

CPE Step by Step

Here is a step-by-step guide to getting admitted into an accredited CPE program.

1. Go to www.acpe.edu. This is the Association of Clinical Pastoral Education's website. Spend some time looking around and read the [FAQs](#).
2. Figure out when you want to complete CPE. Remember: it may take 6 - 12 months to get accepted into a program.
3. Fill out the CPE application. Despite being only one page long, it will take some thought and time to complete. Plan to spend *at least* three hours on it. The application can be found [here](#).

The application includes a page of essay questions and a page for your contact information. Your fully completed application should be no longer than 6-10 pages. Be thorough, but not overly verbose.

4. After you have written your application, give it to another person to proofread and to evaluate if you left out important information. Make sure you've covered all the questions and areas on the application.
5. Apply to at least two or three programs. The accredited CPE centers can be found [here](#). You can use the same application for each program. Please remember to keep copies of your application and of any materials/correspondence shared with CPE programs in your files.
6. After sending your application, follow up with a phone call to make sure it was received. Ask when they will contact applicants to schedule interviews.
7. Interview tips:
 - Create a list of questions you want to ask at your CPE interview. It is your responsibility to discover the nuances of each program's time commitments, expectations, etc. Expect the CPE Supervisor to dig a little deep during your interview. They want to learn if you will let them in. Look for a good match with the supervisor: do you want this person walking with you in your formation? Some helpful questions to ask are included in the next section.
 - Expect the CPE Supervisor to dig a little deep during your interview. They want to learn if you will 'let them in'. Look for a good match with the supervisor: do you want this person walking with you in your formation?
8. Expect to pay the hospital their CPE fee on the first day of your CPE experience.
9. Make sure you get academic credit for your CPE. When you complete accredited CPE, the Supervisor will provide you with a CPE Certificate and an evaluation. You also will write an evaluation about yourself. You must bring a copy of these three things (two final evaluations and a copy of the certificate) to the Supervised Ministry Office. The Supervisor has 60 days to complete an official evaluation of your CPE experience. ***Credit for the course will be recorded on your Northern transcript AFTER both of these documents have been submitted.***