



CPE ADMISSIONS POLICY

Purpose

To assure this ACPE accredited program does not discriminate against persons because of race, ethnicity, religious/spiritual tradition, sexual orientation, gender identity, gender expression, age, disability.

Policy

1. No applicant will be denied admission based on race, ethnicity, religious/spiritual tradition, sexual orientation, gender identity, gender expression, age, national origin, or disability. Equal access to educational opportunities is extended to all qualified persons. All educators and consultation group members are expected to cooperate in implementing this policy.
2. Applicants for CPE at Cedars-Sinai will be considered on an applicant-by-applicant basis, considering readiness to learn and ability to provide pastoral/spiritual care in an institutional setting with an interfaith context.
4. At all levels of CPE, applicants must sustain sufficient physical and emotional health to deliver pastoral/spiritual care and participate in the CPE programs without detriment to themselves, other students or professionals, or patients. All applicants must demonstrate the capacity to consistently establish and maintain relationships at significant levels and be open to learning. Applicants for CPE programs must demonstrate a capacity to endure at least moderate amounts of crisis and change, which is a normal part of a healthcare organization.
5. Applicant must possess adequate English proficiency skills to be able to participate meaningfully in the CPE program and interact adequately with English speaking patients and staff.

Admission to CPE Level 1 will include the following requirements:

- A. A completed ACPE application accompanied by the application fee.
- B. An admissions interview with a qualified interviewer, for persons applying for an initial unit of CPE at Cedars-Sinai, to determine readiness for clinical learning.
- C. Graduation from high school/GED; Baccalaureate degree preferred.
- D. Faith group identification and affiliation; ordination by a religious/spiritual tradition or commission to function in spiritual care by an appropriate religious/spiritual authority, as determined by ACPE.
- E. Student and educators' final evaluations from any prior CPE.
- F. Acceptance into a CPE program and payment of the non-refundable deposit.
- G. Compliance with all of Cedars-Sinai Medical Center's health and background clearance requirements.
- H. Payment of tuition fees prior to the end of the first week of the program.
- I. Completion of orientation and self-registration with the ACPE.
- J. Signed Use of Clinical Materials Consent Form – p. A-8.

Admission to CPE Level 2 will include the following requirements:

- A. A completed ACPE application accompanied by the application fee.



- B. An admissions interview with a qualified interviewer.
- C. Baccalaureate degree or its equivalent; Master's degree or equivalent (completed or in process) preferred.
- D. Faith group identification and affiliation; ordination by a religious/spiritual tradition or commission to function in spiritual care by an appropriate religious/spiritual authority as determined by ACPE.
- E. Student and educators' final evaluations from any prior CPE demonstrating successful meeting of Level 1 outcomes.
- F. Acceptance into a CPE program and payment of the non-refundable deposit.
- G. Compliance with all of Cedars-Sinai Medical Center's health and background clearance requirements.
- H. Payment of tuition fees prior to the end of the first week of the program.
- I. Completion of orientation and self-registration with the ACPE.
- J. Signed Use of Clinical Materials Consent Form – p. A-8.

Admission to Certified Educator CPE:

The ACPE Certified Educator CPE Certification Process has two parts for admission:

- A. **Part One:** Application and acceptance to a local ACPE Accredited Center (Cedars-Sinai CPE Program Admission Requirements):
 - 1. A completed ACPE Application for Certified Educator Programs
<https://acpe.edu/programs/cpe-educator-certification/admission-process>
 - 2. College graduation
 - 3. Graduate theological degree or equivalence
 - 4. Ordination or commissioning to function as a spiritual care provider by an appropriate religious/spiritual authority as determined by ACPE
 - 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 ACPE CPE (Level I/Level II) and demonstration of spiritual care and conceptual competence as evidenced by the attainment/completion of Level I/Level II CPE outcomes
 - 7. An admissions interview at the local center
 - 8. Acceptance into Cedars-Sinai's Certified Educator CPE program
 - 9. Compliance with all of Cedars-Sinai Medical Center's health and background clearance and orientation requirements
 - 10. Evaluation of the [competencies for admission](#) to a Certified Educator Program (see *Admission Competencies Assessment Form* at <https://acpe.edu/programs/cpe-educator-certification/admission-process>)

Using the application materials that applicants have uploaded to their portfolio, the ACPE Certified Educator will conduct an initial assessment of each applicant's suitability for admission and potential for becoming an educator. Acceptance into the local program is distinct from acceptance to the ACPE Certification Process.

When a center has a single candidate and the ACPE Certified Educator has determined that the applicant meets the competencies for admission to the ACPE Certification Process, they will arrange for Part Two of the process to take place.

- B. **Part Two:** Application and acceptance to become a Certified Educator Candidate with



ACPE

Please see the ACPE Certification website for requirements for Part Two of the requirements to be admitted to the ACPE Certification Process

<https://acpe.edu/programs/cpe-educator-certification/admission-process>

Procedures

1. The Center shall maintain a page on the Cedars-Sinai website with relevant information about the CPE Program including a brief program description, dates, application fees, tuition for all CPE programs and the ACPE standard application forms.
2. As soon as application materials are received and reviewed, it is determined whether an appointment will be set for an admissions interview or a non-acceptance letter will be sent. Whenever possible, the admission interview will be held at Cedars-Sinai and may include a tour of the facility. This gives the applicant a sense of the medical center as well as any commute or transportation concerns that might be involved.
3. When an in-person interview is not practical, a video or conference call interview is required and will be scheduled for prospective out-of-state or international students.
4. Every effort is made to inform an applicant of their acceptance or rejection as soon as possible. On occasion an applicant may be informed at the time of the interview; the usual waiting period is four to six weeks; and occasionally it can take eight to ten weeks after the interview to receive our decision. Thus, we have a rolling admissions process rather than fixed date admissions in order to act on applications as they are received. Any application received after a CPE program is full will receive immediate notification.
5. Admissions requirements and procedures shall be compliant with *ACPE Standards*.

References: *ACPE Standards 4, 7*

Policy #: SCCPE 02

Approvals:

Rev. Pamela Lazor, MDiv
CPE Program Manager

Rabbi Dr. Jason Weiner, BCC
Senior Rabbi & Director, Spiritual Care Department

Effective Date: 01/13

Revisions: 5/17; 12/17; 11/19; 11/20; 2/23