



# United Lutheran Seminary

UNIFYING, LEARNING, SERVING

## CRITICAL REVIEW OF PRAXIS OF MINISTRY APPLICATION PROCEDURE (*Clinical Pastoral Education*)

### I. The Application

- Application forms are found on-line: [www.acpe.edu](http://www.acpe.edu)
- Please be thorough and complete in your answers. Complete the entire application!
- If you are unsure about the Academic Reference, you may use your ULS advisor.
- Submit your completed application to the Canvas course site for CPE (that you have registered for through the Registrar's office) **AND also to the center you wish to attend.**
- Questions can be sent to [contextualformation@uls.edu](mailto:contextualformation@uls.edu)

### II. The Admission Interview

- An Admission Interview is required by the Association for Clinical Pastoral Education (ACPE) as part of the application process for each site you apply to. You will be responsible for setting this up, but the Contextual Formation office will help you with any process questions you may have.

### III. Choosing a Site

- Accredited ACPE sites are found at: [www.acpe.edu](http://www.acpe.edu)
- Feel free to talk with students who have already completed CPE to help with your decision.
- Once you have made your choice(s) it is your responsibility to send your application materials to site(s) where you want to attend. We suggest applying to 2-3 places. Application materials include: cover letter; application-which includes answers to questions 2-6; copy of your CPE interview and an application fee if required.
- Some areas of the country, such as Washington, DC, are very competitive so you will want to get your materials in quickly and be persistent in your follow-up.

### IV. Acceptance, Fees, etc.

- All centers vary in their acceptance processes. Some centers fill programs quickly; others wait and do so only after a given date.
- We suggest that you follow up with a call to the sites where you have applied after about two-three weeks of applying to check the status of your materials.

- Once you have been accepted at a given center and you have confirmed that acceptance, please inform the other centers to which you have applied that you are withdrawing from their process. This will open space for other persons at that site.
- Submit a copy of your letter of acceptance to the Canvas Course site.
- The tuition is the student's responsibility. The *average* fee has been about \$550.00. Many centers require an application fee and others require a non-refundable deposit which in most cases is applied to your tuition at that center. Payment is due directly to the site.
- Seminary vehicles cannot be used for CPE
- If you plan to take an extended CPE along with a reduced course load, be sure to check in with your advisor and the registrar to decide on your overall plan to complete course requirements.
- You will need to register for CPE “course” through Registrar’s office. Form can be found on MyULS website under Contextual Formation CPE.