

Admission to CPE Programs and Application

Purpose: To ensure that the Clinical Pastoral Education Program's admission practices are non-discriminatory. To admit for CPE Programs appropriately screened and qualified individuals.

Policy: The Clinical Pastoral Education Program at Robert Wood Johnson University Hospital will not discriminate against applicants on the basis of race, gender, age, faith group, national origin, sexual orientation, or disability. All students accepted to the program must be able, with reasonable accommodation, to physically perform the duties of a CPE Intern or Resident.

Procedure:

1. General Criteria for Student Admission

- a. Active relationship with religious and/or spiritual/values-based community that recommends/supports the applicant for training.
- b. Four-year degree from an accredited college.
- c. Sufficient theological training to allow for in-depth reflection upon spiritual and religious issues.
- d. Emotional maturity, spiritual awareness, and cognitive ability to function as a Chaplain Intern/Resident.
- e. Demonstration of openness to learning and growth.
- f. Successful completion of a background check and medical clearance.
- g. Two favorable letters of reference.
- h. International applicants must be in possession of appropriate documentation from U.S. Immigration at the time of their application in order to be considered for the program. Our hospital is unable to sponsor visas.

2. Specific Criteria for Admission to Residency Program

- a. All general criteria as above.
- b. M.Div. or its equivalent
- c. At least one prior unit of CPE.

3. Specific Criteria for Admission to Certified Educator training CPE

- a. All general and specific criteria as above.
- b. A completed [Application for Certified Educator Programs](#).
- c. Ordination or commissioning to function as a spiritual care provider by an appropriate religious/spiritual authority as determined by ACPE.
- d. Endorsement/statement of accountability from an appropriate religious/spiritual authority as determined by ACPE.
- e. Successful completion of a minimum of four (4) units of Level I/Level II ACPE CPE.
- f. Demonstration of spiritual care and conceptual competence as evidenced by the attainment/completion of Level I/Level II Outcomes.
- g. Evaluation of the competencies for admission to a Certified Educator Program.
- h. Two (2) years or more of experience in congregational ministry or chaplaincy.

4. Application and Admission Process

- a. Each applicant will submit a completed standard [ACPE, Inc. Application Form](#) and required attachments. Applicants for Certified Educator CPE will submit the [Application for Certified Educator Programs](#) as indicated above.
- b. Applicants with previous units of CPE will submit with application materials, written self and Certified Educator evaluations from all prior units of CPE. Notification of receipt of

complete application materials will be emailed to the applicant within five (5) working days.

- c. Upon receipt of complete applications materials, the educator(s) will review the materials. Interviews will be scheduled with applicants who meet the above criteria, pending program availability.
- d. An on-site or virtual interview with an Educator is required for admission. Interviews for the Summer Program are typically scheduled from November through February. Interviews for the Residency Program are typically scheduled from December through April. Interviews for the Extended Program are typically scheduled from April through July.
- e. Acceptance decisions are made on a rolling basis, usually within 4 weeks of the interview.
- f. Acceptance of the applicant will be offered orally when possible, followed by written notification which will include the request to forward a non-refundable registration fee to secure acceptance. This fee will be applied to the student's tuition (see [Financial Policy](#)).

(Policy updated 12/2023)

Financial Policy

Purpose: To assure the CPE program addresses fees, payment schedules, refunds, stipends, and benefits.

Policy: RWJUH CPE Program shall provide each potential student information regarding Tuition, fees, and payment schedules upon request. Applicants who have been offered placement for CPE shall be provided this information in the letter of acceptance.

Procedure:

- A. Application Fee
There is no application fee.
- B. Registration Fee
A registration fee of \$100.00 (one hundred dollars) for extended and summer students is to be paid by the student upon acceptance to a CPE program. This fee is non-refundable and is applied toward the student's tuition.
- C. Tuition Payment
The balance of tuition is due the first week of the CPE program unless other arrangements have been made in writing between the Student and Director. Tuition is \$400.00 for extended and summer programs. There is no tuition for the residency program.
- D. Tuition Refund
 - a. An applicant who withdraws from the program at least two weeks prior to the beginning of the program will be entitled to all monies paid beyond the registration fee.
 - b. A student who withdraws from the program within the first week of the start of the program is responsible for the payment of all but \$200.00 (two hundred dollars).
 - c. A student who withdraws from the program after the first week will receive no tuition refund and is expected to pay any remaining balance of tuition fee.
- E. Financial Aid
RWJUH CPE program, in its sole and complete discretion, may give a student scholarship assistance in the form of partial or full tuition according to student need and availability of funds. The amount of any scholarship shall not exceed the cost of full tuition. A scholarship application may be requested at the time of admission into the program. Availability of financial aid is communicated to students in their acceptance letter. Applications will be reviewed by the Director and CPE Manager.
- F. Benefits
 - a. No benefits, insurance, or disability coverage will be provided for CPE extended or summer students. Extended and summer students will be covered under the Department of Volunteers liability insurance.
 - b. Benefits for CPE residents:
 - i. Stipend is for a time period of nine and a half months through the Human Relations Department. The current stipend is \$32,800.
 - ii. The residents' health insurance is consistent with the health benefits offered to hospital employees. CPE residents can purchase health benefits for individual or family (spouse, dependents) coverage as stipulated in the Employee Handbook and pertinent Human Resource policies. The health insurance becomes effective as soon as they select coverage.
 - iii. CPE residents receive vacation days, sick days, and personal days according to the Human Resources policies. Any days off not used will be lost and there is no compensation for days off not used.