**Admissions Policy**

**ACPE Standards 4, 7**

Clinical Pastoral Education at MultiCare Good Samaritan Hospital is open to students of theology, seminarians, clergy, religious leaders, members or religious orders or communities, and lay people who show a desire and ability to utilize this kind of experience-based education. There is no discrimination made concerning race, gender, age, faith group, national origin, sexual orientation, or disability.

Minimum requirements for prospective Level I/Level II students:

* Faith Group identification and affiliation
* Completion of one year of theological education or significant experience in a spiritual/religious/ministry setting.
* Completed and signed application form, including essays.
* Admission interview
* Acceptance into a CPE program by the admission committee.
* Payment of the non-refundable deposit - $200.00
* Signing of Student Consent Form
* Registration with ACPE.edu
* Health and Background checks
* Payment of $600 tuition fee

**Procedure:**

1. Prospective student inquiries are received and routed to the CPE Certified Educator (CE)/Supervisor at MultiCare Good Samaritan Hospital. Information concerning CPE and MultiCare Good Samaritan Hospital is forwarded to the applicant within two weeks of receipt of the inquiry.
2. Potential students are asked to submit a formal application and be interviewed by at least one CPE CE/Supervisor and one other member of an admissions committee.
3. Completed applications are ordinarily to be received by Spiritual Care Department three months before the beginning of the unit of CPE for which the student is applying. Cancellation or student unavailability may allow for consideration of later applicants. At the prospective student’s request and in consultation with the CPE CE/Supervisor, application material may be held for the next available unit.
4. When the application materials and the interview report (plus any comment the prospective student may wish to submit in writing regarding the interview) are received at Chaplain Services they are forwarded to the CPE CE/Supervisor. The action taken will be reported in writing to the applicant in a timely manner.
5. The CE/Supervisor may consult with one or more members of MultiCare Good Samaritan Hospital’s Professional Advisory Group regarding the student’s application as a part of the admissions process.
6. Admission will be based on the following criteria:

* The quality of the applicant’s materials
* Impressions made in the admission interview.
* Consultation with references
* Composition of the peer group for a given unit.

1. Accepted students are required to complete the [**online student enrollmen**t](https://acpe.edu/education/cpe-students/cpe-unit-enrollment-registration) process with the ACPE for the upcoming unit. Detailed instructions can be found on the ACPE website [www.acpe.edu](http://www.acpe.edu). Center information and CE/Supervisor ID will be provided by the CPE CE/Supervisor.