

SECTION IV CERTIFICATION AS A SPECIALIST - PASTORAL COUNSELLING**Subsection 6 STEP THREE: PERSONAL INTERVIEW****Subsection 6 STEP THREE: PERSONAL INTERVIEW**

- A. Description of Step Three Process**
- B. Ministry Competency Indicators**
- C. Step Three Report Form (Except for signatures, please print.)**

Subsection 6 STEP THREE: PERSONAL INTERVIEW**A. Description of Step Three Process**

1. At the mutually agreed time, the Candidate meets the Review Team and first of all signs the statement on the report form certifying that s/he is not currently under investigation or in appeals process for any alleged violation of the Code of Ethics and Professional Conduct.
2. The face-to-face interview then proceeds for about one hour. The purpose of the interview is to determine whether the Candidate, in the here and now of the interview, demonstrates the Ministry Competence Indicators to a degree appropriate for the requested certification. The 4 competencies are
 - personal and professional integration
 - congruence
 - self-awareness
 - professional collegiality.
3. At the end of the interview, the Candidate leaves the room, and the Review Team completes the Step Three Report Form, determining whether to grant (subject to the approval of the Certification Committee and the Education Standards Commission) the Candidate's request for certification.
4. Whether the request is granted or not granted, written recommendations are made. (In the case of a positive outcome, this recommendation of areas for growth and development supportively leads the new Specialist towards her/his first five-year peer review.)
5. The Candidate is then called back in, and the Review Team's decision and the contents of the Interview Report Form are communicated. All of the Candidate's materials are returned to him/ her, and the Candidate receives a copy of the Step Three Report Form.
6. At the discretion of the Review Team, the Candidate may be invited to return for a second interview within 8 weeks. If this is the case, the Review Team negotiates that meeting with the candidate at this time. Note that no third interview may be offered.
7. If the Candidate has been denied his/ her request or is in distress, and if the Candidate so desires, the Review Team offers or arranges for appropriate pastoral support.
8. The Review Team chair transmits (preferably by fax) a copy of the Step Three Report Form to the Certification Chair within 24 hours of the interview.
9. The Review Team's decision is presented for ratification, in order, to the Certification Committee, the Educational Standards Commission and the Board of CAPPE.

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B. Ministry Competency Indicators

Since ministry effectiveness is dependent in part on the subjective response of those receiving, mandating and funding the ministry, the Ministry Competence Indicators are necessarily measured, in part, by the subjective response. Absolute integration, congruence, self-awareness and collegiality are not being sought, however, but rather a level appropriate for effective and ethical functioning.

The Ministry Competency Indicators are:

- a) **Personal and Professional Integration:** the ability to make meaningful connections among all of:
 - one's own life journey.
 - the psychosocial sciences.
 - one's operative faith or theology and one's religious heritage.
 - one's practice of ministry.
- b) **Congruence:**
 - consistency between the positions presented in the written materials and the presentation of self in the moment.
 - consistency in the moment between affect and content.
- c) **Self-Awareness:** the ability to acknowledge awareness, in the moment, of one's own dynamics in regard to:
 - stress and anxiety
 - self-care issues
 - transparency and defensiveness
 - authority and initiative
 - security, self-esteem and confidence
- d) **Professional Collegiality** the ability to relate with mutuality to other professionals. In the interview, this is demonstrated in a dynamic balance among the following abilities:
 - to assert one's own boundaries.
 - to receive feedback or criticism with openness.
 - to articulate one's point of view non-reactively.
 - to express strong feelings with grace.
 - to take responsibility for one's own responses.

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C. Step Three Report Form (Except for signatures, please print.)

Information about the Candidate

Name: _____
Address: _____
Certification Request: _____

I certify that I am currently not under investigation or in an appeal process regarding an alleged violation of the Code of Ethics and Professional Conduct of CAPPE/ACPEP.

Candidate's Signature _____ Date _____

Information about the Review Team

Chair: _____
Certification: _____

Member: _____
Certification: _____

Member: _____
Certification: _____

Interview Report

Date of Interview: _____
Location (provide full address): _____

Is this the first or the second interview? _____

Time Interview Was Begun: _____
Time Interview Ended: _____
Time Candidate Was Called Back in: _____
Time Feedback Discussion Concluded: _____

Were there any breaks or halts in the interview process? _____
If so, describe: _____

Was the Candidate offered pastoral support? If so, describe: _____

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C. Step Three Report Form (Except for signatures, please print.) (cont'd)

Candidate: _____

Interview Outcome: (select one only)

_____ **Ministry Competence Indicators were sufficiently demonstrated; the candidate is recommended to the Certification Committee for certification as a Specialist, Pastoral Counselling.**

_____ **Ministry Competence Indicators were not sufficiently demonstrated. The candidate may return within 8 weeks.**

Date, time and location of the second interview, as negotiated between the Review Team and the Candidate: _____

Note: No third interview may be offered.

_____ **Ministry Competence Indicators were not sufficiently demonstrated, and the request for certification is denied.**

Recommendations (use an additional sheet of paper if necessary):

Please provide Name and Signatures

Chair _____
Member _____
Member _____

I have received all copies of my written materials back from the Review Team members. I have received and read the evaluations and recommendation my Review Team. I understand that the Certification Committee and the Education Standards Commission must ratify the Review Team's decision. I understand that a copy of this report will be secured in my Certification Committee file for as long as I am a member of CAPPE/ACPEP plus one year; likewise in my national office file.

Candidate _____

Date the Chair of the Review Team faxed or handed this form to the Chair of Certification _____