

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, value and belief 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 residency positions in the CPE program of the MGH CPE Center are contingent upon successfully meeting medical standards established for CPE residents 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 semester-long unit of CPE**

- College degree or significant experience in ministry
- Some theological education or training
- Religious affiliation
- Or ordination by a faith community
- Experience in spiritual care as a pastor, rabbi, member of a religious order, or
  - o layperson, or in another professional care giving discipline
- Capacity for interpersonal relationships
- 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 Level I 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 else to the MGH CPE Center's electronic mailbox [MGHCPE@mgh.harvard.edu](mailto:MGHCPE@mgh.harvard.edu).
- 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. The check must be made out to "MGH CPE".
- Completed applications are reviewed by the CPE ACPE Certified Educator and/or a subcommittee of the MGH Professional Advisory Group.
- If the decision is made not to interview the applicant, the applicant will receive a letter of notification. Except for the face sheet 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 about individual suitability, and the CPE group's constellation have 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.
- Application files of those students who are accepted into a CPE program will be kept in a secure file in the CPE site for the duration of the program. Upon completion of a program, the applicant's face sheet, along with the student and ACPE Certified Educator evaluations shall 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. for Level I, Level II, and Supervisory CPE.

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