



Adventist Chaplaincy Institute (ACI)
Clinical Pastoral Education (CPE) Unit
Application



**Before completing the CPE Unit application, please complete the first five steps
Check off each step and upload this completed list to your ACI online profile.**

All candidates must create an online profile in the ACI database at
portal.AdventistChaplains.org.

All candidates must be approved by their employing institution and their
Division ACM Director. (Upload a letter from your institution and your Division
ACM Director.)

Candidate must possess an earned Master's degree (theological education is
preferred). Exceptions can be approved for candidates with an undergraduate
theology degree on a case-by-case basis upon review by ACI. (Please upload an
official transcript.)

A minimum of 2 years of pastoral experience. (Upload a resume/curriculum vitae
of no more than 2 pages.)

Candidates must hold the appropriate License or Ministerial Credentials.
(Upload a copy of current license/credential.)

**Candidates must complete an application and an interview
with a member of the Adventist Chaplaincy Institute faculty
before they are accepted into the program by the training supervisor.
The CPE application begins on the next page.**

Clinical Pastoral Education Student Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Applying for Extended Unit of CPE YES NO Have you ever had CPE before? YES NO

Applying for Intensive Unit of CPE YES NO If yes, when? _____

Applying for Supervisory CPE YES NO

Education – for more education please use a separate sheet of paper

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Seminary: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list three references, one academic, one denominational, and one personal.

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Admissions Essay

Please provide an essay, not to exceed 10 pages, double spaced addressing the following guidance statements:

- **A reasonably full account of your life.** Include, significant and important persons and events, especially as they have impacted, or continue to impact, your personal growth and development. Describe your family of origin, current family relationships, and important and supportive relationships.
- **A description of your spiritual growth and development.** Include, your faith heritage, describe and explain any subsequent, personal conversions, your call to ministry, religious experiences, and significant persons and events that have impacted, or continue to impact, your spiritual growth and development.
- **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, **this is not a resume.**
- **An account of a “helping incident” in which you were the person who provided the help.** Include the nature and extent of the request, your assessment of the issue(s), problem(s), situation(s). Describe how you came to be involved and what you did. Give a brief, evaluative commentary on what you did and how you believe you were able to help.
- **Your impressions of Clinical Pastoral Education.** Indicate, for example, what you believe or imagine CPE to be. Indicate if CPE is being required of you. Indicate any learning goals or issues of which you are aware and would like to address in CPE. Finally, indicate how CPE may be able to help you meet needs generated by your ministry or call to ministry.

Important: There must be a letter of approval from your local conference, signed by your conference president or their designee indicating that they will support your participation into the Clinical Pastoral Education program and they intend to give you the time needed to complete the process and receive credit for your work. It is imperative that a copy of that letter must stay with the Ministerial office of your local conference in order to avoid confusion in case the leadership of the conference is changed or transferred.

Admissions Interview: You are required to complete an admissions interview with a person approved by Adventist Chaplaincy Institute to conduct such interview.

Admissions Interview

Interviewer: _____ Date: _____ Time: _____

Interviewers Recommendation:

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to acceptance, I understand that false or misleading information in my application or interview may result in my release from the Clinical Pastoral Education program.

Signature: _____ Date: _____

- NAD
- NSD
- SAD
- SID
- SPD
- SSD
- SUD
- TED
- WAD
- MENA Field
- China Field

For ACI /ACM office use only

Amount of scholarship approved by the ACI Committee _____

Date scholarship approved _____

Date applicant notified of scholarship _____