

Massachusetts General Hospital CPE Center  
**CPE Admissions Policy**

**Purpose**

The Massachusetts General Hospital CPE Center provides a clear and uniform process for application and admission to the MGH CPE Center programs. It is the educational philosophy of the MGH CPE Center that differences in experience, tradition, perspective, values, and beliefs are resources and contribute to the wealth of the learning process.

**Policy**

It is the policy of the Massachusetts General Hospital and the MGH CPE Center, to not discriminate against any applicant based on race, color, religious creed, gender, gender identity or expression, genetic information, sexual orientation, age, disability, veteran or active military status, marital status or national origin, pregnancy or a condition related to pregnancy including, but not limited to, lactation or the need to express breast milk for a nursing child.

Equal access to educational opportunities is extended to all qualified persons. CPE at the MGH CPE Center is open to those candidates who have the necessary qualifications and motivation for learning, as well as to those applicants who meet the criteria for the level of CPE for which they apply.

Exceptions to this policy will be permissible where an identifiable disability cannot be accommodated to allow satisfactory performance of essential job functions as contained in the job description for CPE students. All offers of positions in the CPE program of the MGH CPE Center are contingent upon successfully meeting medical standards established for CPE students through the department of Occupational Health.

For the complete non-discrimination policy of the Massachusetts General Hospital, please see:  
<https://hospitalpolicies.ellucid.com/documents/view/772/8258>

During the admission process, the student must demonstrate the capacity to consistently establish and maintain relationships at significant levels and be open to learning. The CPE student must also demonstrate a capacity to tolerate moderate amounts of chaos and change, which is a normal part of institutional culture.

**Requirements for admission to a summer or extended unit of CPE**

- College degree or significant experience in ministry
- Some theological education or training
- Capacity for interpersonal relationships
- Capacity for intrapersonal exploration
- Ability to function in a group
- Willingness to offer and receive evaluative feedback
- Motivation to change and grow
- Basic computer skills
- Proficiency in written and oral English

**Additional requirements for admission to CPE Residency**

- Documented completion of at least one unit of CPE from an ACPE-accredited Center
- Theological education or training (Master's level or equivalent, preferred)
- Documented ability to use the CPE process for learning
- A basic level of professional identity and formation

**Procedure**

- Applications for MGH CPE units are sent per mail or email to the ACPE Certified Educator personally or to the MGH CPE Center's electronic mailbox ([MGHCPE@mgb.org](mailto:MGHCPE@mgb.org)).
- Applications are considered on a first-come, first-serve basis. See MGH CPE website for deadlines specific to each program.

- Applications are not considered complete until the full application, the application fee and three references (one academic, one denominational, and one personal) are received.
- The admissions fee of \$75 must be sent per check to the MGH Spiritual Care Department, care of the ACPE Certified Educator. The check should be made out to “MGH CPE”.
- Completed applications are reviewed by the ACPE Certified Educator.
- If the decision is made not to interview the applicant, the applicant will receive a letter of notification. Except for the applicant’s facesheet, the application file will be destroyed. The application fee is non-refundable.
- The ACPE Certified Educator will notify applicants in writing of their acceptance or rejection as soon as a final decision has been made.
- The acceptance letter includes the financial policy. Upon receipt of an acceptance letter, individuals must respond within seven calendar days with a letter of acceptance, a nonrefundable deposit of \$200 to their assigned CPE site, and a signed copy of the financial contract.
- The acceptance letter also includes the Use of Clinical Materials Consent Form. This form must be signed by the applicant and returned to the ACPE Certified Educator before the start of the CPE unit. A new Use of Clinical Materials Consent Form will be signed prior to each CPE unit.
- The Annual Notice will be sent out with the acceptance letter.
- The Use of Technology Policy will be sent out with the acceptance letter.
- Application files of those students who are accepted into a CPE program will be kept in a secure filing cabinet in the CPE site for the duration of the program. Upon completion of a program, the applicant’s facesheet, along with the student and ACPE Certified Educator evaluations, and the Use of Clinical Materials Consent Form, will be kept in the site of the CPE program in accordance to the maintenance of student record policy. All other materials are destroyed.
- If an applicant declines the acceptance offer, the application will be destroyed. The applicant’s face sheet will be kept on file.

Note: Application materials will not be returned to students.

Please see: <https://acpe.edu/programs/accreditation/information-on-filing-a-complaint> for ACPE complaint policies.

The MGH CPE Center is accredited by the Association of Clinical Pastoral Education, Inc.

ACPE: The Standard for Spiritual Care and Education, 1 Concourse Pkwy, Suite 800, Atlanta, GA 30328

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