

ACPE CPE APPLICATION WRITING GUIDELINES

We are providing this Writing Guide that includes questions directly from the ACPE website. Your responses should be written in first person language, using Times New Roman 12 point font, single-spaced, and with 1-inch margins.

Please submit your responses on separate pages.

Before submitting, please ensure you have carefully read the instructions and make a copy of the blank form for your records.

All required files should be submitted through our website:

<https://www.buenvivircpe.com/apply>. Incomplete applications will not be accepted.

In your application, we require a reasonably full account of your life (3-5 pages), including significant persons and events that have impacted or continue to impact your personal growth and development.

- Your family of origin, current family relationships, and important social relationships should also be described. Your responses will help us to assess your capacity to understand and empathize with patients and their families. (2-4 pages)
- We also require a description of your spiritual growth and development. Your self-awareness is important in providing spiritual guidance and solace. This includes your faith heritage, personal conversions, call to ministry, religious experiences, and significant persons and events that have impacted your spiritual growth. As a Buen Vivir CPE Student Chaplain, you will be expected to function as a spiritual leader for individuals of all faiths and non-faiths. Please describe how you understand spirituality and your role as a spiritual leader. (2-4 pages)
- Your work (vocational) history should also be included in your application with a chronological list of employment, brief statements about your current employment, and your relationships with your supervisor and colleagues. (2-4 pages)
- Include your current resume.
- Provide an account of a "helping incident" in which you provided assistance. This should include the nature and extent of the request, your assessment of the situation, how you became involved, and a brief evaluation of your actions and their impact. If you have had previous CPE, you may attach a verbatim from your previous program and include your own notes on what you learned. (2-4 pages)
- Your impressions of Clinical Pastoral Education, including your understanding of CPE, any learning goals or issues you would like to address, and how CPE can help you meet your ministry needs. If you have had prior CPE, please indicate the most significant learning experience and how you have continued to use the clinical method since your previous experience. (2-4 pages)
- Indicate any personal or professional Learning Plan and Goal/s you want to focus on this unit of CPE and how you believe CPE will help you attain them. Please provide 5 pages of response. **Make sure each goal is a SMART GOAL: Specific, Measurable, Achievable, Relevant, and Time-bound.**) This approach helps create clear, actionable, and attainable goals. (2-4 pages)

Initials: _____

If you are an international applicant, you will have to obtain appropriate documentation from U.S. Immigration, which usually implies a visa and a US Social Security Number. Therefore, international applicants should have such documentation approved at **least six (6) months** before the start of the program to which they are applying. If offered employment, can you submit verification of your legal right to work in the U.S.? * Yes ___ * No ___

An applicant with prior CPE should **attach all previous self and educator evaluations**. Your signature in the ACPE CPE Application indicates you permit your previous CPE center (s) to release your evaluations for this application process.

This is a non-negotiable requirement.

If you fail to include these documents, your application will be returned but your application fee will not, and you may not be eligible for reconsideration.

As part of the admission process, you are required to complete an admissions interview with an ACPE educator or a person approved by the Center you are applying to.

Signature of the Participant: * _____

Name of the Participant: * _____

Date: * (_ / _ / _)