Guide for PTS Students 2019-2020

Published by the Office of Field Education
Princeton Theological Seminary
Student Financial Responsibility for CPE

- An application fee paid to the site.
- A site fee generally ranging from $500 to $800.
- Tuition to PTS for two or three credits (unless these credits are deducted from a PTS grant).
- PTS does not provide a stipend for CPE.

CPE Course Registration

SUMMER
- FE2110, 2 credits, fills FE requirement,
- FE3110, 2 elective credits, does not fill FE requirement
- PC4110, 3 elective credits, does not fill FE requirement

ACADEMIC YEAR
- FE2111, 2 credits, fills FE requirement,
- FE3111, 2 elective credits, does not fill FE requirement
- PC4111, 3 elective credits, does not fill FE requirement
<table>
<thead>
<tr>
<th>CONTENTS</th>
<th>page</th>
</tr>
</thead>
<tbody>
<tr>
<td>What is CPE?</td>
<td>1</td>
</tr>
<tr>
<td>Objectives for CPE</td>
<td>2</td>
</tr>
<tr>
<td>Types of CPE Sites</td>
<td>3</td>
</tr>
<tr>
<td>Units of CPE</td>
<td>3</td>
</tr>
<tr>
<td>Levels of CPE</td>
<td>4</td>
</tr>
<tr>
<td>A Typical Day in CPE</td>
<td>5</td>
</tr>
<tr>
<td>CPE Application Process</td>
<td>6</td>
</tr>
<tr>
<td>Guidelines for Admissions Interviews</td>
<td>8</td>
</tr>
<tr>
<td>CPE for PTS Credit</td>
<td>11</td>
</tr>
<tr>
<td>PTS Course Descriptions</td>
<td>13</td>
</tr>
<tr>
<td>Chaplaincy Certification</td>
<td>15</td>
</tr>
</tbody>
</table>
WHAT IS CPE?

Clinical Pastoral Education (CPE) was conceived by Dr. Richard C. Cabot as a method of learning pastoral practice in a clinical setting under supervision. In the 1920's the Reverend Anton Boisen enlarged the concept to include a case study method of theological inquiry - a study of "the living human document." As CPE developed, others expanded CPE to integrate into pastoral practice knowledge of medicine, psychology, and other behavioral sciences. Today many supervisors emphasize the importance of pastoral relationships being formed through an integration of personal history, behavioral theory and method and spiritual development.

CPE is theological and professional education for ministry. In CPE theological students, ordained clergy, members of religious orders, and qualified lay people minister to people in crisis situations while being supervised. Out of intense involvement with supervisors, other students, people in crisis, and other professionals, CPE students are challenged to improve the quality of their pastoral relationships.

A number of experiences have shaped my rising desire to understand more deeply and speak more effectively as a supervisor of CPE. ...The first time I stood at the bedside of a young man dying of cancer, I felt totally inadequate to the task. I realized that the tools I had been given and the theories I was being taught could not speak to the depths of suffering in front of me.

Through pastoral practice, written case studies and verbatims, individual supervision, seminar participation, and relevant reading students are encouraged to develop genuine, caring pastoral relationships. Through viewing complicated life situations from different viewpoints students are able to gain new insights and understandings about the human situation. Theological reflection is important in CPE as pastoral people seek ways to integrate theology with life experience.

CPE provides an opportunity to integrate one's theology and values with the actual practice of ministry. It is an intensely personal experience taken in fellowship with others who are also seeking to develop their ministry in pastoral care. Often part of seminary education, it is also continuing education and refreshment in ministry for the experienced pastor. Furthermore, CPE provides the professional training needed for a career in chaplaincy.

**OBJECTIVES FOR CPE**

Clinical Pastoral Education includes the goals of Pastoral Reflection, Pastoral Formation, and Pastoral Competence. At the beginning of each CPE Unit, participants develop a learning contract around these three goals:

**Pastoral Reflection:** reflection on one's self as person and pastor in relationship to persons in crisis, the supervisor, and peer group members, as well as the curriculum and institutional setting.

**Pastoral Formation:** focus on personal and pastoral identity issues in learning and ministry.

**Pastoral Competence:** deepening and unfolding of competence in pastoral function, pastoral skills and knowledge of theology and the behavioral sciences.
TYPES OF CPE SITES

While CPE is most commonly associated with hospital settings, there are a variety of contexts in which students can complete CPE. The ACPE Directory allows students to search such contexts as:

- Hospitals
- Community organizations
- Correctional centers
- Counseling centers
- Programs for the developmentally disabled
- Hospices
- Parishes, Retirement/Geriatric Facilities

UNITS of CPE

CPE sites often offer several options for program enrollment. Most students complete standard or extended units, but some have enrolled in year-long/residency programs after graduation.

**Standard Unit:** The standard unit is a minimum of 400 hours in a sequence of 11 weeks. Most students opt to enroll in a standard unit during the summer. It is useful to note that some sites also offer standard units during the Fall, Winter, and Spring.

**Extended (Part-Time) Unit:** The extended unit is 400 hours of training spread over a longer period, usually 16 hours a week for at least 25 weeks and can be done during the academic year.

**Year-Long Unit:** The Year-Long CPE programs (offered at some, but not all centers) consists of 3-4 consecutive units.

**Residency:** A residency is a 9 or 12 month program, for which one successful unit of CPE (Level 1) is a prerequisite. It is usually a position that pays a stipend.
LEVELS OF CPE

Units of Clinical Pastoral Education are offered at three different levels: Level 1, Level 2, and Supervisory. Program levels are sequential therefore the outcomes for each level must be completed before moving to the next level.

**Level I CPE** addresses basic competencies and issues of pastoral reflection, formation, identity and functioning. Level 1 CPE focuses on pastoral identity formation and initial pastoral function.

**Level II CPE** addresses advanced competencies and issues of pastoral function, reflection and integration. Level II CPE programs provide training aimed at a specialization or ministerial goal, such as institutional chaplaincy, pastoral counseling, or parish, appropriate to the training setting. Completion of two basic units and consultation with a committee of supervisors are typically required.

**Supervisory CPE** addresses the supervision and education in the theory and practice of supervision of Clinical Pastoral Education. Some students, after completing several units of CPE, choose to enroll in Supervisory CPE working toward certification as a CPE supervisor. In Supervisory CPE the student learns the theory and practice of supervision and has an experience of supervising CPE students under the guidance and with the consultation of a CPE supervisor.

“For just as the sufferings of Christ are abundant for us, so also our consolation is abundant through Christ. If we are being afflicted, it is for your consolation and salvation; if we are being consoled, it is for your consolation, which you experience when you patiently endure the same sufferings that we are also suffering. Our hope for you is unshaken; for we know that as you share in our sufferings, so also you share in our consolation.”

1 Corinthians 1:5-7
A TYPICAL DAY IN CPE

CPE units may be either full time or part-time. Either schedule will include an equivalent number of ministry and education hours. Some extended CPE units meet one day per week for structured educational sessions, and ministry is performed at other times. A more common day, however, is one in which time is provided for ministry and for several education events.

Since the heart of CPE is ministering and learning from the experience, a day’s schedule frequently includes a variety of activities, such as:

- ministry to patients, their families and friends;
- individual supervision;
- clinical seminar in which a student presents a pastoral encounter (verbatim) to other students and the supervisor for discussion and feedback;
- didactic seminars on relevant topics (e.g. multifaith ministry, DNR’s & living wills, organ donation, end-of-life concerns);
- discussion of a book or article;
- peer group meetings or interpersonal group sessions for mutual sharing, caring, support and relationship concerns are explored;
- leading worship in the hospital chapel;
- field trips, workshops, and clinical observations may be periodically included.

Evaluation experiences with the other students and your supervisor are also part of a CPE program and may be scheduled at the end of a unit to sum up the experience, midway to assess your learning objectives, and, at other times, such as with the other care providers in your ministry area.
CPE APPLICATION PROCESS

The process of applying to CPE programs requires thought and intentionality on the part of the student. The following steps can serve as a guide:

1. Consider what type of CPE experience you want and/or need to have. Do you need to complete CPE at an ACPE or CPSP accredited center? Is it an option for you to complete CPE at a non-accredited clinical site which utilizes the CPE model? PTS has several clinical sites in our field education database and at least one utilizes a CPE training model. These are just a few helpful questions to consider.

2. Identify potential CPE sites. Detailed information concerning sites, benefits, etc. can be found at the ACPE (Association of Clinical Pastoral Education) website at www.acpe.edu or the CPSP (College of Pastoral Supervision and Psychotherapy) website at www.cpsp.org. ACPE and CPSP are accrediting organizations for CPE programs. The CPE Information Night at PTS is another way to explore sites and meet supervisors.

3. Complete the necessary application(s). Applications are available in the Office of Field Education or can be downloaded from the websites listed above. Completed applications are usually 5-7 pages long (double spaced).

4. Consider applying to more than one center for summer units. The earlier you apply the better chance you have to secure an interview at your preferred site. Students should initiate contact with sites by Fall Mid-Term Reading Week. If you apply to multiple sites, when you have been accepted to and confirmed your enrollment in a program, please be sure to notify the supervisors at the other sites.

5. Set up an admission interview with a CPE supervisor. Send the completed application to the supervisor at least two weeks before the interview. This may involve a fee.
6. Review finances. **Financial responsibility for CPE lies with the student.** Most CPE centers do not offer compensation for introductory units of CPE. Costs for CPE may include (but are not limited to):

   • An application fee paid to the site.
   • A site tuition fee typically ranging from $500 - $800.
   • If CPE is taken for Field Education or Pastoral Care credit, tuition to PTS (See **CPE for PTS Credit**).
   • PTS does not provide a stipend for CPE

**NOTE:** You may do CPE on your own for no academic credit. Judicatories which require CPE normally do not require that you do CPE for academic credit.

---

**Screening Interviews**

**Need a local screening interview for non-local placement?**

Two local centers are available to conduct screening interviews for students interested in applying to CPE programs not proximate to the Princeton environs.

Chaplain Jack Geracci of St. Mary Medical Center (an ACPE accredited center) is available to conduct screening interviews for a fee of $50. For additional information, please contact him:

   Phone: (215) 710-5045
   E-mail: JGeracci@stmaryhealthcare.org

Chaplain Tedford “Ted” Taylor of Robert Wood Johnson University Hospital Hamilton (a CPSP accredited center) is also available to conduct screening interviews for a fee of $75. For additional information, please contact him:

   Phone: (609) 631-6980
   E-mail: Tedford.Taylor@rwjbh.org
GUIDELINES FOR ADMISSION INTERVIEWS

The admission interview provides an opportunity for a qualified interviewer to meet with the applicant, discuss the application, provide information and answer questions, assess the applicant's readiness for CPE, and discuss the selection of particular centers and/or clusters suitable to the educational goals of the applicant.

Procedures

1. The interviewer should have an opportunity to review the completed application prior to the admission interview.

2. The interview should be conducted with sufficient time and objectivity to permit the interviewer and the applicant to discuss personal concerns and questions relevant to involvement in CPE.

3. A written report including observations and recommendations should be prepared by the interviewer and made available to the applicant within fourteen days of the interview. The written report is confidential and belongs to the applicant. Copies of the report shall be submitted to others only upon written request of the applicant. (Feedback to the applicant should be given with pastoral discretion, realizing that no contract for the on-going relationship necessarily exists between applicant and the interviewer).

4. The applicant should be invited to write a response to be attached to the report of the interviewer if he or she chooses.

5. If there are questions about the conclusions of the interview, the applicant may address these issues in the written responses or request a second interview with another interviewer. Likewise, if the interviewer feels his or her findings are inconclusive, another interview may be suggested.
CONTEXT OF THE REPORT

The interview report should focus on the applicant’s readiness for and ability to function in Introductory CPE. The report should distinguish between factual information secured during the interview and the interviewer’s interpretation and conclusions based on that data. The report should supplement and clarify the student’s application, including the following:

1. Name and address of the applicant and the interviewer, the position and telephone number of the interviewer, and the date of the interview.

2. Physical Description of the Applicant (e.g., physical disabilities, personal appearance, etc.).

3. Family Background and Religious History – any significant information not covered in the application.

4. Educational Readiness – such as applicant’s motivation, openness to learning, expectations of CPE, educational goals and how these may be realized through the choice of a CPE center and/or cluster.

5. Personal Qualities – such as applicant’s ability to relate to people, openness in sharing feelings, sensitivity, level of maturity.

6. Practical Concerns – such as financial resources, living arrangement, and, if applicable, the impact CPE will have on family, church, and community relationships.

7. Previous CPE or other pastoral experience(s) – evaluative description of the experience and areas identified for continued development.

8. Recommendations of the Interviewer – readiness for CPE, type of center or cluster recommended, specific areas noted for attention.
1. What is the philosophy of your CPE program? Your educational theory?

2. What skills or awareness will the CPE experience bring to my ministry?

3. What makes your CPE center unique?

4. For sites providing students with Mentors as well as supervisors: What is the role of the chaplain Mentor vs. Supervisor?

5. What patient populations are offered within your CPE program (i.e. Children's Hospital, emergency room, drug & alcohol rehab, etc.)?

6. How are unit assignments determined?

7. What will I be doing? Can you describe a typical day?

8. What are your program requirements and dates? What should I plan on in terms of time commitments? Do you have overnight on-call?

9. What is your philosophy of individual supervision? What is your leadership approach in the IPR (group) time?

10. How many students are typically in your program? What has been the general composition of the group (age, gender, religious affiliation, seminary affiliation, etc.)?

11. When do you begin accepting applications? What is your timetable for making a decision?

12. How do I go about setting up an interview and a tour?
CPE FOR PTS CREDIT

If you do not register at PTS before you begin the CPE unit, CPE will not appear on your transcript. If you wish to do CPE for PTS academic credit:

1. Submit a copy of your CPE letter of acceptance to the Office of Field Education and fill out the CPE Registration Form.

2. If you are taking CPE to satisfy a field education requirement register for FE 2110 (summer) or for FE 2111 (academic year). Upon successful completion of your placement you will receive two Field Education credits and a notation that you have satisfied one field education unit.

3. CPE may also be done for either two field education elective credits (FE 3110 for the summer, FE 3111 for the academic year) OR for three pastoral care elective credits (PC 4110 for the summer, PC 4111 for the academic year). Please speak with your advisor about registration options.

4. For the final appraisal, students doing CPE for credit must submit the CPE Site’s Final Evaluation with additional questions found on the CPE Final Appraisal to the Office of Field Education by the Office deadlines. For academic year CPE to satisfy a Field Education requirement, the CPE mid-year evaluation (provided by PTS) is also required from both student and supervisor.

5. The only grades for CPE in any context are P (pass), D, or F (fail). Whether CPE is being done for field ed. or elective credit, the CPE supervisor recommends a pass/fail grade for CPE to the Office of Field Education. The student’s Field Ed. advisor reviews the recommendation and reads the evaluation. The Director of Field Education then informs the Registrar of a passing, D, or failing grade.
6. The Office of Field Education must have both the student’s and the supervisor’s final evaluation in hand in order to make decisions about a student’s final grade by stated deadlines (see course syllabus). Occasionally the student’s CPE supervisor is not able to submit the completed evaluation by the stated deadline. Should this occur, supervisors are asked to submit written confirmation to the student’s Field Ed Advisor indicating whether or not the student has passed the CPE Unit. Once the supervisor evaluation is complete, the student must submit it to the Office of Field Education and upload all parts to Blackboard.

7. **In addition to site fees**, if CPE is taken for Field Education or Pastoral Care credit, the student will be responsible for tuition to PTS for 2 or 3 credits (based on course registration). Should the student have a PTS Grant these charges will be deducted from the grant if CPE is done during the time frame of the degree program: MA(TS) (2 years), MACEF (2 years), M.Div. (3 years), DUAL (4 years). See the Office of Financial Aid for details on how summer courses are covered.

**NOTE:** PTS does not provide stipends for CPE.

“...CPE has indeed been life changing for me. I have never been under such stress and so exhausted in my life and at the same time I don't remember ever feeling so consistently happy, steady, and useful. I worked in pediatrics and loved it, and did things that I never imagined I would be capable of handling at all, let alone handling [them] with grace. I came to new questions about my faith and insights into who I am and why I am that way. My group was stunning -- I haven't felt this authentically known by many people ever, and I can't believe I've only known them for 11 weeks. This experience was amazing and I'm looking into residencies to apply to for next year.

Laurie Lyter commenting on her CPE experience at Advocate Lutheran General Hospital
Academic Year

FE2111 Academic-Year Field Education: Clinical Pastoral Education

FE3111 Elective Field Education: Clinical Pastoral Education

Considered a specialized ministry, Clinical Pastoral Education (CPE) may be used to satisfy the academic-year field education requirement. Sixteen hours per week are spent in various hospitals and other health and welfare institutions working under the guidance of chaplain supervisors approved by the Association for Clinical Pastoral Education (ACPE) or the College of Pastoral Supervision and Psychotherapy (CPSP). Students are strongly encouraged to enroll in a one-semester course in pastoral care prior to the CPE placement. A CPE learning plan may be submitted in place of the learning/serving covenant. CPE evaluations plus field education supplemental questions are submitted in place of Princeton Seminary field education appraisals.

After the FE office receives the student’s acceptance letter to the CPE site, the student will fill out the CPE Registration Form so the FE office can complete the registration process. Confirmation of registration is posted on the student’s portal. While students are registered for one field education credit each semester, the two credits will not be awarded until successful completion of the placement at the end of the spring semester. One ACPE or CPSP unit is awarded only at the end of the second semester. (Pass/D/Fail only)

PC4111 Academic-Year Clinical Pastoral Education

Considered a specialized ministry, Clinical Pastoral Education (CPE) may be used to satisfy the academic-year field education requirement. Sixteen hours per week are spent in various hospitals and other health and welfare institutions working under the guidance of chaplain supervisors approved by the Association for Clinical Pastoral Education (ACPE) or the College of Pastoral Supervision and Psychotherapy (CPSP). Enrollment in a one-semester course
in pastoral care prior to the CPE placement is required. A CPE learning plan may be submitted in place of the learning/serving covenant. CPE evaluations plus field education supplemental questions are submitted in place of Princeton Seminary field education appraisals.

After the FE office receives the student’s acceptance letter to the CPE site, the student will fill out the CPE Registration Form so the FE office can complete the registration process. Confirmation of registration is posted on the student’s portal. While students are registered for 1.5 field education credits each semester, the three credits will not be awarded until successful completion of the placement at the end of the spring semester. One ACPE or CPSP unit is awarded only at the end of the second semester. (Pass/D/Fail only)

Summer

FE2110 Summer Field Education: Clinical Pastoral Education
FE3110 Summer Elective Field Education: Clinical Pastoral Education

For current PTS students only – Clinical Pastoral Education (CPE) is considered a specialized ministry and can be used to satisfy a field education requirement. During the summer, students work full time in various types of hospitals and other health and welfare institutions, under the guidance of chaplain supervisors approved by the Association for Clinical Pastoral Education (ACPE) or the College of Pastoral Supervision and Psychotherapy (CPSP). Students are strongly encouraged to enroll in a one-semester course in pastoral care during the academic year prior to the summer placement. Students may submit a CPE learning plan in place of the learning/serving covenant. The CPE final evaluation with field education supplemental questions is submitted as the field education appraisal.

After the FE office receives the student’s acceptance letter to the CPE site, the student will fill out the CPE Registration Form so the FE office can complete the registration process. Confirmation of
registration is posted on the student’s portal. One ACPE or CPSP unit is awarded at the end of the second semester along with 2 PTS credits. (Pass/D/Fail only)

PC4110 Summer Clinical Pastoral Education
For Current PTS students only - Clinical Pastoral Education (CPE) is considered a specialized ministry and can be used to satisfy a field education requirement. During the summer, students work full time in various types of hospitals and other health and welfare institutions, under the guidance of chaplain supervisors approved by the Association for Clinical Pastoral Education (ACPE) or the College of Pastoral Supervision and Psychotherapy (CPSP). *Enrollment in a one-semester course in pastoral care prior to the CPE placement is required.* A CPE learning plan may be submitted in place of the learning/serving covenant. CPE evaluations plus field education supplemental questions are submitted in place of Princeton Seminary field education appraisals.

After the FE office receives the student’s acceptance letter to the CPE site, the student will fill out the CPE Registration Form so the FE office can complete the registration process. Confirmation of registration is posted on the student’s portal. One ACPE or CPSP unit is awarded at the end of the second semester along with 3 PTS credits. (Pass/D/Fail only)

**CONSIDERING CHAPLAINCY?**

If you are interested in chaplaincy as a vocation, you may find it advantageous to familiarize yourself with the process for becoming a Board Certified Chaplain (BCC). Some organizations which offer certification for chaplains are:

*Association of Professional Chaplains (APC):*
www.professionalchaplains.org

*The National Association of Catholic Chaplains (NACC):*
www.nacc.org

*The College of Pastoral Supervision and Psychotherapy (CPSP):*
www cpsp.org
For more information:

Office of Field Education, 304 Templeton Hall
Hours: 8:30-4:30
Phone: 609-497-7970
Email: field-ed@ptsem.edu
Web: ptsem.edu/fielded

Rev. Jennie Salas
Association Director of Field Education
CPE Program Coordinator
Jennie.Salas@ptsem.edu