certification Process](#) webpage: [Understanding Competencies](#) and [Competencies for Admission](#), writes a brief reflection paper on each video and uploads them into his/her portfolio.
2. The TCE arranges an ACPE Interview Committee of three persons to meet with the applicant either in person or via video conferencing and assures they have access to the applicant's portfolio.
 - The persons who will examine the applicant are: the DS CPEC appointed TCE, a Certification Commission Representative (CCR) and another CE from outside the DS CPEC.
3. The committee determines the applicant's level of competence and suitability for the certification process. The decision shall require a minimum of two votes for acceptance.
4. Following the committee's deliberation, feedback will be provided to the applicant.
 - If the CCR or CE determines the applicant has not met the required competencies, they will discuss their concerns with the TCE and seek consensus on a way ahead. They may seek consultation from the Commission Chair as needed.
 - If only a portion of the materials or the interview was lacking, the committee may suggest what needs to be reworked and set a date to reconvene looking only at the portion that was originally lacking.
3. Applicants who are accepted into the process are granted the title *Certified Educator Candidate* and the center will be invoiced by ACPE for their yearly CEC registration fee.
 - If an applicant is not accepted, it is possible for the local center to continue to work with the student on the areas outlined by the committee, and then arrange for a subsequent interview
 - Aspirants who choose this path will need to enroll in Level I/Level II CPE during this time period.

ADMISSION CRITERIA FOR THE LOCAL DENVER SEMINARY CPE CENTER:

1. A completed [Application for Certified Educator Programs](#)
2. College graduation.

3. Graduate theological degree or its equivalent
4. Ordination or commissioning to function as a spiritual care provider by an appropriate religious/spiritual authority as determined by ACPE.
 - Individuals whose spiritual or religious community do not have ordination should email certification@acpe.edu for more information.
5. Endorsement/statement of accountability from an appropriate religious/spiritual authority as determined by ACPE.
6. Successful completion of a minimum of four units of Level I/Level II CPE.
7. Demonstration of spiritual care and conceptual competence as evidenced by the attainment/ completion of Level I/Level II Outcomes.
8. Evaluation of the [competencies for admission](#) to a Certified Educator Program.
<https://www.acpe.edu/ACPE/Certification/Admission%20Process/ACPE/Certification/AdmissionToTheNewCertificationProcess.aspx?hkey=018b9698-3262-4048-bbb1-e415d92fcc9d>
9. Be a Denver Seminary Associated (Adjunct), Part-time or Full-time Faculty member, or be eligible to become one prior to beginning the CEC CPE training at the DS CPEC.
10. Intend to serve a *minimum* of two years post ACPE certification as an Educator in the DS CPEC.
11. Be able to speak, write, and read English that is easily understood by the general English-speaking population.
12. Be physically and emotionally healthy enough to deliver pastoral/spiritual care and lead Level I/II students in their learning.

GENERAL CRITERIA:

1. Have an interest and ability to learn and educate within the action/reflection model of process education.
2. Display an ability to develop and work an Individualized Learning Plan and Goals in consultation with the Training Educator.
3. Be available for Certified Educator Candidate peer group seminars, individual supervision and reading and writing assignments as per a CEC schedule.
4. Be available to observe, participate, supervise and educate Level I/II CPE Students as progressively assigned.
5. Be open to learning from, and ministering to and with, educators, peers and students of other theological, ethnic, racial, gender, sexual orientation, and cultural traditions.
6. Be open to communicating and listening effectively to those who have different values than his/her values.
7. Be committed to avoiding “pushing” their beliefs, theories and solutions for issues onto others.
8. Be able to establish and maintain relationships with peers and students.
9. Be open to learning, working through conflict, seeking self-awareness, and be able to accept emotions, change, and faults in themselves and others.
10. Be able to endure at least moderate amounts of anxiety, crisis and conflict as a normal part of any group culture.