

POLICY ON CLINICAL PASTORAL EDUCATION

Louisville Presbyterian Theological Seminary

Field Education Units and Academic Credit

Students will receive two units of field education for one unit of Clinical Pastoral Education. Registration is made in the Field Education office.

Students who pay the per hour class registration fee to Louisville Seminary will receive three (3) hours of academic credit. Registration is made in the Registrar's office. Any student who chooses not to do CPE for academic credit is directly responsible for the unit fee charged by the site where he or she participates. In this case, the student must consult with the registrar.

CPE Applications

Deadlines for CPE applications are listed on the current "Field Education Calendar" (on the LPTS website). CPE application deadlines are also printed in the *Seminary Times* prior to the due dates. The demand for summer CPE positions is extremely high. These applications need to be submitted by mid October. Programs other than summer are sometimes more flexible in admitting students.

PLEASE NOTE: Students will need considerable time to complete a CPE application.

Payment of CPE Fees

Louisville Seminary will pay directly to the Louisville Cluster the \$750.00 Louisville Cluster supervision fee for students taking their first unit of CPE within institutions of the Louisville Cluster. Louisville Seminary will pay up to \$750.00 in unit fees for students taking a first unit of CPE outside the Louisville Cluster. This payment will be made directly to the CPE site. The Seminary will not pay application fees or interview fees to institutions outside the Louisville Cluster.

The seminary will pay **no fees** for a second unit of CPE.

Students interested in Parish Based CPE in the Louisville Cluster need to be aware of a fee of approximately \$1,100.00 for this special unit of CPE. The Seminary will pay only \$750.00 of this cost directly to the CPE supervisor; the balance is the student's responsibility.

To Apply to a Center in the Louisville Cluster

Students should not contact individual hospitals. The Field Education Office has the CPE application or students may go on line to the national organization website, www.acpe.edu. Students should visit the Field Education Office for additional information regarding application requirements. The Louisville Cluster waves the application fee for students applying through the Field Education Office.

Students must bring an original application (CPE form and responses to questions) and a copy to the Field Education Office. The Field Education Office will send applications to Cluster hospitals.

To Apply to a Center outside the Louisville Cluster

Applications may be obtained on the website of the national organization, www.acpe.edu or in the Field Education Office. However, it is strongly recommended that students phone or email the institution to which they will apply, to find out pertinent information about the program and the institution's requirements, and make their name known to the director of the program. Most institutions personalize the CPE application with their logo and may prefer to have students request the institution's specific application form.

The Field Education Office has the contact information for approved CPE sites throughout the United States. This information is also on the national organization's website.

Students must notify the Field Education Office of their intent to apply for a CPE position prior to submitting an application to an institution. The Field Education Office will not arrange for any payment to an institution until there is a copy of the student's CPE application on file in the Field Education Office and the student registers for CPE in the Field Education Office and with the Registrar.

Students are responsible for arranging to have a copy of their complete CPE Evaluation, with an academic grade, sent to the Field Education Office from the CPE institution where the student worked. Grades will be submitted to the Registrar only from forms received from the CPE site.

Withdrawal from a CPE Program

There is no refund of tuition if a student withdraws from the CPE program. In addition, the Seminary will not pay any future CPE supervision fees for another unit of CPE taken by the student.

However, if the withdrawal is for verified medical reasons, tuition and CPE fees may be negotiated on an individual basis. The student, in this case, may be responsible for all or part of the supervision fee for another unit of CPE.