

# Tips to Complete Your CPE Application

**There are five main topics about which you are asked to write.** Address the suggestions listed on the application form. Feel free to be creative with these topics, but make sure that you convey a sense of who you are to us. We are meeting you for the first time.

1. **A reasonably full account of your life**
2. **A description of your spiritual growth and development.**
3. **A description of your work (vocational) history.**
  - a. You can submit a resume, but comment on what experiences might inform your pastoral relationships.
4. **An account of a “helping incident” in which you were the person who provided the help.**
  - a. A narrative account of an incident is acceptable, as is submitting a verbatim and with your self-evaluation. Please be detailed about how you helped in this situation.
5. **Your impressions of CPE**
  - a. Include goals that you have as you continue learning about yourself and your pastoral ministry.

## What makes an application appealing to a CPE supervisor?

- Openness in your application: We want to know that you are interested in discovering more about yourself as a minister and a peer/colleague to those who will be in your CPE group.
- You may include a cover letter telling us which clinical setting you are interested in and why.

## You are required to complete an admission interview with an ACPE supervisor. So what do we look for in an interview?

- Openness ... in interacting with a new person (the supervisor you interview with), in a new situation (a CPE interview) and in being in a learning group with ministry peers
- Honesty: tell us about your struggles, fears and joys that you have as you think about your ministry in a parish, hospital or other setting.
- Your reasons for taking CPE and what you hope to learn during the unit.
- How we relate to each other and how you have related to other mentors in the past
- Responsibility: can the chaplains and staff that you will minister with count on you on a day-to-day basis in the ministry we do together?

## What do you do once the application has been sent to a center?

- The Manager of CPE will share your application with the supervisor(s) responsible for the unit you for which have applied. If they are interested in your application, they will contact you.
- If you haven't heard something from OhioHealth, feel free to send us an email inquiring about our progress in setting up interviews.
- *If you have been admitted by a CPE center and have committed to join their CPE program, please communicate your decision to the other centers to which you applied. This lets us know that we no longer need to consider you as an applicant and is helpful as we consider the applications we have received.*