

CPE Equivalency Application

This application must be turned in to the Supervised Ministry Office in order to register for the course. Approval of this application by the Supervised Ministry Office is a prerequisite for registration. **DUE DATE: December 1, 2016**

Please identify which CPE Equivalency site you are applying for:

- DuPage County Convalescence Center
- Swedish American Hospital
- Student's Chosen Site

Name of Student:

Daytime Phone:

Evening Phone:

E-mail:

Address:

The CPE Equivalency is intended ONLY for those who hold full time secular jobs and therefore cannot utilize flex time in order to complete the ACPE hospital chaplaincy. For what reason are you requesting a CPE Equivalency; and please list below your current full time job position.

Employer:

Supervisor's Name & Phone/Email:

UNDERSTAND that this placement fulfills part of the requirements of the Northern Seminary MDiv. Degree, and is considered to be an integral part of equipping persons for ministry. The student agrees to attend weekly campus meetings and to perform 160 hours of volunteer pastoral care ministry.

The student, by signing below, gives permission to the CPE Equivalency professor, the CPE Equivalency Site Supervisor and the Supervised Ministry office staff to discuss the student and his/her application/autobiographical statement in person, in writing, or by telephone.

The CPE Equivalency Site Supervisor agrees to hold weekly supervisory meetings and give guidance to the student in his/her chosen objectives and to provide opportunity for the student to perform 160 hours of volunteer pastoral care ministry.

Student Signature

Date

Site Supervisor's Signature

Date

Application Approved by: Supervised Ministry Office Date

Autobiographical Statement

1. Please provide a reasonably full account of your life. Include important events, relationships with people who have been significant to you, and the impact these events, and relationships have had on your development. Describe your family of origin and your current family relationships as it impacts your understanding on your pastoral identity.
2. Include a description of the development of your religious life, including events and relationships that affected your faith and currently inform your belief systems.
3. Write a “brief” statement of your theological understanding of your gifts and talents as they weave into your vocational calling.
4. Conclude with a full description of the ministry setting you have selected and your educational goals, including how you hope working in this setting will be helpful in meeting your goals for ministry.

Student’s Chosen Site Option

If you desire to do your CPE Equivalency hours at a site not specified above, please fill out the form below with the following information. This is in addition to the Autobiographical Statement and the above form. The Site Supervisor for a Student’s Chosen Site only needs to sign the second form.

CPE Site Supervisor qualifications:

- Has earned a minimum of a Master’s degree in a ministry discipline or its equivalent as judged by the Supervised Ministry Director.
- Has, ideally, successfully completed at least one unit of Clinical Pastoral Education (CPE) or its equivalent as judged by the Supervised Ministry Director.
- Has served a minimum of five years in a full time ministry placement or its equivalent as judged by the Supervised Ministry Director of the area in which the supervisor will be eligible to supervise.
- Is available and willing to mentor a seminary student during his/her service and is able to offer experience in leading critical situations and pastoral care experiences.
- Is able to offer the student at least 160 hours of ministry experience.
- Is able to meet with the student one-hour weekly for theological reflection and mentoring.
- Is not a family member of the student, current employer/supervisor of the student, a current seminary student, or recent seminary graduate (past 3 years).
- Is not supervising more than two Northern Seminary students concurrently.

Student's Chosen Site Application

Site Name

Address

Phone & Website

Supervisor's Name/Position

Supervisor's Phone & Email

1. Attach a brief position description or list your top five major responsibilities at the site:

- a.
- b.
- c.
- d.
- e.

2. Attach the CPE Equivalency Site Supervisor's resume.

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Student Signature Date

Site Supervisor's Signature Date

Application Approved by: Supervised Ministry Office Date

**Important Information:
There is no application Fee!!**

**Please submit your completed application to the
Northern Seminary Supervised Ministry Office:**

**NORTHERN SEMINARY
OFFICE OF SUPERVISED MINISTRY
660 EAST BUTTERFIELD ROAD
LOMBARD, IL 60148
PH: 630-705-8109**

Please note there is limited space in this program. Positions may be filled using qualifications and diversity to create a balanced group. Notification will be provided to all applicants when the positions have been filled.