



**Certification Commission**

**Policy and Procedure Manual**

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**Certification Commission  
Policy and Procedure Manual**

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## **CERTIFICATION COMMISSION POLICY AND PROCEDURE MANUAL**

### **I. Authority and Function**

The Certification Commission (“the Commission”) has authority to take action on all certification matters, including: granting, denying, or continuing certification; defining and implementing policies and procedures by which certification may be withdrawn; and determining the limits and conditions under which a person in training may practice supervision. (ACPE Standard 400) The Certification Commission establishes policies, procedures and guidelines for granting and maintaining certification of CPE supervisors. The work of the Commission is done in part through regional certification committees delegated with authority to act on its behalf.

### **II. Composition**

- A. The Certification Commission is comprised of 30 members, nominated by the Representation and Nomination Committee (RANC) and appointed by the Board:
- Commission chair. The chair serves one three year term and may not serve two consecutive terms.
  - Three (3) representatives from each region, recommended to the RANC by their regions.
  - Two at-large members are selected by the RANC, which may receive recommendations from the Commission. The RANC elects persons to these positions to insure appropriate diversity.
  - CPE supervisors who have served on the Certification Commission within the past 5 years may serve as Presenters and/or sub-committee members with the current commission, if needed.
- B. Commission members may serve two three years terms. In the event someone completes a term for another member, they are still eligible to complete two additional full terms of office.
- C. Prior to the beginning of the chair’s last year in office, the Commission recommends a chair-elect to the RANC. The chair-elect serves one year prior to becoming chair.

### **III. Qualifications and credentials of persons involved in certification**

- A. Certification Commission members are ACPE Supervisors who are elected by their regions to serve a three year term on the Commission. The Commission chair is responsible for providing orientation to the commission.
- B.. Non-disclosure agreement  
All persons participating in certification processes who review or use student

records during certification reviews will sign and abide by the non-disclosure agreement (See Appendix 4). Signed non-disclosure agreements are attached to the report of the sub-committee or committee and become part of the permanent record. The Commission chair is responsible for implementing this policy.

#### **IV. Meetings**

- A. There shall be two working meetings per year, one at the time of the ACPE Annual Conference and another at the time and place of the annual meeting of the Board and commissions.
- B. The chair, in consultation with regional chairs and the ACPE Associate Director sets the meeting agenda.
- C. Voting is by simple majority of Commission members, both elected and co-opted. ACPE supervisors who have served on the Certification Commission within the past five years may serve as presenters and/or sub-committee members when co-opted. If necessary the chair will break a tie in the meeting of the whole commission.
- D. The chair will appoint a minute-taker for each meeting. The chair submits minutes of meetings to the Board for review and to ACPE for the record. Minutes are available to the ACPE and the Commission within 45 days of the end of the meeting.
- E. Guidelines for the minute taker include:
  - Number all pages.
  - Include all attachments.
  - Include a header/footer on each page.
  - Sign the minute taker's name as recorder.
  - List all certification commission manual changes in a separate section.
- F. Certification Commission records policy  
Minutes of all Commission meetings are forwarded to the ACPE Associate Director within 45 days of the meeting, along with all handouts, motions, and other materials distributed. The chair maintains current minutes and makes them available to all Commission members.

#### **V. Policies and procedures**

- A. Function of subgroups, e.g. subcommittees
  1. The Commission chair is responsible for developing the docket for each meeting of the Commission. Commission sub-committees make decisions to grant or deny the applicants' requests. The decisions are ratified by the Commission at the conclusion of its meeting.
  2. The sub-committees are responsible for review of submitted materials, providing a written presenter's report to the applicant not less than 12 nor more than 24 hours prior to the scheduled meeting. The sub-committee chair is responsible for time-keeping and providing an explanation of the process to the applicant at the beginning of the meeting.
  3. The Commission also receives and ratifies the actions of the regional certification committees. This ratification should be included in the minutes of the Commission. The regional certification chair is responsible for

completing the Regional Certification Report Form (Appendix 6) and submitting it to the ACPE Associate Director following regional certification committee actions

B. Avoiding bias and conflict of interest

During the development of the docket commissioners and candidates are asked to review the list of commissioners and applicants and inform the chair if a conflict of interest exists, i.e., present supervisory relationship, therapeutic relationship, or other reasons that could lead to the potential for bias, or the appearance of bias or conflict of interest. The chair completes the docket based on information provided about potential bias or conflict of interest.

C. Enacting changes in the Commission policy and procedure manual

1. Policies and procedures may be changed with the approval of the Board and a date set for the implementation of any change.
2. The Commission will review annually the policy and procedure manual, approve any necessary changes, and submit the updated manual to the Board for approval. Changes are recorded in a separate section of the minutes of the Commission meeting.
3. If a substantive change in policy or procedure is needed, it is approved by the Commission and sent to the Board for review and action. If a policy or procedure is changed, it will be published in the ACPE News and on the ACPE website and communicated in writing to regional certification chairs, regional directors, and the ACPE Associate Director. The effective date of the change will be included in these communications.

D. Review/revisions of *Standards* and/or the *Certification Manual*

1. The Commission will work with the Standards Committee to review and propose any necessary changes in *ACPE Standards* and/or *Certification Manual* to the Board every five years or sooner if interim substantive changes are deemed necessary.
2. At each business meeting of the Commission the minutes shall reflect in a separate section any recommended changes to the current Manual to go into effect at the next revision of the Manual

E. Committee discussion of negative decisions

Members of a sub-committee or committee rendering a negative certification decision are prohibited from discussing the dynamics of the review process with the applicant or anyone outside the committee for 30 days from the date of the postmark on the committee action report, until the time for filing an appeal has passed.

G. Process for feedback to the Commission from Candidates

At the end of each national and regional committee meeting candidates are given a feedback form (*Certification Manual* Appendix 6, page 48) about their experience of the process. This feedback is collated by a person or persons appointed by the Commission chair or regional chair and a summary of that

feedback is given to the Commission and the ACPE Associate Director.

- H. Process observers of Commission sub-committees or regional sub-committees. Board members, members of accreditation and standards commissions, and other interested parties may request to observe a sub-committee meeting as non participating and non-voting members. When practicable, this is noted in the docket published for the applicants.
- I. Preparation and support of training supervisors  
The Commission, along with regional certification chairs, is responsible for insuring support to training supervisors. This may include, but is not limited to, providing workshops at regional meetings, national conventions or Commission meetings, and providing a list of experienced training supervisors willing to serve as consultants to other training supervisors. The Commission will report annually to the Board activities carried out during the previous twelve months. The Commission chair or delegate is responsible for tracking these events and reporting the results.
- J. When an individual in the certification process is called up for military service, his/her process shall be put on hold until such time as she/he returns from service and is able to resume supervisory education or, in the case of Associate Supervisor, supervisory practice.
- K. When a presenter's report is found to have factual errors, the presenter must correct it and send the corrected copy to the Associate Director for inclusion in the file.
- L. From 2008 onwards, candidates may no longer use audio tapes for presentations at the Associate level, instead the candidate must submit a video tape, a DVD or electronic submission of a group or individual session for their Associate review. The format may be negotiated with the presenter.
- M. Effective immediately, material submitted for a review at the Certification Commission is due by "postmark" date instead of a "received by" date.
- N. When a candidate is meeting the Certification Commission to request review for CPE Supervisor, CPE Program Evaluation Forms should be included in the materials submitted, for all students supervised since the candidate was granted Associate status.

## Appendices

### APPENDIX 1

#### ACPE CERTIFICATION COMMISSION PRESENTER'S REPORT

The following is intended to guide and stimulate thinking as one prepares the Presenter's Report; it is intended to evoke and encourage creativity, so let these be guidelines and not commands.

In writing the Presenter's Report review the appropriate sections of the *ACPE Standards* and of the *Certification Manual*. *This is important in order to assess whether the applicants are meeting formal requirements and competencies for the level they are requesting.*

The Presenter's Report is a **professional document**. Just as applicants for certification are asked to present their materials in a professional manner, both in form and content, so presenters' reports should be also.

Five or six single-spaced pages is usually be sufficient for the report on an applicant for Candidate; eight page maximum for Associate Supervisor and four to five pages for ACPE Supervisor. Use a standard one inch margin and a type style and size no smaller than Times New Roman 12.

The presenter's task is to present the applicant (strengths and weaknesses) as fully as possible. Avoid assuming what an applicant means unless the meaning is documented in the applicant's written material. **It is not the presenter's task to make any recommendation in the document as to whether the applicant's request should be granted or denied. The presenter should read the appropriate sections of the *ACPE Standards* and *Certification Manual* as a reminder of the outcomes and objectives to be addressed. (i.e. what is required at the Candidate Level and Associate and ACPE Supervisor are distinct one from another)**

Theological, educational or supervisory language is appropriate to use in the report; avoid using psychological/diagnostic terms to describe the applicant.

One will probably want to raise questions/concerns which emerge from reading the applicant's complete materials; one may even want to comment on timeliness and completeness of materials. Note: Required materials are to be submitted to the presenter and sub-committee members at least five weeks before meetings (by postmark date). The presenter informs the applicant if the materials are not complete and does not write a report until all materials are complete and meet the stated requirements.

Bring seven (7) copies of the report to the meeting. . Except in unusual cases, the applicant is to receive a hard copy of the presenter's report no earlier than 24 and no later than 12 hours, at a place designated by the Commission chair or regional certification chair, prior to meeting with a committee.

## APPENDIX 2

### ACPE CERTIFICATION COMMISSION GUIDELINES FOR PROCESS RECORDERS

The process recorder is one of the five members of the sub-committee and is a verbally participating, voting member of the sub-committee. The process recorder serves three purposes through taking notes on the process of a sub-committee meeting with an applicant seeking certification:

- provides a written record for the applicant, if the applicant desires, to review (after the thirty day appeal period has passed).
- uses the notes to assist in leading the sub-committee in a critical review of *their* process, at the end of each sub-committee meeting.
- provides a written record of the process of the meeting to be used in an appeal, if there be one.

To promote uniformity:

- Write legibly.
- Note enough of the content to enable any reader to understand the flow of the meeting.
- Note the time at 5 to 10 minute intervals.
- Note themes, issues and “critical moments” in the interview.
- **Record the process**, but do not to express judgments about the behavior of the applicant or members of the subcommittee.
- Record **only** the meeting with the applicant.
- Use debriefing time to provide feedback to the members of the sub-committee about their process and/or interactions together.

ACPE CERTIFICATION COMMISSION  
PROCESS RECORDER FORM  
Report of Deliberations of the Sub-committee with the Applicant

APPLICANT'S NAME:

DATE:

---

Process Recorder notes:

Subcommittee Members: (Please print)

\_\_\_\_\_  
Recorder

\_\_\_\_\_  
Subcommittee Chair

\_\_\_\_\_  
Commission Chair

## **APPENDIX 3**

### **ACPE CERTIFICATION COMMISSION CONSULTATION SUMMARY/COMMITTEE ACTION REPORTS**

The structure and content of certification applicants' appearances with committees is reflected in the structure and content of the forms used to report these meetings.

Expectations about professional development at each level of the certification process are also reflected in the report forms used by regional committees and Commission sub-committees for various types of reviews and consultations. Appendix 3 provides summaries of information to be included in the reports and report forms currently in use in the certification process.

## APPENDIX 3-A

### CONSULTATION ON READINESS FOR ENTERING THE ACPE CERTIFICATION PROCESS

The consulting committee provides a written summary of the consultation to the student, with a copy to the regional **certification** committee chair and **supervisor** within 30 days of the consultation.

A. The report from this consultation includes verification that the student has provided documentation of number of CPE units completed and other pastoral experience.

B. The summary is written under the headings of:

- Summary and evaluation of materials presented.
- Summary of consultation process (describing the interaction of the consultee with the committee).
- Evaluation of the consultee's motivation for Supervisory CPE (both the self-understanding of the consultee and any tension/discrepancy between the consultee's articulated motivation and the committee's experience of the consultee)
- Evaluation of the consultee's readiness for supervisory CPE, as demonstrated by attention to objectives and outcomes for CPE (Level I/Level II) and as indicated by:
  - √ pastoral ability,
  - √ conceptual facility, and
  - √ awareness of personal/professional learning issues.
- Recommendations arising from the evaluation for both the consultee and primary training supervisor.

← - - - - Formatted: Bullets and Numbering

**APPENDIX 3 A cont'd**

**ACPE CERTIFICATION COMMISSION  
SAMPLE <sup>1</sup>  
REPORT ON CONSULTATION**

**MEETING DATE:**

**REPORT DATE:**

**CONSULTEE:**

**ADDRESS:**

**TRAINING CENTER:**

**SUPERVISOR:**

**REGION:**

**PURPOSE OF CONSULTATION:**

---

**Summary and Evaluation of Materials Presented:**

**Summary and Evaluation of Consultation Process:**

---

<sup>1</sup> Sample adapted from form used by ACPE Eastern Region; may be used for Supervisory Readiness Consultation and other types of consultation.

**APPENDIX 3-A cont'd**

**CONSULTEE:**

**Page 2**

**Recommendations:**

**Committee Members (Please print)**

\_\_\_\_\_

\_\_\_\_\_

**Chair**

\_\_\_\_\_

## APPENDIX 3-B

### REQUEST FOR SUPERVISORY CANDIDATE STATUS

The report of this meeting includes:

A. a record that the applicant provided documentation of the formal requirements:

- photocopies of accredited college and seminary diplomas or transcripts or documentation of M.Div. degree equivalency.
- documentation of ACPE clinical membership and Accountability for Ethical Conduct Policy Report form.
- letter(s) from faith group official(s) documenting both the applicant's faith group endorsement and "good standing" on rolls of faith group. (See Appendix 5 ACPE Ecclesiastical Endorsement Conflict Resolution Policy.)
- ordination or commission to function in ministry by an appropriate religious authority.
- completion of at least one unit of Supervisory CPE.
- see Appendix 7 for instructions on entering the certification process.

B. descriptions written under the headings of:

- Evaluation of materials presented.
- Summary of interview (the course of the interview, how the applicant met the committee, how the committee engaged the applicant.)
- Brief evaluation of:
  - (1) The applicant's understanding of the applicant's personal/cultural history and strengths and weaknesses as a potential pastoral educator.
  - (2) The applicant's capacity to articulate a theological understanding of life from within the applicant's tradition.
  - (3) The applicant's demonstrated pastoral competence.
  - (4) The applicant's demonstrated conceptual competence.
  - (5) The applicant's understanding of the applicant's desire to enter the certification process and of the applicant's potential as a CPE supervisor.
- Strengths and areas of needed growth.
- Committee suggestions and/or recommendations.

C. Clear indication whether request for status granted or denied

D. Names of committee members.

**APPENDIX 3-B cont'd**

**REGIONAL CERTIFICATION COMMITTEE  
SAMPLE<sup>2</sup>**

**SUPERVISORY CANDIDATE STATUS  
REPORT OF ACTION**

**APPLICANT:**

**DATE:**

**ADDRESS:**

**TRAINING CENTER:**

**REGION:**

**SUPERVISOR:**

**PRESENTER:**

**APPLICANT'S REQUEST: Supervisory Candidate Status**

**COMMITTEE ACTION:** \_\_\_\_\_ Granted \_\_\_\_\_ Denied

---

**Documentation of Formal Requirements:**

- YES  NO Copies of college & seminary diplomas or transcripts or documentation of M Div equivalency:
- YES  NO Ordination or Commission to function in ministry/rabbinate by an appropriate religious authority:
- YES  NO Faith Group Endorsement (if applicable) (See Appendix 5 ACPE Ecclesiastical Endorsement Conflict Resolution Policy)
- YES  NO M.Div. or Equivalency.
- YES  NO ACPE clinical membership and Accountability for Ethical Conduct Policy Report Form:
- YES  NO Completion of at least one unit of Supervisory CPE

**Briefly evaluate the applicant's written materials:**

**APPENDIX 3-B cont'd**

---

<sup>2</sup> Sample format, adapted from a form developed by ACPE Eastern Region

**APPLICANT:**

**Page 2**

**Summary of Interview::(how the applicant engaged committee & committee engaged the applicant)**

**Evaluate:**

**1. Applicant's demonstrated pastoral competence and articulation of a pastoral theology.**

**2. Applicant's understanding of personal history and strengths and weaknesses as a supervisor.**

**3. Applicant's capacity to articulate a theological understanding of life from within the applicant's tradition.**

**APPENDIX 3 B cont'd**

**APPLICANT:**

**Page 3**

**4. Applicant's understanding of applicant's desire to be a supervisor and potential as clinical pastoral educator.**

**List Strengths and Areas of Needed Growth:**

**Recommendations:**

**Committee Members (Please print)**

\_\_\_\_\_  
**Committee Chair**

\_\_\_\_\_  
**Presenter**

\_\_\_\_\_  
**Regional Accreditation Chair**

## APPENDIX 3-C

### REQUEST FOR EXTENSION OF SUPERVISORY CANDIDATE STATUS OR ASSOCIATE SUPERVISOR STATUS

**“That all candidates certified prior to Jan. 1, 2005 will have six years from Jan. 1, 2005 to be certified as Associate Supervisor.” Passed/ratified 05/06**

A. The report of this meeting includes:

- Evaluation of written materials (including consumer reports).
- Summary of interview process (describing the interaction of the applicant with the subcommittee).
- Evaluation of the applicant’s rationale for requesting an extension.
- Summary of applicant’s supervisor/supervisory related activities since last committee appearance.
- Committee suggestions and/or recommendations
- Clear indication whether the request for extension is granted or denied.
- Names of committee members.

B. Additional information to include for extension of Supervisory Candidate status:

- Evaluation of applicant's response to any recommendations or suggestions given by previous certification committee, and
- Evaluation of applicant’s progress on position papers, articulation of theory development and the integration process.

C. Additional information to include for extension of Associate Supervisor status:

- Evaluation of applicant's response to any notations, recommendations or suggestions given by previous certification committee (with the understanding that notations may be removed only by the Certification Commission, not by regional certification committee).

**CERTIFICATION COMMITTEE  
SAMPLE<sup>3</sup>  
REPORT OF COMMITTEE ACTION  
EXTENSION OF CANDIDATE OR ASSOCIATE SUPERVISOR STATUS**

**DATE:**

**APPLICANT:**

**ADDRESS:**

**REGION:**

**TRAINING CENTER:**

**SUPERVISOR:**

**PRESENTER:**

**APPLICANT'S REQUEST: Extension:**   \_\_\_ Candidate status  
  \_\_\_ Associate Supervisor status

**COMMITTEE ACTION:**   \_\_\_\_\_ **Granted**                                   \_\_\_\_\_ **Denied**

---

**Summary of Interview Process:**

**Evaluate Applicant's Rationale for Requesting an Extension:**

---

<sup>3</sup> Sample form adapted from a form developed by the ACPE Eastern Region

**APPENDIX 3-C cont'd**

**APPLICANT:**

**Page 2**

**Evaluate the Applicant's Response to Recommendations or Suggestions (or notations in the Case of Associate Supervisor) Given by Previous Certification Committees:**

**Summarize the Applicant's Supervisory and Supervisory Related Activities since the last Committee Appearance:**

**Suggestions:**

**NOTE: NOTATIONS MAY BE REMOVED ONLY BY THE CERTIFICATION COMMISSION**

**COMMITTEE MEMBERS:**

(Please Print)

\_\_\_\_\_  
Presenter

\_\_\_\_\_  
Committee chair

\_\_\_\_\_  
Regional Accreditation Committee Chair

## APPENDIX 3-D

### REQUEST FOR ASSOCIATE SUPERVISOR STATUS

The report of this meeting includes:

- Evaluation of the applicant's written materials.
- Summary of the interview (describing the interaction of the applicant with the subcommittee).
- Verification that the applicant has maintained faith group endorsement. (See Appendix 5 ACPE Ecclesiastical Endorsement Conflict Resolution Policy.)
- Evaluation of the following professional competencies: (Certification as an Associate Supervisor requires a "satisfactory" rating in each of these three categories.)
  - √ Supervisory Competence,
  - √ Conceptual Competence, and
  - √ Collegial Competence
- Clear indication whether request for status granted or denied.
- Names of sub-committee members.

*Note: Applicants who are granted Associate Supervisor status may receive no more than two specific notations that are concretely related to the applicant's process of becoming an ACPE Supervisor. (Notations may be removed only by the Certification Commission - not by regional certification committees which grant an extension of Associate Status. Notations must be addressed adequately by the Associate Supervisor to be certified as ACPE Supervisor.)*

*Applicants who are denied their request for Associate Supervisor status may be given recommendations to address the deficiencies which the sub-committee sees as preventing certification at this time.*

**APPENDIX 3 D cont'd**

**ACPE CERTIFICATION COMMISSION  
REPORT OF COMMISSION ACTION  
ASSOCIATE SUPERVISOR STATUS**

**DATE:**

**APPLICANT:**

**ADDRESS:**

**REGION:**

**PRESENTER:**

**CANDIDATE'S REQUEST:** Associate Supervisor Status

**COMMISSION ACTION:** \_\_\_\_\_ **Granted**                      \_\_\_\_\_ **Denied**

---

**Briefly Evaluate Applicant's Written Materials:**

**Summarize the Interview (describe the interaction of the applicant with the sub-committee.)**

**APPENDIX 3 D cont'd**

**APPLICANT:**

**DATE:**

**Page 2**

**Has the Applicant Maintained Faith Group Endorsement? (See Appendix 5 ACPE Ecclesiastical Endorsement Conflict Resolution Policy) \_\_\_\_ Yes \_\_\_\_ No**

**Evaluate the Following Professional Competencies: (Certification as an Associate Supervisor requires a "satisfactory" rating in each of these four categories.) (See current edition of ACPE STANDARDS)**

**A. Supervisory Competence Standard 406**

\_\_\_\_\_ Satisfactory \_\_\_\_\_ Unsatisfactory

**B. Conceptual Competence Standard 407**

\_\_\_\_\_ Satisfactory \_\_\_\_\_ Unsatisfactory

**C. Collegial Competence Standard 410.2**

\_\_\_\_\_ Satisfactory \_\_\_\_\_ Unsatisfactory

**Further address Items A. - C. as needed:**

**APPENDIX 3 D cont'd**

**APPLICANT:**  
**Page 3**

**DATE:**

**Notations or Recommendations (Write out notations or recommendations, if any): \***

**\* Note: Applicants who are granted Associate Supervisor status might receive one or two specific notations that are concretely related to the applicant's process of becoming certified as a ACPE Supervisor. Notations may only be removed by the Certification Commission - not by regional Certification Committees which grant extension of Associate Supervisor status. Notations must be addressed adequately by the Associate Supervisor to be certified as ACPE Supervisor.**

**SUBCOMMITTEE MEMBERS:**  
**(Please Print)**

\_\_\_\_\_  
**Presenter**

\_\_\_\_\_  
**Sub-committee chair**

\_\_\_\_\_  
**Commission Chair**

## APPENDIX 3 E

### REQUEST FOR ACPE SUPERVISOR STATUS

A. The report of this meeting includes:

- Evaluation of the applicant's written materials.
- Summary of the interview (describing the interaction of the applicant with the sub-committee).
- Evaluation whether the applicant has:
  - √ maintained faith group endorsement. (See Appendix 5 ACPE Ecclesiastical Endorsement Conflict Resolution Policy)
  - √ independently conducted at least two units of CPE since becoming an Associate Supervisor.
  - √ addressed satisfactorily notations (if any) given at the granting of Associate Supervisor status.
- Clear indication whether request for status granted or denied.
- Names of sub-committee members.

B. If the applicant's request for CPE Supervisor status is granted, recommendations may be offered for further professional development.

C. If the applicant's request is denied, the subcommittee must choose one of the following actions:

- invite the Associate Supervisor for a return review after fulfilling the notations of the Certification Commission, provisional on having an annual consultation with the regional certification committee and receipt of one year extensions, or
- withdraw Associate Supervisor status and grant reversion to Supervisory Candidate status.

**APPENDIX 3-E cont'd**

**ACPE CERTIFICATION COMMISSION  
REPORT OF COMMISSION ACTION  
ACPE SUPERVISOR STATUS**

**APPLICANT:**

**DATE:**

**ADDRESS:**

**REGION:**

**PRESENTER:**

**CANDIDATE'S REQUEST: ACPE Supervisor Status**

**COMMISSION ACTION: \_\_\_\_\_ Granted \_\_\_\_\_ Denied**

---

**Briefly Evaluate The Applicant's Written Materials:**

**Summarize The Interview (Describe the interaction of the applicant with the sub-committee.):**

**APPENDIX 3-E cont'd**

**APPLICANT:**

**Page 2**

**Evaluate The Applicant in the Following Areas (See current edition of *ACPE Standards*):**

- A. Has the candidate maintained faith group endorsement (See Appendix 5 ACPE Ecclesiastical Endorsement Conflict Resolution Policy)? \_\_\_ Yes \_\_\_ No**
  
- B. Has the applicant independently conducted at least two units of CPE since becoming an Associate Supervisor? \_\_\_ Yes \_\_\_ No**
  
- C. Has the applicant addressed satisfactorily notations (if any) given at the granting of Associate Supervisor status? \_\_\_ Yes \_\_\_ No \_\_\_ Not applicable**

**If Status Granted, Are There Recommendations?**

**APPENDIX 3 E cont'd**

**CANDIDATE:**  
**Page 3**

**If Status Denied, the Subcommittee Must Choose One of the Following Actions (See Current Edition Of *ACPE Standards*). Check which action is chosen:**

- Invite the Associate Supervisor to seek a return review after fulfilling the recommendations of the Certification Commission, providing the Associate Supervisor consults annually with the regional certification committee and is granted one-year extension by the Committee.**
  
- Withdraw the certification of the Associate Supervisor and grant a reversion to the status of Supervisory Candidate.**

**Recommendations or Reasons for this Action:**

**SUBCOMMITTEE MEMBERS:**  
**(Please Print)**

_____	_____
<b>Presenter</b>	
_____	_____
<b>Sub-committee chair</b>	
_____	
_____	
<b>Certification Commission Chair</b>	

## APPENDIX 3-F

### APPEARANCE FOR REVIEW OF SUPERVISORY COMPETENCE

A. The report of this meeting includes:

- Verification that the supervisor has maintained faith group endorsement.
- Evaluation of the supervisor's written materials.
- Summary of the interview (describing the interaction of the supervisor with the committee.)
- Evaluation of the professional competencies: (confirmation of competency to supervise requires a "satisfactory" rating for each competency.)

√Supervisory Competence Standard 406

√ Conceptual Competence Standard 407

√ Collegial Competence Standard 410.2

- Clear indication of the committee's action.
- Names of committee members.

B. Following review, the committee takes one of these actions:

- confirms pastoral, supervisory and conceptual competence; the review is ended.
- Admonishes, with specific recommendations for enhancing supervisory competence.
- reprimands and gives specific instructions for remediation to be followed under the direction of the regional certification committee for a designated period of time.
- denies the right to practice CPE supervision for a specified period of time.
- reverts to Supervisory Candidate status.
- withdraws certification.

**APPENDIX 3 F cont'd**

**ACPE CERTIFICATION COMMISSION  
REPORT OF COMMISSION ACTION  
SUPERVISORY COMPETENCE**

**INTERVIEWEE:**

**DATE:**

**ADDRESS:**

**REGION:**

**PRESENTER:**

**PURPOSE OF APPEARANCE:** Review of Supervisory Competence

**COMMISSION RULING:** \_\_\_\_\_

---

**Briefly Evaluate the Interviewee's Written Materials:**

**Summarize the Interview (Describe the interaction of the interviewee with the sub-committee.)**

**APPENDIX 3 F cont'd**

**INTERVIEWEE:**

**Page 2**

**Has the Interviewee Maintained Faith Group Endorsement (See Appendix 5 ACPE Ecclesiastical Endorsement Conflict Resolution Policy)?** \_\_\_\_ Yes \_\_\_\_ No

**Evaluate the Following Professional Competencies (Affirmation of competency to supervise requires a "satisfactory" rating in each of these four categories.):**

- A. Supervisory Competence Standard 406**  
\_\_\_\_\_ Satisfactory \_\_\_\_\_ Unsatisfactory
  
- B. Conceptual Competence Standard 407**  
\_\_\_\_\_ Satisfactory \_\_\_\_\_ Unsatisfactory
  
- C. Collegial Competence Standard 410.2**  
\_\_\_\_\_ Satisfactory \_\_\_\_\_ Unsatisfactory

**Further address Items A-C as needed, with particular attention to areas of concern related to the review request:**

**APPENDIX 3 F cont'd**

**INTERVIEWEE:**

**Page 3**

**Following review, the sub-committee must adopt one of the following rulings  
(*Certification Manual* page 37, Part Two IV. J. 4 ). Indicate the ruling adopted:**

- confirm pastoral, supervisory and conceptual competence; the review is ended.**
- admonish, with specific recommendations for enhancing supervisory competence.**
- reprimand and give specific instructions for remediation to be followed under the direction of the regional certification committee for a designated period of time.**
- deny the right to practice CPE supervision for a specified period of time.**
- revert to Supervisory Candidate status.**
- withdraw certification.**

**Recommendations or Reasons for This Action:**

**SUBCOMMITTEE MEMBERS:**

**(Please Print)**

\_\_\_\_\_  
**Presenter**

\_\_\_\_\_  
**Sub-committee chair**

\_\_\_\_\_  
**Certification Commission Chair**

## **APPENDIX 3 G**

### **CONSULTATION TO MAINTAIN ACTIVE CPE SUPERVISOR STATUS**

The report of this meeting includes:

- Summary and evaluation of materials presented.
- Description of supervisor's professional activities that demonstrate maintenance of supervisory and conceptual competence.
- Summary and evaluation of consultation process.
- Committee's recommendation whether the Supervisor may maintain active CPE supervisor status. A "no" decision must be referred to the Certification Commission for action.
- Any other recommendations arising from consultation.
- Names of sub-committee members.

## **APPENDIX 3 H**

### **INACTIVE SUPERVISOR'S CONSULTATION FOR REINSTATEMENT**

The report of this meeting includes:

- Summary and evaluation of materials presented.
- Summary and evaluation of consultation process.
- Summary of current supervisory activity, if any.
- Committee's recommendation whether to reinstate the supervisor as an active
- CPE supervisor. (A "yes" decision requires referral to the Certification
- Commission.)
- Any other recommendations or suggestions.
- Names of sub-committee members.

## **APPENDIX 3 I**

### **COMMITTEE CONSULTATION REPORT**

Consultation may be requested from the regional certification committee on a number of issues related to the certification process or certification status. Reports from such consultations include (See Appendix 3-A ACPE Certification Commission Sample Report On Consultation):

- Summary and evaluation of materials presented.
- Summary and evaluation of consultation process.
- Recommendations arising from consultation.

**APPENDIX 4**

**Association For Clinical Pastoral Education, Inc.**

**Disclosure Agreement for Information  
From Student Records \***

I understand that as a member of the ACPE. Certification process, I may have access to information from confidential student records. I will not retain copies of those records or information, nor will I disclose or use any information I might obtain from them in any process other than the one in which I am currently authorized to participate.

\_\_\_\_\_  
Signature of ACPE member

\_\_\_\_\_  
Date

\* Form is to be signed by anyone viewing or using student records in the context of a Certification review if student records will be viewed.

## APPENDIX 5

### ACPE ECCLESIASTICAL ENDORSEMENT CONFLICT RESOLUTION POLICY

*Adopted by the Board of Representatives  
Spring 2003*

#### POLICY

The Association for Clinical Pastoral Education, Inc. is committed to the principle of certifying only those supervisors who have the endorsement of their respective faith groups. However, circumstances sometimes exist which prevent such faith groups from conferring or maintaining endorsement for persons who are seeking or possess ACPE certification. These faith group constraints may involve realities which: 1) would not violate any of the ACPE Code of Professional Ethics except endorsement; and, 2) are not of such a nature as to render a person unfit for effective pastoral work and supervision as described in the *ACPE Standards*.

ACPE wishes both, to respect the faith group processes and to recognize the dignity and worth of persons who may be temporarily unable to satisfy conditions for ecclesiastical endorsement in a particular faith group. Over time, the conditions which inhibit endorsement in some faith groups may change, or a change in faith group affiliation may occur for some supervisors or candidates.

It is the policy of ACPE. that applicants for any level of certification who are unable to obtain or maintain ecclesiastical endorsement in the above circumstances shall be allowed to proceed in their certification journey while ecclesiastical endorsement is actively being sought. Cases that fall under this policy will be under active review by a special committee of the Board of Representatives.

#### PROCEDURES

1. Whenever a supervisory student, Candidate, Associate Supervisor or an ACPE supervisor, under the terms and conditions described above, wishes to proceed in the certification process or maintain their certification, and is unable to receive or loses ecclesiastical endorsement as described above, they must submit a written request to the ACPE Executive Director for permission for a temporary suspension of the ecclesiastical endorsement requirement. The Executive Director will forward this to the ACPE President.
2. The President will constitute a special committee consisting of himself/herself as the Chairperson, along with the ACPE Chair of the Certification Commission, the ACPE Chair of the Professional Ethics Commission, the Faith Group Representative from the ACPE Board, and an ACPE member at large. After receiving the requestor's materials, this Committee will convene and review the request, and make a decision on this request within sixty (60) days of the President's having received the initial

## **APPENDIX 5 cont'd**

notification. This committee will determine if the requestor has demonstrated a theological integrity in his/her pursuit of endorsement.

3. The written request must:

- a. Identify the requestor's current supervisory membership within ACPE and provide accompanying documentation of any/all Certification Readiness Consultations and Committee Action Reports.
- b. Provide a written summary of the requestor's historical relationship with his/her faith group, reasons for the current conflict, descriptions of the actions and results of all attempts to resolve this conflict, with documentation of all official correspondence between the requestor and his/her faith group pertaining to the current impasse.
- c. A copy of this request, along with all accompanying materials and documentation, must be submitted to the appropriate regional certification chair.
- d. The Committee may decide to temporarily suspend the requirement for endorsement for up to seven years, with the requesting party making an annual progress report to the regional certification chair on attempts to resolve this conflict.
- e. The action of this Committee, and any conditions or recommendations, will be communicated in writing to the requestor with copies being sent to the Commission and regional certification chairs. This decision and any recommendations will also be communicated to the Board of Representatives at its next plenary meeting.
- f. If, after seven years, there has been no resolution of the impasse, the temporary suspension of the requirement is removed and the individual must either demonstrate ecclesiastical endorsement by a recognized faith group or have their certification credential removed.
- g. This action is to be communicated to the requestor, the Commission chair and appropriate regional certification chair, and the ACPE Board of Representatives at its next plenary meeting.



ASSOCIATION FOR CLINICAL PASTORAL EDUCATION, INC.  
1549 Clairmont Road, Suite 103  
Decatur, Georgia 30033

**REGIONAL CERTIFICATION REPORT FORM 4**

**INSTRUCTIONS:** Send original Form 4 with copy of Regional Docket to the ACPE office.  
Send copy of Form 4 to Regional Director. **SIGNATURE REQUIRED!**

Region Reporting: \_\_\_\_\_ Date: \_\_\_\_\_

**Date of Action:** \_\_\_\_\_

- Type of Action:**
- |   |  |
|---|--|
| <input type="checkbox"/> New Supervisory Candidate                                | <input type="checkbox"/> Certification Withdrawn   |
| <input type="checkbox"/> Supervisory Candidate Status Withdrawn                   | <input type="checkbox"/> Active to Inactive Status |
| <input type="checkbox"/> Extension: Granted _____ Denied _____                    | <input type="checkbox"/> Inactive to Active Status |
| <input type="checkbox"/> Associate <input type="checkbox"/> Supervisory Candidate | <input type="checkbox"/> New CPE Supervisor        |

Name: \_\_\_\_\_

Center Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City & State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Date of Action:** \_\_\_\_\_

- Type of Action:**
- |   |  |
|---|--|
| <input type="checkbox"/> New Supervisory Candidate                                | <input type="checkbox"/> Certification Withdrawn   |
| <input type="checkbox"/> Supervisory Candidate Status Withdrawn                   | <input type="checkbox"/> Active to Inactive Status |
| <input type="checkbox"/> Extension: Granted _____ Denied _____                    | <input type="checkbox"/> Inactive to Active Status |
| <input type="checkbox"/> Associate <input type="checkbox"/> Supervisory Candidate | <input type="checkbox"/> New CPE Supervisor        |

Name: \_\_\_\_\_

Center Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City & State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

## APPENDIX 7

### Welcome to the ACPE Certification Process!

This information is intended to be a helpful overview of first steps and procedures as you begin your certification journey in ACPE. It does not replace two basic resources, the Certification Manual and the Certification Commission Policies and Procedures, both of which are available on the ACPE website under Manuals and Certification.

Once you have been accepted into an ACPE program of Supervisory Education and have met a regional or sub-regional committee for a consultation for Readiness for Supervisory Education, you are advised to begin attending to the following:

- Upgrade your ACPE membership from Student to **Clinical Member** – contact [Tobey@acpe.edu](mailto:Tobey@acpe.edu) to do this.
- Submit to the Associate Director your completed Accountability for Ethical Conduct Policy Report Form. This does not need to be re-submitted in preparation for future committees. Only changes in your report need to be reported thereafter.
- Submit to the Associate Director your completed **Faith Group Information Form**; there is also a form for applying for recognition of your faith group as an endorser if it is not already recognized in the Yearbook of American and Canadian Churches. If you have been endorsed, please submit the endorsement letter for your file.
- Submit to the Associate Director documentation of your **ordination or commissioning** to practice ministry and also document your **endorsement** by your faith group to participate in the CPE Supervisory Education process.
- Submit to the Associate Director documentation of your M.Div. degree from an accredited school. If you are seeking **M.Div. equivalency**, please contact your regional certification chair to request an assessment of equivalency. This needs to be completed before you apply to meet for Candidacy. Any documentation showing equivalency should be submitted to the Associate Director.
- When all of the above is completed, you may ask for a **good standing letter** for your Candidacy materials from [Tobey@acpe.edu](mailto:Tobey@acpe.edu) . Please make sure to send all copies of all these formal requirements to your Presenter for Candidacy along with your letter of good standing.
- Once you have been granted Candidacy status, you have entered the national certification process and may proceed with your **position papers**. Please note that you should inform the Associate Director when you are one month from submitting your papers for review. Please also note that during holiday periods especially, readers may take as long as 90 days to read and respond to your papers. Finally, to clarify the Manual, if any of your papers have been turned down twice, you must submit the third attempt to the Associate Director for assignment to a new team of readers or you may contact your regional certification chair to request a face-to-face meeting with a regional team of readers.

**Declaration Procedures for Candidates in the National Certification Process:**

1. All candidates requesting to appear before the Commission should send a letter to the Associate Director (with a copy to the Commission Chair) as early as possible or by the deadline to declare intent to undergo review. Payment (which may be made by check or credit card) of the requisite fee should accompany the declaration in order to be placed on the list of candidates for the requested Commission meeting. Places on the docket will be awarded on a first come first served basis. Deadlines for declaring intent and submitting materials to the committee are posted on the website.
2. No fees will be refunded if the candidate changes plans after declaration unless there is a medical emergency either in the case of the candidate or of a close family member. In either case the fee will be retained for the next appearance planned by the candidate, plus a \$25 administrative fee. The candidate will be responsible for any increase in fee.
3. In all other cases of withdrawal of declaration, the fee will not be refunded and will not be applied to the fee for the next planned appearance.

All questions and requests related to the Certification process at the regional level should be addressed to your regional Certification Committee Chair; all questions regarding the national certification process should be addressed to the Associate Director, Deryck Durston, and the Chair of the Certification Commission, Ted Trout-Landen. Best wishes as you begin this process.

Deryck Durston, M.Div., S.T.M.  
[deryck@acpe.edu](mailto:deryck@acpe.edu)  
1549 Clairmont Road, Suite 103  
Decatur, GA 30033  
Tel 404-320-1472  
Fax 404-320-0849

Rev. Dr. Ted L. Trout-Landen  
[ttrout-landen@wellspan.org](mailto:ttrout-landen@wellspan.org)  
Department of Pastoral Care  
WellSpan Health  
1001 S George St  
York, PA 17405-2305  
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Fax: (717) 851-4714



**Association for Clinical Pastoral  
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1549 Clairmont Road, Suite 103 ■ Decatur, GA 30033-4635 ■ Phone: 404/320-1472

Fax: 404/320-0849 ■ Website: [www.acpe.edu](http://www.acpe.edu) ■ Email: [acpe@acpe.edu](mailto:acpe@acpe.edu)

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**Faith Group Information Form** (Appendix 8)

(To be filled out if a Candidate needs guidance on identifying his/her endorser)

**Candidate's Name:**

**Faith Group Name:**

**Faith Group Address:**

**Phone:**

**Fax:**

**Email:**

**Date:**

Please provide the following information about your faith group. We will contact you after a review of the information has been conducted and a decision has been reached by the ACPE Certification Commission. **Please include printed materials and other documentation.**

**Is this a totally independent congregation or does it belong to a loose organization of like-minded independent congregations?**  Yes, totally independent  No, part of larger organization: \_\_\_\_\_

**Please answer the following questions. (Please use a separate sheet of paper to address each item.)**

1. When was the congregation founded?
2. How many members belong to the congregation?
3. What is the structure and organization of the congregation?
4. Is this group recognized as a congregation by the community?
5. How is the clergy leadership obtained for the congregation?

6. How are persons prepared and trained for ministry and pastoral care service?
7. What are the procedures followed by the congregation in ordaining and endorsing clergy for pastoral care service (chaplaincy)?
8. What are the procedures for commissioning and endorsing laypersons for pastoral care service?
9. As an independent congregation, what other information can you share to give the ACPE a well-rounded picture of your faith group?

**Please list the name(s) of known chaplain/clergy that can be contacted regarding the congregation?**

Official Endorser: Tel:

Local Clergy Leadership: Tel:



**Association for Clinical Pastoral  
Education, Inc.**

1549 Clairmont Road, Suite 103 ■ Decatur, GA 30033-4635 ■ Phone: 404/320-1472

Fax: 404/320-0849 ■ Website: [www.acpe.edu](http://www.acpe.edu) ■ Email: [acpe@acpe.edu](mailto:acpe@acpe.edu)

**REQUEST FOR RECOGNITION AS A  
FAITH GROUP ENDORSER (APPENDIX 9)**

**Candidate's Name:**

**Daytime Tel:**

**Faith Group:**

**Official Endorser:**

**Daytime Tel:**

**Email:**

**Website:**

We ask that you contact your faith group and have them provide the information requested below. Please include printed material and other documentation. If you have any questions, please contact Deryck Durston, ACPE Associate Director ([deryck@acpe.edu](mailto:deryck@acpe.edu)).

\_\_\_\_\_ 1. Is this faith group on the list of acceptable endorsers of the National Conference on Ministry to the Armed Forces (NCMAF)?

\_\_\_\_\_ 2. Is this group on the listing of faith groups that participate in the COMISS Network?

\_\_\_\_\_ 3. Has the Association of Professional Chaplains (APC) accepted endorsement(s) from this group?

\_\_\_\_\_ 4. Is this group listed in the current year of Yearbook of American & Canadian Churches?

- \_\_\_\_\_ 5. Is this group listed in the current year of a publication (comparable to the Yearbook) for faith groups that are not from the Christian tradition?
- \_\_\_\_\_ 6. Are endorsements from your faith group handled by an umbrella group such as “Chaplaincy of the Full Gospel Churches” (CFGC), Coalition of Spirit-filled Churches, or “International New Thought Alliance” (INTA)? See Yearbook of American & Canadian Churches for a list of CFGC churches.
- \_\_\_\_\_ 7. Can the candidate and/or the group provide printed materials and/or other documentation to indicate that the group can be considered a faith group?

# Theory Paper Rating Sheet for Readers - Appendix 10

Excellent	Good	Adequate	Marginal	Inadequate
1	2	3	4	5

<b>A. OVERALL Reader's focus on Candidates: Integration of related disciplines and pastoral education. Substance: evidence of knowledge of major concepts and references in the field.</b>					
1. ability to articulate a theoretical stance with respect to pastoral theology, personality theory and educational theory as it applies to supervision.					
a) acquaintance with relevant literature: (Are footnotes and bibliography used in a way to demonstrate competent knowledge of the theory?)	1	2	3	4	5
b) describes a position, illustrating mastery (Do the papers demonstrate a deep knowledge of the concepts being presented?)	1	2	3	4	5
c) and critical use of relevant literature in the field, (Is there a demonstration of awareness of critical primary sources for the theory being espoused? Is critical purchase of the theory demonstrated?)	1	2	3	4	5
d) congruence among the three positions; taken as a whole, the papers enhance and inform each other. (Coherence of theological, educational, personality theories)	1	2	3	4	5
2. answering basic questions for each paper. See # 3.b. Content, below.					
<b>B. OVERALL mastery of materials used:</b>					
1. theorists and resources represented accurately and in context					
2. clear evidence of working familiarity with relevant literature.					
3. materials assimilated into understanding vs. awkward splicing of quotations in text.					
4. "critical purchase of the approaches of theorists:					
a) critical examination of implications of theorists views.	1	2	3	4	5
b) exploration of the theoretical match of the primary assumptions of those views, i.e. if drawing on theological position of Reinhold Niebuhr (with belief in limited and sinful nature of humanity) and Carl Rogers (for psychological understanding), address discrepancies between those views.	1	2	3	4	5
<i>( Are the theories at odds with each other. Do the papers enhance and inform each other? Do the theories draw from radically different theoretical positions as understood in the field?)</i>					
5. explanation of theoretical position:					
a) clinical examples are appropriate only to illustrate theoretical underpinnings of supervisory practice.	1	2	3	4	5

<i>(Practical application: Is the theory able to be applied in the real world setting of CPE? Does this seem realistic in the context of your experience with CPE Students?)</i>					
b) articulation of "why (e.g., constructing a theoretical case for narrative theology approach to supervision) rather than elaboration of the "what (i.e., narrating a students spiritual journey in a CPE unit)	1	2	3	4	5
<i>(Does the writer answer the "why?" of supervision instead of describing the "how" of supervision.)</i>					
d) Content -- Each paper should describe a position, illustrating mastery and critical use of relevant literature.	1	2	3	4	5
<b>C. Theological position paper – demonstrates theological acumen as it</b>					
1. relates to the supervisory task:					
a) Describes how the Candidate understands persons as creatures of God	1	2	3	4	5
b) And how that that understanding informs supervision	1	2	3	4	5
2. Develops how the Candidate thinks theologically					
a) about interpersonal relationships,	1	2	3	4	5
b) human suffering	1	2	3	4	5
c) and relationship with the transcendent	1	2	3	4	5
d) Documents what theologian or theological resources inform the theological stance	1	2	3	4	5
3. States how the Candidate understands the interplay between the Candidates cultural context and theological formation	1	2	3	4	5
<b>D. Personality theory paper -- demonstrates understanding of a</b>					
1. personality theory as it informs supervisory practice:					
<i>Guiding Questions: Do the central themes of the paper resonate logically? Does the author demonstrate an awareness of the interrelationships of various disciplines? Do the papers show an awareness of the larger arena of the behavioral sciences?</i>					
2. Documents which personality theories/theorists enhance the Candidates understanding of					
a) human nature	1	2	3	4	5
b) and development	1	2	3	4	5
<i>(Is there a central personality theory or theorist that enhances the understanding of human nature and development?)</i>					
3. Describes how these theories inform supervisory practices such as:					
a) assessment	1	2	3	4	5
b) goals	1	2	3	4	5
c) interventions	1	2	3	4	5
<i>(ie. Does that theory inform their supervisory process, assessments, goals, interventions?)</i>					
4. Describes how the Candidates personality theory is consistent with the Candidates theological understanding of persons: (Is the personality theory consistent with the theological position?)	1	2	3	4	5

5. Describes how ethnic identity development informs the candidates supervisory practice. (How do they understand ethnicity in the development of the person?)	1	2	3	4	5
<b>E. Educational theory paper -- demonstrates theoretical understanding of</b>					
1. the teaching/learning situation inherent in supervision, including a theory of group process:					
a) Documents what educational theory guides the Candidate's goals and decision-making in supervisory practice	1	2	3	4	5
(What educational theory guides the goals and decisions in supervision? What makes it educational?)	1	2	3	4	5
b) with individuals	1	2	3	4	5
c) and groups	1	2	3	4	5
2. Documents the Candidates understanding of how persons learn (How does a person learn?)	1	2	3	4	5
3. Documents how the Candidates educational theory affects evaluation of:					
a) students	1	2	3	4	5
b) and their work (How does the theory inform the process of evaluation?)	1	2	3	4	5
4. Describes the candidates understanding of how culture influences the educational process	1	2	3	4	5

<b>Reactions to the entire package of papers including introductory materials:</b>
<b>Possible suggestions for the writer: any hunches, intuitions or guidance to develop papers further:</b>

--	--	--	--	--

## Appendix 11

### Instructions from the Chair to those serving on Certification Sub-Committees

Thank you very much for serving as Chair of this Sub-Committee. If my notes here don't answer questions you have, please contact me.

#### **1. Sub-Committee Consultation prior to Candidate's appearance:**

When time is scheduled for "Committee Formation," encourage members to use that for "team-building." The other use of consultation time is for Committee members to talk together about concerns relative to meeting with the Candidate; the Presenter may take this opportunity to speak to any issues s/he might wish to highlight. The Committee may plan some strategy, but you will, of course, want to guard against the Committee's pre-judging the candidate.

You will also want to facilitate any discussion of committee issues which might be necessary to see that the Candidate has a fair appearance. (Only extreme situations should delay the timely starting of the meeting with the Candidate; if such situation occurs, please notify the Candidate and me.)

#### **2. Appearance Time:**

Candidates for Associate have a full hour and one half meeting with the subcommittee. Candidates for CPE Supervisor have one hour.

**3. Orienting the Candidate:** As the meeting with the Candidate begins, you will want to ascertain that s/he has received her/his Presenter's Report; whether there are any factual corrections to be made (*please make them on the clean copy of the PR*) You will want to orient the Candidate to the procedure and time frame which the Committee will observe. It is not yours or the Presenter's job alone to conduct or direct the flow of the meeting; the Candidates (and other Committee Members) are expected to take initiative in this regard, as well.

Nevertheless, you will want to help set a welcoming tone for the Candidate. (Provide hospitality – water, seating arrangement, etc.)

*Note: If it is determined that there are errors of fact in the Presenter's Report, corrections will be noted on the copy of the Report that is included in the materials to be returned to the ACPE office. Subsequent to the committee appearance, the Presenter will produce a new copy of the report with the corrections made. Said report shall be sent to the Candidate/Associate Supervisor, and a copy shall also be sent to the ACPE office for inclusion in the file.*

**4. Report of Deliberations/Committee Members Evaluation Sheets (Section II):** Please tell the Candidate that all Committee members may jot notes as a routine part of the Committee meeting; and that the "Process

Recorder” is a participating, voting member of the Committee. The "process recorder" is making more extensive notes using the Report of Deliberations form. Whoever serves as process recorder (or observer) will need to document times and nature of pertinent interactions which may help document the interview process.

5. **Voting:** Straw votes, using the "4 option" ballots provided, are to be taken immediately upon the candidate's departure from the room and without benefit of discussion. The breakdown of this vote may be shared with the subcommittee. After sufficient discussion, a final vote should be taken by secret ballot with only two options, **Grant** or **Deny**. Another voting option is after the “straw vote” to begin writing the CAR. A Candidate must receive “satisfactory” in all competencies to “Granted.” Though members may know how each other has voted (even though you are not to announce the final vote count), that information is not to be shared with the Candidate: **The decision is the decision of the Committee.**
  
6. **Writing the Commission Action Report:** Committees are now finding it helpful to write out the Commission Action Report immediately following the final vote and before the candidate is invited back into the room. This is particularly true when the candidate has been denied. I would ask that you do it this way unless there is some obvious reason for not doing so. Write out the report on a copy of the Report of Commission Action form enclosed in this packet.  
**Please use black ink and print or write legibly.** Review the Commission Action Report for completeness and legibility. The second copy of the report form provided in your packet may be used if needed to produce a clean, legible report. Please enter the names of all subcommittee members on the report. **The report and the signature sheet must have the signatures of the Chair and the Presenter, signed in black ink.**  
  
*(I suggest you do the signing before the appearance.)* I will add my signature later.
  
7. **If an Impasse Occurs:** Since we desire to treat the Candidate respectfully and fairly, our intent is always to accomplish Committee deliberations, the drafting of the Committee Action Report, and the reporting to the Candidate the Committee's response, expeditiously. In those unique situations in which deliberations reach one hour's duration, the Sub-Committee Chair will: 1) notify the Chair of the National Commission; 2) determine with the Chair which of them will communicate with the Candidate; 3) stay in dialogue, at appropriate time intervals, with both the Candidate and the Chair of the Commission.
  
8. **Reporting Your Action to the Candidate:** The meeting with the candidate, after the committee has deliberated and made its decision, is for the purpose of announcing the committee's decision. It is not intended to

be, and should not become, a continuing discussion with the candidate. Certainly, the committee's decision is not to be defended. This is particularly important when the candidate's request has been denied. If possible, the feedback to the "denied" candidate should be limited to that which is contained in the Commission Action Report. On the other hand, it is certainly appropriate to express pastoral concern. Some candidates may want to talk with the chair or individual members after the meeting. Be cautious. A pastoral response which listens to the candidate's anger, hurt, etc. may be helpful and in order; processing the committee decision is not! Once the Commission Action Report has been received by the candidate and the period for appeal has expired, then more in-depth consultation and conversation may become helpful and in order.

- 9. Documents for File When Granted:** If the candidate is **granted** certification, a clean and corrected copy of the Presenter's Report, the handwritten copy of the Commission Action Report (signed), the duly signed signature sheet, and the Report of the Deliberations should be enclosed in this envelope. You **may** return to the candidate the full set of materials as well as the short version of the materials, if you choose. **Please remove from the Presenter's materials the documents substantiating the candidate's compliance with formal requirements as stipulated in *Standard 401*.** Include these documents in the packet returned to the Associate Director for processing in the national office.
- 10. Documents for File When Denied:** If the candidate is **denied** certification, a clean and corrected copy of the Presenter's Report, the handwritten copy of the Commission Action Report (signed), the duly signed signature sheet and the Report of the Deliberations are to be enclosed with this envelope. Also, the full set of candidate materials sent to the Presenter is to be retained. These are kept in Decatur until the time for an appeal has expired. You **may** return the short version of the materials to the candidate if you choose to; however, please caution subcommittee members to be mindful of any comments or marginal notes they may have written in the candidate's materials. Also note that Sub-Committee members may wish to retain their copies and use them to refresh their memories in case the candidate wishes to discuss the meeting after the time for Appeal has passed.
- 11.** All the above materials generated by your meeting with the candidate are to be turned in to me, preferably at the conclusion of each session but at least by the end of each day.

**When Candidates are reviewed in the region:**

- 1. Packets for CPE Supervisor candidates who are reviewed regionally (Presenter's Report, Committee Action Report, signature sheet, and process report) should be forwarded to the Associate Director in the ACPE national office in Atlanta for processing. Materials retained by the commission will go directly to Atlanta. The 30-day window for Appeal will be counted from the postmark date when the report is mailed to the candidate.**
- 2. The actions of Regional Committees reviewing candidates for CPE Supervisor will be ratified at the next regular meeting of the Commission. Potential employers who need confirmation of status in the meantime should be referred to the National Chair.**