

The CPE programs at Mary Washington Healthcare do not discriminate against persons because of race, ethnicity, religious/spiritual tradition, sexual orientation, gender identity, gender expression, age, disability. Equal access to educational opportunities is extended to all qualified persons. Diversity in this educational program is highly valued. This policy notwithstanding, all people accepted into CPE programs shall be able with reasonable accommodation, to physically perform the responsibilities of a chaplain.

The person in CPE needs to sustain sufficient physical and emotional health to deliver pastoral care. The person must demonstrate the capacity consistently to establish and maintain relationships at significant levels and be open to learning, change and growth. The person must demonstrate a capacity to endure some chaos as a normal part of institutional culture.

Requirements:

ACPE Requirements for Admission to All Programs: (Also found [here](#)).

- a completed [ACPE application](#).
- an admission interview with a qualified interviewer, for persons applying for an initial unit of CPE, to determine readiness for clinical learning.
- either graduation from high school/completion of a GED or ordination by a religious/spiritual tradition or commission to function in spiritual care by an appropriate religious/spiritual authority as determined by ACPE.
- fulfillment of education or experience requirements established by the ACPE accredited center.
- a signed [Use of Clinical Materials Consent Form](#)

Additional MWH Requirements for Admission to a Residency:

- Theological training particular to one's denominational background and heritage. The ideal candidate would have a BA, Masters degrees and or theological education from an approved accredited college, Bible school, seminary, or a denominational school that is recognized by the candidates' religious community. This might include such degrees as academic secular institutions, Rabbinical Schools, Christian Seminaries, Bible schools or educational programs for lay people such as catholic women, Islamic training programs for Imams and other specific faith groups.
- 1 Unit of introductory ACPE Clinical Pastoral Education

Procedures:

Application Procedures for an Internship

1. Interested individuals may apply to the CPE program by submitting the required material to one of the Certified Educators or Certified Educator Candidates in the department:
 - A completed [ACPE application](#) with corresponding essays and resume.
 - \$25 application fee, check made to Pastoral Care Dept.

2. The application is reviewed by the Director of Pastoral Care, Certified Educator, or Certified Educator Candidates.
3. An email is sent acknowledging receipt of the application and informing the applicant of their next steps in the process.
4. If the Educators decide to interview the applicant, an interview may be arranged with that individual. Not all persons who submit an application will be interviewed.
5. The unit Certified Educator or Certified Educator Candidate reviews the completed application, including information gathered during the interview, and decides to accept or not to accept the person for the CPE unit.
6. The CPE Certified Educator or Certified Educator Candidate notifies applicant of acceptance or rejection within a reasonable amount of time for the specific program, dependent upon receipt of the completed application. A subsequent welcome letter (usually an email) is sent that includes instructions about the next steps for the applicant (tuition deposit, starting date, acceptance deadline, orientation date, required immunizations, etc.).

Application Procedures for a Residency

1. Interested individuals may apply to the CPE program by submitting the required material to one of the Certified Educators in the department:
 - a. A completed [ACPE application](#) with essays, resume, verbatim, and final evaluations.
 - b. \$25 application fee, check made to Pastoral Care Dept.
 - c. Applicants for a resident position must also complete the [Human Resources application](#). Only those applicants who pass the Human Resources screening process will be reviewed by the Educators.
2. The application is reviewed by the Director of Pastoral Care, Certified Educator, or Certified Educator Candidates.
3. An email is sent acknowledging receipt of the application and informing the applicant of their next steps in the process. Not all persons who submit an application will be interviewed.
4. If the Educator(s) decide to interview the applicant, an interview will be arranged with that individual and multiple members of the department and professional advisory group.
5. The unit Educator reviews the application, including information gathered during the interview, and decides to accept or not to accept the person for the CPE unit.
6. The CPE Certified Educator (or Certified Educator Candidate) notifies Human Resources of their decision to accept or not accept an applicant.
7. A Human Resources associate contacts the selected applicant with an official offer and procedures for onboarding. A Human Resources associate will also contact the applicants who were not selected, typically via email.