

Certified Educator Candidate Fees, Refunds, Safety Documents, and Benefits

PURPOSE: *(Rev. Dec 2019)*

To assure that the Clinical Pastoral Education program addresses fees, refunds, Safety Documents, and benefits for Certified Educator Candidates.

POLICY:

This policy addresses the fees, refunds, Safety Documents and benefits for DS CPEC's Certified Educator Candidate(s).

PROCEDURE:

Denver Seminary offers eligible applicants a one-year *ACPE Certified Education Candidate Memorandum of Understanding (MOU)* that enables the student to begin educatory training in the DS CPEC. With the agreement of the Seminary, the MOU may be renewed yearly until the student becomes certified.

An additional *Letter of Intent* from the Seminary Counseling Division assures the student that although the MOU is for one year, the intent of the Seminary is to continue working with the student in the CEC process until he/she becomes certified and is able to educate Level I/II CPE students within the DS CPEC.

Tuition and Fees:

- Certified Educator Candidate Application Fee of \$350 is payable to ACPE
 - \$250 is refundable if the applicant is not accepted to *any* center
 - There is no Application Fee to the DS CPEC
- Yearly *Tuition* to Denver Seminary for CEC education is \$4,000. (As of 2020)
- Yearly *ACPE dues* of \$100
- A *CEC Integration Interview Fee* of \$500
 - If the CEC is successful in this meeting, this will be applied to their first year of membership dues
- Any and all expenses incurred for attendance at the annual ACPE National Conference, CEC Peer Group Meetings, and any travel, lodging and meals between the CEC's home and the Seminary.
 - Student Liability (Malpractice) Insurance is approximately \$40-102 depending upon the provider the student chooses

Refunds:

- Tuition to the Denver Seminary for CEC education is non-refundable
- If the CEC voluntarily terminates the Internship before completing the one-year MOU, the CEC will remit to the Seminary any expenses on the part of the Seminary already expended and/or irrevocably committed to be spent on the part of the Seminary in support of the CEC Intern's education and training

Safety Documents:

Students will need to complete/secure the required DS CPEC “Safety Documents” before beginning to work with Level I/II CPE students. Any costs for securing these documents will be borne by the CEC student.

NOTE: For further help, and to turn in proof of these documents, contact the DS CPEC CPE Program Administrator, (DS CPEC CPA) Cindy.Simpson@denverseminary.edu.

- Obtain Malpractice (Liability) Insurance (Obtained yearly)
 - In order to protect CECs being educated under ACPE processes, the Seminary, and CPE Level I/II students, CECs must secure “student” malpractice liability insurance. for \$1 million incident /\$3 million aggregate coverage. (This is not healthcare or homeowner’s insurance).
 - If the CEC student needs to acquire their own insurance, it can be purchased at a significantly reduced student rate. Several professional organizations (listed below) provide this insurance either as a stand-alone policy or as a part of joining their organization. Students are free to obtain their insurance from any provider of their choice. When obtaining student coverage, you will be considered a “pastoral counselor” or “chaplain” or “student”. Costs & fees are subject to change.
 - *American Association of Christian Counselors* (AACC) <http://www.aacc.net> 800-526-8673 (\$74 for membership with liability insurance)
 - *American Counseling Association* (ACA) (secular) <http://www.counseling.org> 800-347-6647 (\$102 student membership includes liability insurance)
 - *Healthcare Providers Service Organization* (HPSO) <http://www.hpso.com> 800-982-9491 (\$40.00)
- Sign the Accountability for Ethical Conduct Policy Form (Completed yearly)
Go to the ACPE Website <https://form.jotform.com/clarkacpe/2019-accountability-for-ethical-con>, complete the form and send back to ACPE.
- Sign the CEC Informed Consent Letter (Completed once)
 - Education of students may carry with them certain attendant risks. Each student must assess whether their level of training and amount of support provided by the Training Certified Educator is suitable for the CEC’s work with Level I/II students. If a CEC ever assesses a CPE student or group to be a danger to the CEC’s well-being, he/she should disengage from the activity immediately and inform the Training Certified Educator, DS CPEC Director, and the Denver Seminary Director, Chaplaincy and Pastoral Counseling Immediately.