**Do I have to take CPE?**

Clinical Pastoral Education is not a requirement for graduation from UPSem. The student's judicatory or supervisory board should always be consulted regarding its requirements as many governing bodies do require CPE.

Students may count three credit hours (the equivalent of a half-unit) of CPE as the required Church in the World Community Engagement or Interfaith elective if the experience fills the CIW rubric. If you wish to have the remainder of the unit count as academic credit, it MAY be possible to have three additional credit hours count as an elective. Consult with the supervised ministry staff and the registrar before beginning the CPE course in order to have a clear understanding of the potential credit hour value of a unit of CPE at UPSem.

**How do I find the CPE program that's right for my learning needs?**

The ACPE (Association for Clinical Pastoral Education) Directory lists all centers and supervisors and gives information about the characteristics of each program, including whether a stipend is offered. The directory is available online at ACPE.edu.

**What CPE programs are available in the Richmond and Charlotte areas?**

There are currently two UPSem approved centers in Richmond: VCU Medical Center and the VA Hospital.

Atrium Health in Charlotte offers ACPE programs at CHS-Union in Monroe, NC, CHS-Cleveland, CHS University, CMC-Main and Behavioral Health in Davidson. There are other accredited programs outside of Charlotte in the Carolinas.

Applications to all programs need to be completed three to six months in advance (for residency, nine months in advance).

**Can I take CPE at any hospital?**

No. CPE is only offered at hospitals or other centers that are accredited by the ACPE. A listing of these centers is available online at ACPE.edu. Some governing bodies may accept chaplaincy programs accredited by the College of Pastoral Supervision and Psychotherapy ([www.cpsp.org](http:///h)) as a substitute for CPE.

A CPE program is a formal program that is conducted under the auspices of a supervisor certified by the ACPE and at a center certified by the ACPE. A CPE program follows a carefully designed curriculum with established competencies and includes peer group interaction, individual supervision, and ministry to patients and staff. A chaplaincy in a hospital setting will usually be less formal in its design, and typically will not include a peer group experience.

**How do I apply for a CPE program?**

Most CPE centers require the applicants to complete a standard ACPE application which is available online at ACPE.edu. Upon completing the CPE application, the student needs to call a CPE center to arrange an interview with an ACPE approved supervisor. The interviewing supervisor will write a summary report of the interview and provide the student with a copy. This becomes the document that the student will submit to any CPE program he/she seeks to enter. Students should pay particular attention to deadlines established by CPE programs, so they can submit their application materials (including the interview summary report) prior to the deadline. CPE applications include essays so do not wait until the last minute to write yours.

**What fees am I responsible for paying for a CPE program?**

The student pays any fee charged by the hospital for an admission interview, as well as any application fee. The student also pays UPSem for the number of supervised ministry credit hours earned by successfully completing CPE. SMVPO pays any tuition charged by the CPE institution—but just for the first 400-hour unit. Each student is responsible for making sure that SMVPO receives an original, itemized bill from the CPE institution. SMVPO will not be responsible for any late fees charged by the CPE institution that are due to the student’s failure to get a bill to SMVPO in a timely fashion.

For Charlotte students, no payment is made directly to CPE or Atrium Health, all is covered in UPSem tuition.

**What happens if I drop out of CPE?**

It is the student’s responsibility to refund the seminary any tuition paid to the CPE center by the seminary—whether or not the center refunds the tuition.

**Does the first unit of CPE provide a stipend to the student?**

Not usually. However, students enrolled in year-long residency programs following the first unit of CPE do generally receive a stipend.

**When can I take CPE?**

Most CPE settings offer summer programs for 10 weeks after a one-week orientation period. Many offer extended programs over four to six months. A few hold meetings at night. The dates rarely match the seminary’s academic calendar, so students should register for the term(s) that coincide most closely to the hospital’s dates.