

Document #2

CERTIFICATION MANUAL

(Addendum of Southeast Region to the ACPE Certification Manual)
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I. Regional Procedures for Requesting Meeting with Certification Committee

A. Scheduled Meetings of the regional Certification Committee

The SER CC meets twice a year, usually in late March and mid-October. Dates of meetings and a schedule for declaration and payment of fees are posted on the region's website (seracpe.org).

B. How One is placed on the Committee Docket

- 1) Current membership in ACPE is required of all persons meeting with the SER CC.
- 2) Persons requesting a consultation must declare their intent in writing (using the “**Letter of Intent to Meet**” that is listed as No. 3 under the “Certification Documents” on the Certification *link page* of the region website [seracpe.org]) to the Chairperson of the SER CC by the designated “deadline to declare” date that is posted on the region’s website.
- 3) The Chairperson will acknowledge receipt of the declaration of intent and will outline the payment of the fee to the SERACPE, will establish the docket on a first request first served basis, and will refer the aspirant to the ACPE Certification Manual for any additional requirements of the region, and will instruct the aspirant as to the appropriate materials to be sent to the presenter and other committee members.
- 4) No person will be placed on the docket schedule until the regional office has received the appropriate fee and has notified the CC Chairperson of such receipt. Invoices will **not** be sent routinely from the regional office. Instead, it is the responsibility of the person requesting a committee appearance to send the appropriate fee amount by the payment deadline.
- 5) The fee structure is posted on the region’s website. Fees are to be paid by check made payable to the Southeast Region, ACPE, Inc. and mailed to 503 Birch River Drive, Dahlonega, GA 30533 by the deadline designated by the regional CC Chairperson. **Note:** if a center is paying the fee, allowance of time must be made for extra processing required by most accounts payable departments to ensure your fee is received at the regional office by the deadline established.
- 6) Refunds: A person must notify the regional CC Chairperson of his/her decision to withdraw no less than thirty days prior to the scheduled meeting in order to obtain a partial (75%) refund of the fee. A withdrawal after that thirty day time limit will result in the forfeiture of the entire. The only exception to this policy is for medical emergency either in the case of the candidate or of a close family member. If the chairperson is presented with sufficient evidence to justify a medical emergency, the fee will be retained until the next meeting of the CC, less a \$25 administrative fee. The candidate will be responsible for any increase in fee should that occur before the next meeting of the CC.
- 7) It is the preference of the region for committee meetings to be held surrounding regular meetings of the region and our committees. This serves our educational process best and is economically better for all concerned. If the Chairperson is asked and decides that a special meeting is in the best interest of the aspirant and the region, an increase of fees will be necessary, and additional costs will include the expense of committee members for travel, meals and lodging.

C. How One Prepares to Meet the Committee

- 1) Persons meeting the SER CC are responsible for submitting the materials required for their levels of requests as outlined by the current ACPE Certification Manual (cf. *2005 Standards and Manuals for Certification*, pp. 9-38).
- 2) Each person meeting the SER CC will be assigned a “Presenter.” The Presenter will receive a full set of materials and will write a summary report for the purpose of “presenting the person” to the committee. A copy of the “Presenter’s Report” will be made available to the person at least twelve hours prior to his/her meeting with the committee.
- 3) If materials from the person requesting the review are not received by the Presenter by the designated due date, the meeting of the committee will be cancelled.

II. Procedure for General Consultation Review

- A.** The time limit on a consultation is one hour with the aspirant; and, when appropriate, with his/her ACPE Supervisor. Both may be present for the writing of the report if the committee has the option of providing consultation to both the aspirant and the supervisor.
- B.** A copy of the face sheet, the presenter’s report, notes taken, and two signed copies of the consultation report are to be turned into the regional chairperson of the CC.

III. Procedure for Consultation for Readiness of Supervisor Education

A. Guidelines for Aspirant Seeking a Readiness Consultation

1. Goal of Readiness Consultation: to facilitate an on-going dialogue of support and accountability between the Supervisor and the Regional Certification Committee regarding the education and development of Supervisory Education Students (S.E.S.)
2. Methodology: the Regional CC will change the format of the Readiness Consultation both in time and in scope to allow for more feedback to and from the committee and the Supervisor regarding particular needs of the S.E.S.
3. Format: The consultation will be scheduled for 90 minutes.

The first sixty minutes will be a joint consultation with the student, the supervisor and the committee, focusing on the readiness of the aspirant to begin supervisory CPE and on the proposed timetable for entering the certification process.

The CC must ascertain that all formal requirements stipulated in ACPE Standards 313-319 are met or are being addressed. Also, the CC must make Note that Standards 312, Outcomes of Level II, have been adequately accomplished. A consultation report may be written at this time with aspirant and Supervisor present.

The last thirty minutes will be a consultation with the supervisor, focusing on supervisory goals and strategies, strengths and limits of the supervisor and/or the center for this particular student's educational needs, and on issues listed in the submitted papers and/or issues that arose during time with the aspirant.

During the last thirty minutes the aspirant is to be an observer, both to hear the issues raised, and secondly, to see his/her supervisor model meeting the committee.

If the supervisor requests a written report of the last thirty minutes, it will be written in the presence of the aspirant and the supervisor.

The report will then be read and discussed as needed to provide support and encouragement for the student and the supervisor.

4. Written Requirements:

Materials are outlined in the 2005 ACPE Certification Manual on pages 10 and 11 under "Pre-Certification" process.

Note that 3.v. is to be prepared jointly by the student and the supervisor.

In addition, the Regional CC has added the following under 3.viii:

A paper written by the supervisor addressing:

- a) His/her goals for working with this student in Supervisory CPE,
- b) His/her perceived strengths and limits as this aspirant's Supervisor, and
- c) Areas of interest and/or concern where dialogue/consultation with the Regional CC would be helpful in working with this aspirant in Supervisory CPE.

B. Guidelines for Sub-committee Process for Readiness Consult

1. The format described above will be followed.
2. At the beginning of the interview, the chairperson makes sure the aspirant has met all committee members and that the environment of the meeting is conducive for the task at hand.

The chairperson outlines the structure of the ninety minutes; asks if the Presenter's Report was received twelve hours prior to the CC meeting; checks to see if any clarifications are needed; and then gives the aspirant "the floor." The chairperson is also responsible for managing safety, time of schedule, and the taking of notes. The "taking of notes" (descriptive of process with time indicators) is optional because it is a consult with no vote take. Nevertheless, taking notes may be helpful for writing of the report.

3. A copy of the face sheet, the presenter's report, notes (if anything problematic about consult occurs); and two signed copies of the Committee Action Report for Supervisor Education, signed by committee members in black ink, are to be turned into the regional Chairperson of the CC.

IV. Procedure for Supervisor Candidate Status(cf. p.13f 2005 ACPE Certification Manual)

1. The aspirant presents him/her self before the committee to assess entry level competencies. This review evaluates the aspirant's compliance with the requirements of CPE as well as the aspirant's professional maturity including his/her personal competence, conceptual competence, and supervisory potential. The supervisor is to be present as a non-participating, non-voting observer of the process. If documentation of formal requirements are not in hand, the committee is not obligated to meet with the aspirant.
2. The committee meets for ninety minutes. The focus is on aspirant's ability to do and reflect on pastoral care plus supervisory potential. At the end of the time both the aspirant and supervisor are asked to leave. An initial vote is taken of "Grant," "Barely Grant," "Barely Deny," and "Deny." If the vote is not decisive, it might be helpful to write the report as a way of coming to a decisive vote. Following writing of the report, both aspirant and supervisor are invited back for the reading of the Committee Action Report. Additional time is to be granted by the subcommittee with the supervisor (aspirant may be present as an observer if decided upon by aspirant and supervisor) to address clarification of the report and future direction of the process only. There is to be NO discussion of the committee process.
3. The chair makes sure the aspirant has met committee members and that the room is conducive for the task at hand. A "scribe" is designated to take notes that are descriptive of process and comments (e.g., change of subject or emotional outbursts, etc. that are not interpretative) with time indicators. The chair outlines the structure of the ninety minutes, asks if the Presenter's Report was received twelve hours prior to meeting, checks to see if any clarifications are needed, and turns over the time to the aspirant. The chair is responsible for managing safety during this time as well as is timekeeper. After the session ends, the chair is responsible for managing the writing and reading to the aspirant the report plus the thirty minute consultation.

4. A copy of the face sheet, formal requirements, presenter's report, notes taken and two signed copies of the Committee Action Report are to be turned in to the regional chair of the CC if the vote is granted.
5. If a paper is included to be evaluated, committee is to decide if the paper is adequate/satisfactory or inadequate/unsatisfactory. This decision is to be added to the Committee Action Report.
6. If a decision is denied, remind committee members to hold onto materials in the event that the aspirant chooses, after thirty days, to contact committee members to discuss the committee appearance.

V. Procedure for Extension of Candidate Status(cf. p. 17f of 2005 ACPE Certification Manual)

1. The candidate and supervisor meet with the committee for sixty minutes. This is an important meeting to evaluate how the process is going because the ACPE Commission wants to rely more on the Regional CCs to be the "gate keeper" in the certification process. Following the committee meeting, candidate and supervisor are asked to leave. A vote is taken of "Grant," "Barely Grant," "Barely Deny," and "Deny." Writing the Committee Action Report may help in coming to a decisive vote.
2. The chair makes sure the aspirant has met committee members and that the room is conducive for the task at hand. A "scribe" is designated to take notes that are descriptive (not interpretative) of process and comments, with time indicators. The chair outlines the structure of the sixty minutes, asks if the presenter's report was received twelve hours prior to the meeting, checks to see if any clarifications are needed, and turns over the time to the aspirant. The chair is responsible for safety during the time as well as being the timekeeper. After the session ends, the chair is responsible to manage the writing and reading of the report to the candidate.
3. After the Committee Action Report is read, up to one half hour may be given to the supervisor to receive consultation. Consultation is to focus on clarification of the Committee Action Report and the future direction of the supervisory process. There is to be NO discussion of the committee process.
4. A copy of the face sheet, presenter's report, notes taken and two signed copies of the Committee Action Report (in black ink) are to be turned into the regional chair of the CC. If the vote is to deny, all materials sent to the presenter are to be included with the before mentioned materials.
5. If the decision is to "deny," remind committee members to hold onto materials in the event that the student chooses, after thirty days, to contact members to discuss the committee appearance.

VI. Procedure for Extension of Associate Supervisor Status (cf. p. 27f of 2005 ACPE Certification Manual)

1. The Associate presents him/her self before the committee to assess work on any notations or recommendations from a previous committee appearance. It also evaluates continuing meeting of expectations established in the 2005 Standards for the functioning of an Associate Supervisor.
2. The committee meets for one hour. At the end of the time the candidate is asked to leave. An initial vote is taken. If not decisive, it might be helpful to write the report as a way of coming to a decisive vote. Following writing of the report the candidate is invited back for the reading of the Committee Action Report. If this process takes longer than the usually allotted time, please advise the candidate that more time is needed to complete the work.
3. The chair makes sure the aspirant has met committee members and that the room is conducive for the task at hand. A “scribe” is designated to take notes that are descriptive (not interpretative) of process and comments, with time indicators. The chair outlines the structure of the sixty minutes, asks if the presenter’s report was received twelve hours prior to the meeting, checks to see if any clarifications are needed, and turns over the time to the aspirant. The chair is responsible for safety during the time as well as being the timekeeper. After the session ends, the chair is responsible to manage the writing and reading of the report to the candidate.
4. Make sure the materials indicated on the checklist are turned in to the chairperson of the regional CC. If the decision is denied, remind the committee members to hold onto the materials in the event the Associate chooses, after thirty days, to contact committee members to discuss the committee appearance.

VII. Procedure for Continuation of ACPE Supervisor Status

(cf. p. 33f of 2005 ACPE Certification Manual for policies and procedures. If an ACPE Supervisor needs a review by the regional CC, the procedure for this review will follow the review for General Consultation Request described in section II above.)

VIII. Procedure for Reinstatement of Supervisor from Inactive Status

(cf. p. 35f of 2005 ACPE Certification Manual for policies and procedures. If an inactive ACPE Supervisor needs a review by the regional CC, the procedure for this review will follow articles 2, 3, and 4

under Section VII of this Manual.)

IX. Guidelines for Presenter's Report

1. The Presenter's Report should contain the following heading at the top of the first page:

**The Association for Clinical Pastoral Education, Inc.
Southeast Region Certification Committee**

2. The following information should be listed next:

**Candidate's Name: Name:
Center Name:
Center Address:
Presenter's Name: Name:
Center Name:
Center Address:**

**Candidate's Request:
Date/Time/Place of Meeting:**

3. Please remember the Presenter's Report becomes a part of the candidate's certification materials that follow throughout the certification process.
4. Bring seven (7) copies of the Presenter's Report to the certification committee meeting for distribution as follows:
 - 1) One to candidate
 - 2) One to each committee member
 - 3) One clean copy to chair of sub-committee for candidate's regional file. You may also bring a copy for the candidate's supervisor in case of readiness consultations.

X. Sub-committee Chair Check List (return to Regional Chairperson of CC)

Name of Interviewee: _____

READINESS

1. ___ Presenter's Report
2. ___ Two signed Consultation Report Sheets (in black ink)
3. ___ Process Notes if taken
4. ___ Face Sheet

CANDIDACY if Granted

1. ___ Presenter's Report
2. ___ Two signed Committee Action Reports (in black ink)
3. ___ Process Notes
4. ___ Face Sheet
5. ___ Formal Requirements: ___ Member ACPE, ___ College Grad,
___ M.Div. or equivalent, ___ Ordination, ___ Faith Group Endorsement
___ Pastoral Experience

CANDIDACY if Denied

1. ___ Presenter's Report
2. ___ Two signed Committee Action Reports (in black ink)
3. ___ Process Notes
4. ___ Face Sheet
5. ___ Complete set of materials sent to Presenter (includes formal requirements)
6. ___ Remind committee members to hold onto materials in the event the student chooses, after thirty days, to contact committee members to discuss the committee appearance.

THEOLOGY PAPER

1. ___ Adequate/Satisfactory
2. ___ Inadequate/Unsatisfactory

EXTENSION OF CANDIDACY if Granted

1. ___ Face Sheet
2. ___ Presenter's Report
3. ___ Two signed Committee Action Reports (in black ink)
4. ___ Process notes

EXTENSION OF CANDIDACY if Denied

1. ___ Face Sheet
2. ___ Presenter's Report
3. ___ Two signed Committee Action Reports
4. ___ Process Notes
5. ___ Complete set of materials sent to Presenter (includes formal requirements)
6. ___ Remind committee members to hold on to materials in the event the student chooses, after thirty days, to contact committee members to discuss the committee appearance.

EXTENSION OF ASSOCIATE if Denied

1. ___ Presenter's Report
2. ___ Two signed Committee Action Reports (in black ink)
3. ___ Process Notes
4. ___ Face Sheet
5. ___ Complete set of materials sent to Presenter (includes formal requirements)
6. ___ Remind committee members to hold on to materials in the event the student chooses, after thirty days, to contact members to discuss the committee appearance.

Date: _____ Signature of Chairperson: _____