



## Adventist Chaplaincy Institute (ACI) Clinical Pastoral Education (CPE) Supervisory Training Program Acceptance Requirements

- All candidates must be approved by their Division ACM Director. SITs must also have letters of support from the church institution which employs them.
- All candidates must create a profile in the ACI database.
- Chaplains seeking Supervisor-in-Training positions/training must have a minimum of four (4) CPE units recognized by ACI. **(Upload the first and last signature page for each unit or a letter from the CPE Supervisor stating the completion of each unit and date of completion.)**
- Candidates pursuing supervisory training must have an earned Master's level degree in a theological area or be accepted in a Master's program. Failure to complete a Master's level degree will terminate the supervision training track. **(Please upload an official transcript or letter of acceptance into degree program.)**
- To receive certification as a supervisor, candidate must be a Board Certified Chaplain by Adventist Chaplaincy Institute.
- Candidates must be ordained/commissioned, or on the path towards ordination/commissioning with appropriate, current Ministerial Credential or Ministerial License. **(Upload a copy of the license/credential.)**
- Candidates must complete an application for Supervisor-in-Training and have an interview with a CPE supervisor committee appointed by the Adventist Chaplaincy Institute. The appointed committee will recommend the candidate for acceptance to ACI. The ACI will make a recommendation to the GC ACM Committee.



**Adventist Chaplaincy Institute  
Supervisor-in-Training Application**

**Today's Date:**

**Candidate's Name:**

**Phone:**

**Email:**

**Division ACM Director:**

**Phone:**

**Email:**

**CPE Supervisor/Educator's Name:**

**Phone:**

**Email:**

**Name of the CPE Center:**

**Hospital/University:**

**CPE Units Completed–Please include supervisors' names, where and with whom you have completed your training:**

(1) \_\_\_\_\_ Supervisor: \_\_\_\_\_

(2) \_\_\_\_\_ Supervisor: \_\_\_\_\_

(3) \_\_\_\_\_ Supervisor: \_\_\_\_\_

(4) \_\_\_\_\_ Supervisor: \_\_\_\_\_

(5) \_\_\_\_\_ Supervisor: \_\_\_\_\_

(6) \_\_\_\_\_ Supervisor: \_\_\_\_\_

(7) \_\_\_\_\_ Supervisor: \_\_\_\_\_

(8) \_\_\_\_\_ Supervisor: \_\_\_\_\_

**Endorsement Granted by:**

**Year and Date of Endorsement:**

Please upload a copy of your Endorsement Certificate into the digital files section of your GC ACM Database profile.

**CPE Certified Supervisors' Recommendation for SIT Registration**

**Approved** \_\_\_\_\_ **Not Approved** \_\_\_\_\_ **Recommendation** \_\_\_\_\_

**ACI Consultation Committee Members:**

(1) \_\_\_\_\_ Signature: \_\_\_\_\_

(2) \_\_\_\_\_ Signature: \_\_\_\_\_

(3) \_\_\_\_\_ Signature: \_\_\_\_\_

(4) \_\_\_\_\_ Signature: \_\_\_\_\_

**Admissions Documents**

**Please upload these documents into the digital files section of your GC ACM Database profile.**

1. **A personal history paper** where you demonstrate your awareness of how significant relationships and events have influenced the ways in which you provide spiritual care. Include how your development of self is influenced by familial relationships/dynamics, significant events, and spiritual/theological/meaning-making development. Key to responding to this question is to articulate one's understanding and knowledge of how socio-economic, cultural systems and structures have influenced your personal identity.

2. **A theological/philosophical/grounding paper.** Articulate your theological/philosophical/grounding foundation for your approach to spiritual care and the various tributaries that influenced your understanding. Key to responding to this question is to illustrate your theological/spiritual/meaning-making journey and development and to highlight those who contributed to your grounding. Be sure to include descriptions of your concept of the “Divine,” humankind, suffering, and community, and how each influences your practice of spiritual care.
3. **A description of your work (vocational) history.** Include a chronological list of jobs/positions/dates of employment and a brief statement about your current employment and work relationships.
4. **A “verbatim” account in which you were the person providing spiritual care.** This document should demonstrate and articulate your expertise as a spiritual care provider. Include an in-depth reflection of your assessment of the care receiver’s spiritual needs, your chosen interventions, the impact your interventions had on addressing the situation. Describe how your personhood and personal history informed your practice of spiritual care within this event, as well as, how your theology/philosophy/grounding influenced your assessment and interventions.
5. **A cultural awareness paper.** Articulate your cultural background and its impact on the manner in which you provide spiritual care in a multicultural environment. You should speak to the particular elements of your cultural background and how these might help or hinder your ability to provide effective spiritual care in a multicultural environment.
6. **A description of your CPE journey.** Describe the impact that this type of education has had on your development as a spiritual caregiver. Include your understanding of what it means to be an ACPE Certified Educator and your motivation for entering this educational process.
7. **Include all CPE evaluations,** your written evaluations and your CPE Educator’s evaluations.
8. **Provide a written statement** on how you met Level I and Level II CPE outcomes.