



CONTEXTUAL STUDIES REGISTRATION FORM

Must be attached to Registration Form

CS254 - Clinical Pastoral Education Ministry Practicum
CL663 - Clinical Pastoral Education Non-Practicum Elective

United Theological Seminary of the Twin Cities

Three semester hours
(Deadline: End of first week of term)

Name _____
Last First Middle

Student ID# _____ Academic Year _____

Term Contextual Study Begins:

() Fall () Winter () Spring () Summer

Indicate below the contextual course(s) for which you are registering:

() CS254 Clinical Pastoral Education Ministry Practicum – 3 semester hours
(Deadline: End of first week of term)

() CL663 Clinical Pastoral Education Non-Practicum Elective - 3 semester hours
(Deadline: End of first week of term)

Provide the following information:

Name of Setting: _____ **Phone:** _____

Address: _____
Street Address City State Zip Code

CPE Supervisor: _____ **Phone:** _____

Address: _____
Street Address City State Zip Code

Beginning Date: _____ **Ending Date:** _____

Please provide the following information for the Business Office:

Total \$ Amount Due to Site: _____

(Minus) Total \$ Amount Paid By Student: _____

(Equals) TOTAL \$ AMOUNT UTS PAYS TO SITE: _____

Signature of Student Date

Signature of UTS Contextual Studies Instructor Date

RETURN THIS FORM TO THE REGISTRAR'S OFFICE

CONTEXTUAL STUDIES REGISTRATION

Clinical Pastoral Education (CPE) can be either a full time unit (usually ten weeks, 40 hours per week) or an extended unit (400 hours done in a variety of ways). More information is available from the Association for Clinical Pastoral Education at the [ACPE web site](#); the ACPE is the primary accrediting agency for CPE. Students may also satisfy United's CPE requirement through a unit of CPE accredited by the National Association of Catholic Chaplains ([NACC](#)).

How do I begin the CPE application process?

Students need to be accepted into a particular CPE program at an accredited Center before they can register for credit at United. The arrangements for taking a unit of CPE are made primarily between the student and the institutional setting in which it occurs. Students are encouraged to consult with the interim CPE coordinator at United, [Sharon Tan](#), before beginning the process.

[Application](#) forms and a [directory](#) listing CPE Centers are available on the ACPE web site. The directory provides contact information for the Centers, and students are encouraged to contact the Centers directly to learn about the kinds of CPE units being offered and the scheduling of those units. Different Centers offer experience of pastoral care in different kinds of care-giving contexts, e.g. trauma, gerontology, pediatrics, etc. Students should begin early to explore the possibilities of CPE and to make application. Applications for summer units, for instance, should be sent to the centers in December and January. A [CPE Application Guide](#) (PDF, 833KB), offered by one of the CPE Centers, will provide tips on designing a good application.

The total length of an application is normally from seven to ten pages. Copies of the completed application should be sent to three or four CPE centers chosen from the directory. Follow up your application with a telephone call to the supervisor to arrange an interview as part of the application process. Notify Sharon Tan, the interim CPE coordinator at United, when you have been accepted into a program.

What about registration and payment?

It is necessary to register at United with the Registrar after one is accepted into a CPE program. In addition to United's regular process of registration requiring an advisor's signature, registration for CPE also requires completing the above form that provides additional information, such as the location of the CPE Center and the name of the CPE supervisor.

That registration form also gives steps for the payment procedure. In short, a student pays for tuition at United as he or she normally would, and United forwards to the CPE Center most of the student's tuition for the CPE course in order to cover some or all of that student's fees at the CPE Center.

How do I report in when finished?

There are two ways of registering for academic credit at United for CPE. One way is simply to take a unit of CPE as a 3 credit hour elective (CL663). The other way is to satisfy the contextual studies requirement (CS254) for M.Div. students. Students taking CPE as an elective (CL663) simply turn their final evaluations in to United's CPE coordinator, Sharon Tan, at the conclusion of their unit(s) in order to receive academic credit.

Students satisfying the contextual studies requirement by taking CPE as CS254 are also required to do a "ministry practicum project" reflecting on their experience of CPE, which is also submitted to Sharon Tan at the conclusion of the unit(s). [Guidelines](#) for this project refer to three "models" from which students might choose. Sometimes, this project consists of a special research project focusing on one issue/assignment/event. Usually, though, students merely compile an organized notebook or portfolio containing relevant materials from their CPE experience.

The portfolio should contain such materials as: the initial CPE application, learning goals, mid-unit evaluations, final evaluations (both the supervisor's evaluation and the student's self-evaluation), and copies of verbatims, critical incident reports, etc. that have been a part of the CPE learning process. Once United's CPE coordinator has been able to examine this project, she meets with the student to debrief the experience and to discuss it in the larger contexts of formation for ministry and discernment of vocation.