

Saint Camillus Campus Admission and Financial Policies

Admission Policy

This ACPE Accredited Program does not discriminate against persons because of race, ethnicity, religious/spiritual tradition, sexual orientation, gender identity, gender expression, age, or disability. Equal access to educational opportunities is extended to all qualified persons. All members of the faculty and consultation group are expected to cooperate in making this policy valid in fact. This policy notwithstanding, all students accepted in the program shall be able, with or without reasonable accommodation, to physically perform the duties as contained in the position description for chaplains.

At all levels, the CPE student needs to sustain sufficient physical and emotional health to deliver pastoral care. The student must demonstrate the capacity to consistently establish and maintain relationships at significant levels and be open to learning, change, and growth. The CPE student must demonstrate a capacity to endure at least moderate amounts of chaos and change, which is a normal part of institutional culture.

CPE Student Selection Criteria include:

1. Membership in a religious or spiritual group/church/community or seminary
2. Graduation from High School/Completion of G.E.D. or ordination by a faith community or commission to function in ministry by an appropriate religious authority as determined by ACPE.
3. Apparent understanding of CPE as theological education, a desire to learn, and reasonable expectations of oneself and the CPE process
4. Openness to the intensity of learning and growing through peer group interrelationships
5. Apparent physical, intellectual, emotional, and spiritual capacity to function in this CPE setting
6. Evidence of interest in and ability to reflect on the dynamics of interpersonal relationships and communication patterns
7. Ability to make a commitment to participate in the full program
8. Evidence of the individual's comparative ability to contribute to the group learning experience, meeting educational and experience requirements commensurate with other program applicants
9. Flexibility and adaptability to the demands and requirements of working in a healthcare facility

Admission process:

1. Completion and timely return of ACPE CPE application and all CPE program application materials.
2. Receipt of application is acknowledged by telephone or email within two weeks of receiving application.
3. A signed Use of Clinical Materials Consent Form. (see Chapter 12 Appendices)
4. Review of the application materials and interview with an Association of Clinical Pastoral Education (ACPE) Certified Educator.
5. A written report of the admission interview is not required. If the student is requesting a written report, there is a \$50 admission fee.
6. The decision in accepting the applicant to the CPE program on St. Camillus Campus is considered to have served its purpose upon a student's acceptance in writing. It is not necessarily a part of the student's record, but may be sealed off and not be available to anyone within or without the center's permission
7. Communication of acceptance/non-acceptance to the candidate will be by telephone call and/or formal letter within two weeks of interview.
8. CPE Students that have completed one Unit of CPE on the St. Camillus Campus who are applying to take another CPE Unit on the St. Camillus Campus will submit a completed ACPE Application and a written a Letter of Intent outlining their rationale and Learning Goals. Additional materials are not required unless requested by ACPE Certified Educator.

Human Resources Admission Requirements:

Upon acceptance into the CPE program, the following procedures are followed in strict confidentiality:

1. CPE student fills out the Wisconsin Background Information Disclosure (BID) form.
2. If the student has lived outside Wisconsin at any time in the last 5 years, then the student will also need to provide the following information:
 - a. Full address(s) where the student has lived in the past 5 years, including street address, city, state, zip or postal code, and country (if applicable)
 - b. Dates when the student was at each address
 - c. Government identification number (similar to Social Security Number in the US)
 - d. Copy of passport, if student is from a country other than the US.
3. St. Camillus submits the BID form to the State of Wisconsin to conduct the statewide background check.
4. For those who have lived in other US states, the Human Resources (HR) will utilize their vendor to contact those states for additional background check information. Results may take days or weeks to receive, depending on the state.
5. For those who have lived outside the US, HR contracts with another company to help conduct international background checks. Additional paperwork may be required. Results will take days or weeks to receive, depending on the country.
6. Depending on results of the background check, it is possible HR may have follow-up questions for the student.
7. In extremely rare cases, it is possible that someone may be declined for placement at Saint Camillus, depending on results of the background check.
8. Background checks are the financial responsibility of the St. Camillus Campus and are of no additional fee to the student.
9. CPE Student completes and tests negative for the required TB testing as mandated by the State of Wisconsin.
10. CPE Student provides verification of receipt of all CDC recommended vaccinations for healthcare workers including COVID-19 vaccinations and Influenza vaccinations.
11. CPE Student submits and passes required drug testing protocol.

Others:

1. There is no set deadline for any of the CPE units – application materials are accepted throughout the year.
2. CPE training will not begin with fewer than three enrollees. ACPE Certified Educator will inform enrollees of cancellation of Unit promptly.
3. There is a limited number of CPE students accepted for each unit. When multiple applications are received, applicants who best meet selection criteria will be given priority. Subsequent applications will be kept for a maximum of one month after the beginning of each Unit.

Financial Policy

Fees, payments, refunds, benefits and stipends:

1. Currently the CPE tuition fee for the St. Camillus Campus CPE Program is \$850/unit USD (on-campus ministry) and \$950/unit USD (off-campus ministry).
2. A non-refundable \$100 USD deposit is required upon official notification of acceptance in the program.
3. This deposit will be applied to the tuition fee.
4. Full tuition payment is due on the first day of the unit, unless previous arrangements have been agreed upon with the ACPE Certified Educator.
5. Entire tuition payment is required before the ACPE Certified Educator's Final Student Evaluation will be issued nor will final credit be registered with the ACPE National Office.
6. Any refund of the deposit, tuition fee and/or any other financial provisions will be addressed in a case –by-case basis by the ACPE Certified Educator and the student.
7. St. Camillus CPE program does not offer any stipends or benefits to students.

Financial Hardship:

St. Camillus Campus offers partial scholarships in cases of hardship or financial difficulties for applicants. Such scholarships are equivalent to no greater than one half of the St. Camillus CPE tuition fee of \$850. Scholarships are not available for students conducting their clinical ministry off-campus.

The following procedures to apply for scholarship and for determination of scholarship are as follows:

1. Information of scholarship availability will be discussed during the verbal communication of acceptance upon student's request for a scholarship.
2. Upon acceptance, the applicant will submit a written request to be considered for partial scholarship. The request will include a statement of why they are applying and must articulate their financial emergency/hardship. Scholarship is understood as paying half of the whole tuition fee.
3. The ACPE Certified Educator with the availability of the PAG Chair and Pastoral Care Director/Manager will assess all requests to determine scholarship recipients.
4. A maximum of two scholarships will be given per unit.
5. The decision for scholarship will be communicated in writing to the applicant.
6. In rare cases, where students cannot comply with the minimum scholarship tuition fee, \$250 will be required from the applicant to augment the amount due to the ACPE national office.

St. Camillus Employees:

Employees of St. Camillus Campus, who would like to participate in the program, should consider the following procedure:

1. Arrange with the director/manager of his/her department for the computation of work hours and training hours.
2. Employees will receive a partial scholarship towards the tuition fee. Scholarship is understood as paying half of the whole tuition fee.
3. Employees can count part of the his/her working hours as part of his/her clinical hours with the understanding that the work hours are involved in direct care of residents and families. Documentation is required.

Note: Employees and all students completing the training will not automatically receive employment in Pastoral Care. If a position is available, students and employees may apply.

