The Reading Hospital School of Health Sciences Clinical Pastoral Education Program is accredited by The Association for Clinical Pastoral Education, Inc.
1549 Clairmont Road, Suite 103, Decatur, Georgia 33033-1472
1-404-320-1472 www.acpe.edu

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Thank you for inquiring about the Clinical Pastoral Education Program offered by Reading Hospital School of Health Sciences. This brochure is designed to provide information about this educational opportunity.

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About Our Clinical Pastoral Education Program

Clinical Pastoral Education, or CPE, is an interfaith Program of professional education for persons seeking growth, skill, and competence in pastoral/spiritual care.

In CPE, students learn to provide pastoral/spiritual care through supervised practice of ministry to persons in crisis. Emphasis is on developing:

- awareness of ourselves as people and of the needs of those to whom we minister;
- knowledge and understanding supporting spiritual care as ministry;
- skill in interpersonal and interprofessional relationships.

Clinical Pastoral Education is a dynamic, interpersonal, process-oriented educational experience set in an environment where participants feel free to openly share, care for, support, challenge, and respect one another. In CPE, faculty work to develop a learning environment that is supportive and stimulating, and where students feel confident to risk interpersonal growth and learning.

Students in Clinical Pastoral Education engage in learning through:

- the supervised practice of ministry;
- reporting on and evaluation of that practice;
- the interaction of a small group of peers who share a common learning experience.
- developing individualized goals for learning that guide the program of instruction.

Accreditation

The Association for Clinical Pastoral Education, Inc., accredits Reading Hospital School of Health Sciences Clinical Pastoral Education Program. The ACPE has authorized the Clinical Pastoral Education Program to offer programs in Clinical Pastoral Education and Supervisory Clinical Pastoral Education.

The ACPE conducts an accreditation review of all ACPE-accredited programs on a five-year cycle. Persons wishing to make comments regarding the School or its CPE Program may direct their correspondence to:

The Association for Clinical Pastoral Education, Inc.
1549 Clairmont Road, Suite 103
Decatur, Georgia 33033-1472
web: www.acpe.edu • phone: 1-404-320-1472

Program Mission

The Clinical Pastoral Education Program reflects the mission of Reading Health System, which is, in part, a commitment to educate healthcare professionals. The Program aims to raise the overall quality of spiritual care available within this community for hospitalized individuals and their families. The CPE Program welcomes the enrollment of clergy, theological students, interested allied health professionals, and qualified laypersons. The goal of the Program is to advance clinical pastoral competence of persons providing pastoral/spiritual care and counseling to those facing the crisis of illness.

Admissions Policy

Purpose

The student body at Reading Hospital School of Health Sciences is carefully selected to include individuals capable of meeting the rigorous educational requirements for preparation as healthcare professionals.

Procedure

Admission is competitive with specific academic standards for each Program of study. Selection of students will be based on personal composition, academic ability, references, interview performance, aptitude tests, writing samples, and previous healthcare experience according to Program-specific requirements. The School reserves the right to deny admission or readmission to any applicant if, in the opinion of the School, his/her admission is not in the best interest of the student or the School.

The School considers preferred admission for applicants who are: qualified Berks County residents; employees of Reading Health System; or dependents and immediate family members of employees of Reading Health System or its affiliates and subsidiaries.

Reading Hospital School of Health Sciences operates without distinction to age, race, color, religion, gender, disability, sexual orientation, national origin, or economic means.
General Admissions Procedures

1. Overview of Criteria
   • Applicants must be citizens of the United States or provide documentation of permanent residency or working status.
   • All applicants must have a high school diploma or GED. Home-schooled students must have a diploma from an accredited home school association, or have met requirements for the GED. GED applicants may be required to take additional post-secondary work to meet the academic requirements of the individual programs.
   • Cumulative grade point average (GPA) of 2.5 or greater in high school or post-secondary coursework is required for all applicants and candidates for matriculation. The most recent post-secondary GPA will be used in the admission decision.
   • At the discretion of the individual Program, applicants may be required to submit scores from the Scholastic Aptitude Test (SAT) administered by the College Entrance Examination Board or the American College Testing Assessment Program (ACT) administered by the American College Testing Program. This requirement may be waived for applicants with earned college degrees.
   • Potential students must submit two reference forms from teachers, guidance counselors, employers, supervisors, or others. Healthcare professionals must submit one reference from the current or most recent healthcare employer.

2. Technical Standards for All Applicants
   Successful completion of a School of Health Sciences Program necessitates mental and physical health essential to meet the objectives of the curriculum, as well as other skills necessary for success in the classroom and clinical components of the Program. Based on these criteria, applicants must:
   • Be able to read, write, and speak the English language, and communicate in an understandable manner.
   • Possess the emotional health necessary to fulfill the educational requirements of the Program.
   • Demonstrate a history of personal integrity, compassion, motivation, and the ability to function in stressful situations.
   • Be able to walk, stand, move, and sit for long periods of time.
   • Possess auditory, visual, and tactile abilities sufficient to assess and monitor health needs and provide safe care.
   • Possess interpersonal abilities sufficient to interact with individuals with various backgrounds.

In Programs requiring physical skill and dexterity:
   • Be able to lift and move patients and equipment.
   • Have fine motor movement to complete tasks in a safe and effective manner.

The School makes every effort to accommodate students and applicants with disabilities. Any applicant with a documented disability can request special accommodations by notifying the Admissions Office in writing at the time of application.

3. Information
   All materials that are submitted to the Admissions Office become the property of the School of Health Sciences and cannot be returned or forwarded unless the applicant makes a formal request in writing to the School.
   Any misrepresentation or omission of facts or essential documents during the application process and/or after acceptance into the Program will result in a delay, denial, or revocation of admission.
   As deemed appropriate, the Admissions Committee reserves the right to waive admission requirements after reviewing an applicant's completed record.
   All applications must be completed by the deadline described under the Program-specific requirements. A completed application file must contain:
   • A completed application and an application fee.
   • Proof of permanent residency or working status, if applicable.
   • An official high school transcript or GED.
   • All official post-secondary transcripts, if applicable.
   • A copy of Practical Nursing license, if applicable.
   • Aptitude test scores, as required.
   • Two references.

Additional Requirements for Foreign-Educated Students
   The School is not approved to issue or accept student visas. Applicants must show proof of permanent residency or working status.
   Test of English as a Foreign Language (TOEFL), administered by the Educational Testing Service (ETS), Princeton, New Jersey, may be required for applicants educated outside the United States or whose preferred language is not English, including those transferring from English-speaking colleges and universities.
The School may require the following documentation to determine eligibility for admission.

- Satisfactory score on TOEFL. Testing must have occurred within two years of the application submission.
- An evaluation of foreign transcripts by the World Education Service (WES) or other approved agency is required.
- Certificate of Preliminary Education (CPE) from the Department of Education.
- General Education Development (GED).
- General Report from the Commission on Graduate Foreign Nursing Schools (CGFNS).
- Evidence of completion of required high school or post-secondary coursework.
- Paper-based score of 560 or internet-based score of 83

Clinical Pastoral Education Program Requirements

The Clinical Pastoral Education Program admits qualified students to its Programs on a rolling basis. Applicants are interviewed in the order in which completed applications are received. Admission to a CPE Program is closed when the Program is filled.

In addition to the general admission requirements of the School, admission to the Clinical Pastoral Education Program’s Internship Programs will be based on the following:

- Completion of a Bachelor of Arts or Bachelor of Science Degree
- Minimum of six hours in Theology and/or Biblical Studies, or their equivalent.
- Prior experience in faith-related ministry or other helping profession.
- Recommendations: “recommend with confidence” rating.
- Submission of well written graduate level essay material.
  - Two page autobiography
  - Two page personal spiritual journey essay
  - One page reflection on a helping incident
  - One page expectations for Clinical Pastoral Education
- Successful completion of an admissions interview.

In addition, admission to the CPE Program’s Residency Program requires evidence of the successful completion of a CPE (Level I) Internship through the School or through another accredited ACPE Program, or its equivalent of a Masters Degree in Theology.

Residency candidates must submit a copy of the evaluations from all previously completed CPE course units.

Final Acceptance into the Program

Final acceptance into the Program will be communicated in writing to successful student applicants by the Admissions Office.

Final Acceptance is contingent upon:

- Receipt of all official transcripts.
- Maintaining the applicant’s high school or post-secondary GPA at or above 2.5 for the remainder of the current educational experience. A minimum GPA of 2.5 is required of all candidates for matriculation.
- Submitting these post-acceptance documents in accordance with established deadlines:
  - A non-refundable confirmation fee of $300 within two weeks of the acceptance date.
  - Copy of photo identification (i.e., valid driver’s license, school or employer identification, permanent residency card)
  - Necessary paperwork used to verify official name or name changes.
  - Completed and approved Criminal Record Check.
  - Completed and approved Pennsylvania Child Abuse History Clearance.
  - Valid two-year healthcare provider CPR certification.
  - Documentation of health insurance, including hospitalization benefits.
  - Healthcare provider confirmation of required health screenings, tests, and immunizations.
  - Final official high school and/or post-secondary transcripts reflecting required GPA.

Admitted students who fail to meet all these requirements by specified deadlines may have their admission offer revoked.
Admission Interview and Campus Visits
An on-site interview is required for admission to the Program. Qualified applicants will be contacted to schedule this interview.
All interviews occur on weekdays, and last approximately 3 to 4 hours.
For applicants who live outside the region, a phone interview may be granted.
Interested applicants can call 484-628-0205 to arrange an appointment to discuss the Clinical Pastoral Education Program and tour our campus.

Ways to Apply Your Clinical Pastoral Education Credits
Credits earned through a Clinical Pastoral Education Program may serve a variety of purposes. Students may apply CPE credit toward satisfying:

- theological or other graduate degree requirements, or a religious denomination’s pre-requisite for ordination;
- professional continuing education requirements;
- clinical education requirements for certification as a professional chaplain or pastoral counselor;
- course credit in certain graduate counseling programs: A single unit of CPE is equivalent to 5 Academic Units of classroom instruction (Academic Units are equivalent to credit hours) and 7 Academic Units of Practicum.

Undergraduate students and qualified laypersons in our Program have used CPE credit:

- for college credits as an internship in a college program related to the behavioral sciences or religion; students must arrange for such credit in advance with their college or university professor or advisor;
- to help laypersons clarify vocational interests and calling regarding ministry;
- to strengthen and improve on their awareness and skills in providing spiritual care.

Health and Regulatory Requirements
To assure the health and safety of our patients and students, we require a health screening that includes:

- tuberculin skin test or chest x-ray if previously positive for TB
- an inoculation history with all inoculations up-to-date

Students are offered, and may decline, the Hepatitis B Vaccine.

Students enrolled in CPE must be able to safely move about the Hospital environment, and stay awake, alert, and functional through the night when on-call.

Applicants for CPE Residency positions undergo a drug screening and background check. Please be advised that we may not admit a person to the residency program who has a prior felony conviction.

Student Support Services
The School provides a Student Health Center that provides all students with access to health screenings, sick visits, and referrals.

The Program Director is available to students to consult on job search, resumé preparation, and certification requirements. CPE students may request an educational consultation at any time after completing their first unit of CPE. Educational consultations may involve outside resources regarding their progress in achieving educational and professional goals.

(See student handbook for more information.)

Students enrolled in CPE may request a referral for counseling either by contacting the Student Health Center or by requesting a referral from the Program Director.
## Curriculum Summary

### Unit 1 – 400 Hours

**CPE (Level I) Unit Objectives:**
Students develop the basic skills and awareness required for progressing to the Level II curriculum.

**Areas of Study:**
- Pastoral care and fundamentals
- Framework for pastoral theology
- Grief and loss

**Skills Practiced:**
- Initiating care skills through the clinical practicum
- Goal setting
- Use of clinical method of learning

**Focus of Professional Development:**
- Self awareness
- Interpersonal awareness

### Unit 2 – 400 Hours

**CPE (Level II) Unit Objectives:**
Students learn to articulate the pastoral role in an interdisciplinary setting, and establish collaborative dialogue.

**Areas of Study:**
- Theories of Pastoral Care and Counseling
- Theories of Human Development
- Spiritual Assessment

**Skills Practiced:**
- Using short-term strategic counseling
- Building interdisciplinary relationships

**Focus of Professional Development:**
- Clear articulation of Pastoral/Professional identity

### Unit 3 – 400 Hours

**CPE (Level II) Unit Objectives**
Students develop awareness concerning issues of diversity in their ministry; master spiritual assessment; and demonstrate ability to employ a range of pastoral skills.

**Areas of Study:**
- Theories of change
- Applied theology
- Cross-cultural pastoral care and counseling

**Skills Practiced:**
- Planning care based on spiritual assessment
- Crisis care skills
- Conflict resolution

**Focus of Professional Development:**
- Depth of reflective ability, both personally and theologically

### Unit 4 – 400 Hours

**CPE (Level II) Unit Objectives:**
Students learn the use of self in the counseling process; develop skills in planning and administering program components, and demonstrate skill in self supervision and use of consultation.

**Areas of Study:**
- Requirements for professional certification
- Organizational development
- Management theory

**Skills Practiced:**
- Spiritual program development, goal setting, and prioritizing
- Use of self in the ministry encounter
- Group leadership

**Focus of Professional Development:**
- Initiation and use of consultation
- Writing for professional certification

## Important Information

**Overview**

The CPE Program is a 1,600 contact hour curriculum divided into four program units of 400 hours each. The Program curriculum has two levels. CPE Level I is pre-requisite for continuation to the CPE Level II curriculum units.

CPE Level I (400 hours) develops basic awareness, skill, and competencies in:

- the use of a clinical method for learning pastoral/spiritual care;
- understanding the role and relevance of pastoral/spiritual care in the clinical setting;
- self and interpersonal-awareness of the ways in which one’s history, values, and attitudes shape and limit ministry;
- confidence in functioning in a pastoral/spiritual care role.

CPE Level II (1200 hours) develops advanced awareness, skills, and competencies in:

- pastoral/spiritual assessment;
- pastoral/spiritual care and counseling;
- functioning as a member of an intradisciplinary and interdisciplinary team;
- development an integrated theoretical base for one’s ministry practice.

## Course Offerings

### Summer, Fall, Spring, and Extended Internships

This Clinical Pastoral Education (Level I) internship is designed for both clergy as well as individuals with no previous experience in Clinical Pastoral Education.

### The Chaplain Residency

(LEVEL II) is a one-year paid program that allows participants to join Reading Hospitals’ chaplaincy staff and practice advanced skills in pastoral/spiritual care of the sick.
Supervisory Education

Supervisory Education is an extended educational program that prepares a professional chaplain to successfully complete the Certification Process of the Association for Clinical Pastoral Education, Inc. (ACPE) to become a Clinical Pastoral Education Supervisor. The educational process can take from one to three years to become an Associate Supervisor. Students in Supervisory Education do some of their educational work at Reading Hospital School of Health Sciences in conjunction with the curriculum provided by the Eastern Pennsylvania Institute for Clinical Supervision (EPICS) that meets bi-monthly at the Lutheran Theological Seminary in Philadelphia.

Clinical Pastoral Practicum

Clinical Pastoral Education is professional education for pastoral/spiritual care giving that teaches the art of caregiving through the actual practice of ministry. Those who enroll in CPE function, under supervision, as Chaplains in the Department of Chaplaincy Services. They work with professional staff who both mentor and teach.

Clinical Pastoral Practice is the primary venue for learning through a cycle of action and reflection. Seminars and lectures support CPE students’ learning in the clinical setting.

Certification as a Professional Chaplain

Graduates of our CPE (Level II) Residency will have satisfied the clinical training requirements for the following certifying bodies:

• Association of Professional Chaplains
• National Association of Jewish Chaplains
• National Association of Catholic Chaplains
• Canadian Association for Pastoral Practice and Education

Completion of Clinical Pastoral Education alone is not sufficient for certification.* As part of the CPE admissions decision, prospective applicants should review the complete set of requirements for certification as set forth by these organizations.

*Persons interested in certification as a Professional Chaplain should review the requirements of the appropriate group prior to applying.

Academic Calendar

The Clinical Pastoral Education Program follows the School’s academic calendar:

• fall unit begins in August
• spring unit begins in January
• summer term begins in May

The School of Health Sciences graduation is in July.

Transferring Students

We accept credit for Clinical Pastoral Education units taken in other ACPE-accredited CPE Programs. A completed unit of CPE (Level I) internship is required for admission to our CPE (Level II) Residency Program.

Completion of at least four credited units of CPE and certification by an ACPE supervisor that a student has completed CPE Level II are required as a prerequisite for admission to the Supervisory CPE Program.

To be admitted, transferring students must meet the general admissions requirements of the Program, and have completed and received credit for the required level of CPE prerequisite for the Program to which the student seeks admission.

The Program reserves the right to place transferring students in its CPE Level I curriculum unit when, in its judgment, the student has not sufficiently realized CPE Level I learning outcomes, or to facilitate orientation to the Program and Reading Hospital and Medical Center.
Living Accommodations
Limited on-campus housing is available for Summer Interns and Chaplain Residents. Family housing is not available.

If possible, we place students in a single room. Demand for rooms may require assignment of summer student roommates.

Summer housing for Interns is provided at no charge. A Chaplain Resident who requires housing pays a modest monthly rent charge.

Please indicate housing needs on the application form.

Financial Aid
For information about financial assistance, please contact the Financial Aid Office at 610-741-0105.

Policies and Procedures
CPE students receive a Student Handbook at the beginning of their Program that contains information about the policies and procedures of the Schools Chaplaincy Services Department and the Hospital. The Program Director will carefully review these policies and procedures as part of orientation. Students are required to comply with all policies and procedures.

Employment Opportunities
The School does not maintain a formal job placement service, but does assist graduates in finding positions.

Those of our Chaplain Residency graduates who sought employment in the field have been successful in obtaining employment in healthcare institutions either locally or regionally.

Faculty
Department Director: Rev. Dr. Thowodros Asfaw, BCC,
Program Director: Rev. Laurie M. Robins, MA, M.Div.
Course Assistants: Rev. John Olsen, M.Div.,
G. Travis Woodfield, M.Div, MA, BCC
Secretary: RuthAnn Wiswesser
The Reading Hospital School of Health Sciences
Clinical Pastoral Education Program • 610-741-0100

Your autobiography - a reasonably full account of your life describing your family of origin, current family relationships, and important and supportive social relationships. Include a discussion of significant persons and events, especially as they have affected, or continue to affect, your personal growth and development.

Your spiritual growth and development - discussing the faith heritage into which you were born, subsequent religious experiences, significant persons and events that have affected, or continue to affect, your spiritual growth and development, including your “call” to ministry.

An account of a “helping incident” in which you were the person who provided the care - Describe the situation and the extent of your involvement in the request for help. Give your assessment of the issue(s), problem(s), and situation(s). Describe how you came to be involved and what you did. Evaluate what you did and how you believe you were able to help.

If you have completed a unit of CPE within the past two years, please attach a copy of a verbatim as your “helping incident.” If you have had CPE, but it was more than two years ago, include a recent account of a helping incident, written in a verbatim format. If possible, include feedback from current pastoral colleagues and/or administrative supervisor.

Describe your impressions of Clinical Pastoral Education - Indicate, for example, what you believe or imagine the Program to be. If CPE is being required of you, explain why. Write briefly about your learning goals and/or learning issues of which you are aware and would like to address through CPE. Finally, indicate how CPE may be able to help you meet needs generated by your ministry or call to ministry.

If you have prior CPE, please discuss the most significant learning experience you had. Illustrate how you have continued to use the clinical method since your previous experience. Assess your strengths and weaknesses as they relate to your ministry and your identity as a professional person. Relate these to your personal and/or professional learning goals.

Describe your work (vocational) history - Attach your resumé or include a chronological list of jobs/positions/dates of employment. Include a brief statement about your current employment and work relationships if applicable.

APPLICANTS

The program accepts applications from the Association for Clinical Pastoral Education, Inc. (ACPE). To access the ACPE CPE application instructions form, please go to www.acpe.edu/membershipforms.html. Please be sure to include all materials as indicated on the ACPE instructions form.

In addition to submitting the ACPE application, please submit a non-refundable fee of $30 and three Candidate’s Reference Letters. The Candidate Reference Letters can be found at https://www.readinghealth.org/healthcare-professionals/school-of-health-sciences/programs/clinical-pastoral-education/admissions/.

Please make check or money order payable to:
Reading Hospital School of Health Sciences
PO Box 16052
Reading, PA 19612

Your application will not be considered complete until the fee and reference forms are received. All Candidate Reference Letters must be current.

Applicants selected for an interview will need to follow the School of Health Sciences Supplemental Requirements List: you will need to bring along essential data as noted below and review the Family Education Rights and privacy Act (FERPA) prior to your interview visit.

- A copy of your competed ACPE application (Refer to #11 on ACPE instructions form)
- Social Security Number
- Date of Birth
- Copy of previous self and supervisor evaluations (Refer to #10 on ACPE instructions form)

More Resources

- Review School FERPA policy at http://www.readinghealth.org/sohs/policies
- Facts about Clinical Pastoral Education can be found at http://www.acpe.edu/StudentsFAQ.html
- Information about the International Student Visitor Program can be found at http://www.acpe.edu/StudentsIntlStudents.html