

Application For Certification As A Specialist In Pastoral Care

*Please hold your application until all your required materials
(for Step One AND for Step Two) are assembled.*

SECTION ONE: PERSONAL INFORMATION (please type or print)

Name:	
Address:	
Telephone - Home:	Office:
Email address:	Fax:
CAPPE/ACPEP Region:	

ADMITTING/CERTIFICATION COSTS: ___ are not / ___ are projected to exceed the
CAPPE/ACPEP 'Candidate's limit'.

On this basis, the Candidate ___ is not / ___ is applying for subsidy assistance.

SECTION TWO: Review of Prerequisites

*If you cannot provide all of the prerequisites listed below, please contact the
Chair of Certification (rbfalk@hotmail.com) to discuss your situation before applying.*

1.
 - a) I have access to a current copy of the *Standards* for Certification.
 - b) I have reviewed *The Competencies of a Specialist in Pastoral Care* (Section III, Subsection 5,C) which the successful candidate must demonstrate in their Step Two materials.
 - c) I have reviewed the *The Ministry Competence Indicators* (Section III, Subsection 6,B) which the successful candidate must demonstrate in the Step Three interview.
2. I can provide evidence of **endorsement for ministry** as acknowledged by an appropriate religious authority (as per Appendix VII).
3. I can provide evidence of continuing good standing in my faith community within 3 months of the date of this application (as per Appendix VII). Please identify your faith community _____.
4. I can provide evidence of current membership in CAPPE/ACPEP.
5. I can you provide a resumé of my professional and pastoral experience.
6. I can provide 3 letters of reference from people who are in a position to comment on my professional ministry, at least one of whom is from a professional colleague in a discipline other than pastoral care.
7.
 - a) I have completed two advanced units of CPE or a combination of one advanced unit in CPE and one advanced unit in PCE.
 - b) I can provide copies of the evaluations from all of my SPE (your self-evaluations and the supervisors' evaluations).

- c) I can provide a copy of the Regional Admitting Committee Report Form which was submitted at the end of my first Advanced unit.
- 8.
 - a) I have engaged in a Pre-Certification consultation with a Specialist and/or Teaching Supervisor.
 - b) I have the required report from my Pre-Certification Mentor.
- 9. I can provide evidence of participation in the organizational life of CAPPE/ACPEP.
- 10. I can provide evidence of (apart from my Advanced units) having completed at least 1000 hours of work in pastoral ministry.

SECTION THREE: Course or Equivalency Checklist

NB: All applicants are required to complete this as part of the application process indicating fulfillment of educational requirements. The following is necessary for certification as a Specialist: official transcripts, diplomas or other evidence of completion of a qualifying 2 year graduate/masters degree in theology or a clinical related field, from an educational institution accredited by the Association of Theological Schools or equivalent accrediting body. This 2 year graduate degree shall consist of:

- a) one year (or its equivalent) of graduate studies shall consist of.
 - i) at least 6 graduate semester courses in the candidate’s own faith tradition in the following major religious/theological disciplines: Interpretation of Sacred Texts, Teachings and Tenets of Faith, Historical Studies of Faith Tradition, Moral Tenets/Faith-Based Ethics (one or more courses in each of the above four disciplines).
 - ii) at least 4 graduate semester courses in academic foundations for Spiritual Care Practice.
- b) a course in Professional Ethics.

The Checklist serves to ensure that requirements are met BEFORE PROCEEDING for Certification as a Specialist. Should the Verifier ascertain discrepancies the National Certification Committee may request an Academic assessment through the Academic Assessment Committee.

Please check the following as appropriate to your application:

Qualifying degree for Specialist (2 year)	
AAC’s* confirmation of equivalence indicating Qualifying degree for Specialist.	

* “AAC” = “Academic Assessment Committee”, a copy of whose correspondence (as indicated above) is to be included with this application. (Students requiring equivalencies are to apply to that Committee.)

* AAC informs the Education Standards Commission of its decisions.

(4) *Spiritual Care Practice and Competencies*

Institution	Course # and Title	Dates Attended	Course Contact Hrs

(5) *Ethics Studies (include both Moral Tenets/Faith-Based Ethics & Professional Ethics)*

Institution	Course # and Title	Dates Attended	Course Contact Hrs

(6) *Adult Education/Supervision Theory (for supervisor education)*

Institution	Course # and Title	Dates Attended	Course Contact Hrs

ALTERNATIVE EDUCATIONAL FORMATION AND PERSONAL AND PROFESSIONAL DEVELOPMENT

List relevant Life/Career/Ministry Experience and Training (include a curriculum vitae or additional page if needed). Examples may include coursework, workshops, retreats or educational endeavours that involved a significant investment of time and critical reflection.
