Admissions Policy

General Policy Statement (Entities Affected / Responsible Party for Implementation)

It is the policy of the Department of FaithHealth Chaplaincy and Education at WFBMC not to discriminate against any individual for reasons of race, ethnicity, religious/spiritual tradition, sexual orientation, gender identity, gender expression, age, or disability. (See ACPE Standard Four at [www.acpe.edu](http://www.acpe.edu)). Equal access to educational opportunities is extended to all qualified persons. All members of the faculty will cooperate in making this policy valid in fact. All students accepted into the programs shall be able, with reasonable accommodation, to perform physically the duties as contained in the department job descriptions for such programs. At all levels, the CPE student needs to sustain sufficient physical and emotional health to deliver quality pastoral care. The student will demonstrate the capacity to be open to learning, change and growth.

**General Requirements**: Formal admission criteria and processes vary according to the level and duration of program. Such admission requirements and procedures shall be in compliance with Association for Clinical Pastoral Education, Inc. (ACPE) Standards and are outlined separately. Exceptions to specific admissions requirements as outlined in this policy may be made by the department’s faculty on a case-by-case basis. Admissions criteria per program are below:

**Hospital-Based Intern**:

* + - A completed [***ACPE application***](http://www.wakehealth.edu/-/media/WakeForest/Clinical/Files/About-Us/Careers-and-Training-Programs/CPE-Application-2019.pdf) and application fee.
		- An admissions interview by a qualified interviewer to determine readiness for clinical learning.
		- A Baccalaureate degree from a nationally accredited institution or its equivalent as determined by department faculty such as 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.
		- English language proficiency adequate to function pastorally in the clinical and educational settings.
		- A signed [***Use of Clinical Materials Consent Form***](http://www.wakehealth.edu/-/media/WakeForest/Clinical/Files/About-Us/Careers-and-Training-Programs/Use-of-Clinical-Materical-Consent-form_v1-.pdf).

**Congregation-Based Intern (extended unit)**:

* A completed [***ACPE application***](http://www.wakehealth.edu/-/media/WakeForest/Clinical/Files/About-Us/Careers-and-Training-Programs/CPE-Application-2019.pdf) and application fee.
* A Baccalaureate degree from a nationally accredited institution or its equivalent as determined by department faculty such as 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.
* English language proficiency adequate to function pastorally in the clinical and educational settings.
* An on-site interview by a qualified interviewer from the department faculty to determine readiness for clinical learning.
* A place of ministry that provides opportunities for pastoral ministry sufficient to meet 10 hours/week minimum.
* A congregation or other ministry site whose leadership demonstrates commitment in time and personnel to the student’s educational process.
* The provision by the ministry site of a designated representative to function as liaison between the educational program and the site.
* Congregational Representative description and agreement with department.
* A signed [***Use of Clinical Materials Consent Form***](http://www.wakehealth.edu/-/media/WakeForest/Clinical/Files/About-Us/Careers-and-Training-Programs/Use-of-Clinical-Materical-Consent-form_v1-.pdf).

**Chaplain Resident**:

* + - A completed [***ACPE application***](http://www.wakehealth.edu/-/media/WakeForest/Clinical/Files/About-Us/Careers-and-Training-Programs/CPE-Application-2019.pdf) and application fee.
		- A Baccalaureate degree from a nationally accredited institution or its equivalent as determined by department faculty such as 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.
		- English language proficiency adequate to function pastorally in the clinical and educational settings. M.Div. or graduate theological degree from a nationally accredited institution, or its equivalent, with a minimum of 2 years of graduate level theological studies at a nationally accredited institution.
		- An on-site interview with department faculty. Previous unit of ACPE-accredited CPE. Active connection with a faith community. Ordination and/or endorsement by a religious/spiritual tradition or commission to function in ministry by an appropriate religious authority as determined by ACPE preferred.
		- Completion of MBTI, CPI and Firo-B Inventories.
		- Ability to meet general employment requirements of Wake Forest Baptist Health.
		- A signed [***Use of Clinical Materials Consent Form***](http://www.wakehealth.edu/-/media/WakeForest/Clinical/Files/About-Us/Careers-and-Training-Programs/Use-of-Clinical-Materical-Consent-form_v1-.pdf).

**Certified Educator Candidate**: Applicants begin the process by downloading and completing the

[***Application for Certified Educator Programs***](http://wakehealth.edu/-/media/WakeForest/Clinical/Files/About-Us/Careers-and-Training-Programs/Instructions-and-Application-for-Certified-Educator-Candidate-Programs-Revised-1232019.pdf). The first page of the form should be completed and emailed to the local center and to the ACPE office. Upon receipt, the ACPE office will send the applicant information about setting up the portfolio to upload their responses to the questions on page two of the application. Additionally, the ACPE office will send the applicant an invoice for the $350 application fee.

Admission to the local (WFBH) ACPE Accredited Center includes the following criteria:

* A completed Application for Certified Educator Programs and payment of the local application fee ($75);
* College graduation;
* Graduate theological degree or its equivalent;
* Ordination or commissioning to function as a spiritual care provider by an appropriate religious/spiritual authority as determined by ACPE;
* Endorsement/statement of accountability from an appropriate religious/spiritual authority as determined by ACPE;
* Successful completion of a minimum of four units of Level I/Level II CPE;
* Demonstration of spiritual care and conceptual competence as evidenced by the attainment/completion of Level I/Level II Outcomes;
* Evaluation of the competencies for admission to a Certified Educator Program;
* Ability to demonstrate motivation to teach spiritual care;
* Completion of MBTI, CPE and Firo-B Inventories, and ACPE Professional Ethics Statement;
* Previous ministry experience that may include, but is not limited to, significant experience in a parish/congregation;
* ACPE residency experience beyond the first year;
* chaplaincy experience outside a CPE residency;
* ministry experience in a non-traditional setting.
* Ability to meet general employment requirements of Wake Forest Baptist Health.

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 WFBH 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](https://www.manula.com/manuals/acpe/acpe-manuals/2016/en/topic/part-ii-the-acpe-certification-process) of the process to take place.

**Financial Policy**

General Policy Statement (Entities Affected / Responsible Party for Implementation)

It is the policy of the Department of FaithHealth Chaplaincy and Education at WFBMC to include in its program brochures accurate information regarding fees, payment schedules, refunds, stipends and benefits for all CPE programs at Wake Forest Baptist Medical Center. The center-specific program brochure will be provided to each potential CPE student and posted on the website. All financial information will be reviewed periodically, and may be changed annually. Registration of credit with The Association for Clinical Pastoral Education, Inc. and/or the Certified Educator’s written evaluation may be withheld pending complete payment of all fees and tuition.

1) Scope: All WFBMC CPE Certified Educators, FaithHealth Chaplaincy and Education Administrative Assistants and students enrolled in CPE programs at WFBMC are responsible for complying with this policy.

2) Responsible Department/Party/Parties:

a. Policy Owner: FaithHealth Chaplaincy & Education

b. Procedure: FaithHealth Chaplaincy & Education

c. Supervision: FaithHealth Chaplaincy & Education

d. Implementation: Directors of FaithHealth Chaplaincy & Education, CPE Certified Educators, and Administrative Assistants within Department of FaithHealth Chaplaincy & Education

* **Definitions:** N/A

**Policy Guidelines:**

General Requirements: The following outlines the primary fees associated with completion of one unit of Clinical Pastoral Education

* + - ***Application Fee***: An application fee must be included with application materials in order for the application to be considered. All application fees are non-refundable except when the program applied for is full or the application is not considered. Fee schedule is included in the flyer for each CPE Program.
		- ***Onboarding Fees***: Interns are responsible to secure and pay for the criminal background check, immunizations and drug screen required by the medical center. Costs will vary widely according to where the requirements are completed, the number and location of past addresses, and how current the incoming student’s immunizations are. Minimum costs for a drug screen and criminal background check are $30.00 each. Interns also pay a one-time badge fee of $10. Chaplain Residents are not required to pay onboarding fees.
		- ***Tuition***: Tuition for all units of CPE at Wake Forest Baptist Medical Center is due on the first day of the unit unless application for a student scholarship is pending or a written payment plan is negotiated by the student with the Director of the Department. All tuition for the unit must be paid by the last day of the unit. No final evaluation will be issued without confirmation of tuition payment. If tuition for a unit is not paid in full within thirty (30) calendar days following the completion of the unit, zero credit will be registered for that unit with The Association for Clinical Pastoral Education, Inc. Tuition fees are included in the flyer for each CPE Program, Exhibit A and on the website.
		- ***Unit Fee***: The $150 student unit fee is paid by the center as a student benefit upon the student’s successful completion of the unit and payment in full of the unit tuition.
		- ***Resident Non-Refundable Deposit***: A non-refundable deposit of $200.00 must accompany the signed Letter of Agreement to confirm and hold the incoming resident’s position in the residency year for which they have been accepted. This non-refundable deposit will be credited to the resident’s first unit tuition of $400.00.
		- ***Refunds***: If a student withdraws or is dismissed from the program according to the Department Policy for Student Probation, Dismissal, Withdrawal from CPE Programs within the first three weeks of the unit, and the tuition has been paid in full, one-half of the tuition will be refunded. No tuition refund will be issued after three weeks from the beginning of the unit, or if the tuition has not been paid in full.
		- ***Benefits:*** There are no stipends or employee benefits for single-unit programs. Residents are paid the stipend and receive the benefits outlined in the signed program contract.

### 2019-2020 Fees, Tuitions & Stipends

**Fees**

Application Fee for Intern and Resident Programs: $35

Application Fee for Certified Educator Program: $75 (local) $350 (National)

Onboarding fees: See above

Student Unit Fee: See above

Non-Refundable Deposit: See above

**Tuitions (per unit)**

Resident $400

Certified Educator Resident I, II, III $400

Congregation-Based $650 (if less than 6 clinical hours in hospital)

Hospital-Based $400

**Annual Stipends**

Resident I $31,000

Certified Educator Resident I $33,000

Certified Educator Resident II $34,000

Certified Educator Resident III $35,000

Congregation-Based None

Hospital-Based None