



1. What is CPE?

- a. [Begin here](#)
- b. If you still have questions
 - i. Talk with continuing students who have completed CPE
 - ii. Talk with Contextual Education

2. What are the different types of CPE?

- a. Intensive – completed full-time in 10 consecutive weeks
- b. Extended – completed part-time over several months
- c. Virtual – an extend unit that begins with a retreat and then continues with supervision and cohort work done virtually. Clinical work is arranged in a site local to the student, collaboratively with the CPE supervisor, the student, and the site

3. Can I choose the type and setting for my CPE experience?

- a. Students are encouraged to be in conversation with their academic advisor about the type of CPE experience that is best for each student
- b. Students are encouraged to be in conversation with their synod Candidacy Committee (or the equivalent for students from traditions other than the ELCA) about the type of CPE experience that is best for each student

4. When should I complete CPE?

- a. Successful completion of CPE is almost always required before an internship can begin
- b. For ELCA students, CPE is required prior to Endorsement
- c. Students should begin working on CPE plans early in their first academic semester

5. How do I choose and apply to a site?

- a. Accredited ACPE sites are found [here](#).
- b. Feel free to talk with Contextual Education staff and especially students who have already completed CPE to help with your decision.
- c. Consider the type of experience that would be best for you
- d. Consider location that will meet your formation, education, and personal needs

6. How do I apply?

- a. Click here for [Application forms found on-line](#)
- b. Be thorough and complete in your answers.
- c. If you are unsure about the Academic Reference, you may use your WTS advisor.
- d. Once you have made your choice(s) it is your responsibility to send your application materials to site(s) where you want to attend. We suggest applying to 2-3 places.

- e. Application materials include: cover letter; application-which includes answers to questions 2-6; resume; application fee if required; other materials as requested by a particular site.
- f. Some areas of the country, are very competitive. You will want to get your materials in quickly and be persistent in your follow-up.

7. How do I schedule an Admissions Interview?

- a. An Admission Interview is required by the Association for Clinical Pastoral Education (ACPE) as part of the application.
- b. If you are applying to multiple sites, it is possible that one interview will suffice for all sites. Check with each site regarding their interview requirements.
- c. Your interview may be in person or virtual, depending upon the site

8. What about acceptance and fees?

- a. All centers vary in their acceptance processes. Some centers fill programs quickly; others wait and do so only after a given date.
- b. We suggest that you follow up with a call to the sites where you have applied after about two-three weeks of applying to check the status of your materials.
- c. Once you have been accepted at a given center and you have confirmed that acceptance, please inform the other centers to which you have applied that you are withdrawing from their process. This will open space for other persons at that site.
- d. The tuition is the student's responsibility. The average fee has been about \$550.00. Many centers require an application fee and others require a non-refundable deposit which in most cases is applied to your tuition at that center. Payment is due directly to the site.

9. How do I register for CPE at WTS?

- a. Submit a copy of your letter of acceptance to the Contextual Education Office at contextualeducation@wartburgseminary.edu
- b. If you plan to take an extended CPE unit, you must talk with your Advisor and the Registrar about registering
- c. If you plan to take an intensive unit during the summer, look for Registration instructions from the Registrar during the spring semester.

10. Do I have to enroll?

- a. Students must create an account in the ACPE database [LINK:](#)
My ACPE → Enroll in CPE Unit → Scroll down to Create an Account and complete all fields.
- b. This account will be used as a portal for students to update their contact information, enroll in future units of CPE, to review completed units of CPE, etc.

11. What do I do with my final evaluations?

- a. Upon completion of CPE, submit a copy of the signed, supervisor's evaluation and your own self-evaluation to contextualeducation@wartburgseminary.edu

- b. Submit a copy of your signed, supervisor's final evaluation to the Registrar
- c. Students pursuing Candidacy must send both CPE final evaluations directly to their candidacy committees
- d. Please submit e-copies only