

SECTION III CERTIFICATION AS A SPECIALIST - PASTORAL CARE**Subsection 6 Step Three: Personal Interview**

- A. Description of Step Three Process**
- B. Ministry Competence Indicators**
- C. [Step Three Report Form](#)**

Subsection 7 Supervisors Wishing Specialist Certification

- A. General Notes**
- B. Initiating the Process**
- C. The Consultation Process**
- D. Consultation Report.**

Subsection 6 Step Three: Personal Interview**A. Description of Step Three Process**

1. At the mutually agreed time, the Candidate meets with the Review Team for a face-to-face interview of 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 a Specialist.
2. The Candidate 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.
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.

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.)

4. 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 her/him, and the Candidate receives a copy of the Step Three Report Form.
5. At the discretion of the Review Team, the Candidate may be invited to return for a second interview within eight (8) weeks. If this is the case, the Review Team negotiates that meeting with the candidate at this time.
6. 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.
7. The Review Team chair transmits (preferably by Email or Fax followed by a signed copy through regular mail) a copy of the Step Three Report Form to the Certification Chair within twenty-four (24) hours of the interview.
8. The Review Team's decision is presented for ratification, in order, to the Certification Committee and the Educational Standards Commission.

SECTION III CERTIFICATION AS A SPECIALIST - PASTORAL CARE**B. Ministry Competence 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.

- 1) Personal and Professional Integration: the ability to make meaningful connections among all of:
 - a) one's own life journey
 - b) the psychosocial sciences
 - c) one's operative faith or theology and one's religious heritage
 - d) one's practice of ministry

- 2) Congruence:
 - a) consistency between the positions presented in the written materials and the presentation of self in the moment
 - b) consistency in the moment between affect and content

- 3) Self-Awareness: the ability to acknowledge awareness, in the moment, of one's own dynamics in regard to:
 - a) stress and anxiety
 - b) self-care issues
 - c) transparency and defensiveness
 - d) authority and initiative
 - e) security, self-esteem, confidence

- 4) Professional Collegiality: the ability to relate with mutuality to other professionals. In this interview, this is demonstrated in a dynamic balance among the following abilities:
 - a) to assert one's own boundaries
 - b) to receive feedback or criticism with openness
 - c) to articulate one's point of view non-reactively
 - d) to express strong feelings with grace
 - e) to take responsibility for one's own responses

SECTION III CERTIFICATION AS A SPECIALIST - PASTORAL CARE

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:

SECTION III CERTIFICATION AS A SPECIALIST - PASTORAL CARE

D. Step Three Report Form (cont'd.)

Candidate: _____

Interview Outcome: (select one only)

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

_____ Overall 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: _____

_____ Overall 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 Signature

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 emailed, faxed or handed this form to the Chair of Certification _____

SECTION III CERTIFICATION AS A SPECIALIST - PASTORAL CARE**Subsection 7 Supervisors Wishing Specialist Certification**

A person admitted to supervisory education (provisional or associate supervisor) before January 31, 1997 or who was certified as a teaching supervisor prior to January 31, 1997 who has not been certified as a specialist and who wishes to have specialist certification (the "petitioner") shall apply in writing to the Chairperson of the Certification Committee.

A. General Notes

1. The consultation process leading to the certification of specialist recognizes that most supervisors are and have been competent pastoral care and/or pastoral counselling practitioners and have already integrated theory and practice. Therefore, there is no need for a full certification review.
2. The consultation process approximates a peer review process characterized by affirmation, collegiality and relationship in which the petitioner may reflect on personal ministry experience with another practicing specialist (the "consultant"). It intends to allow the petitioner to demonstrate competence and integration in a less formal manner. There needs to be enough time allotted for a comprehensive review.
3. The consultation process will bear in mind the definition of "specialist" and the related themes as outlined by the CAPPE/ ACPEP standards for certification and practice for specialists. These themes provide a framework for professional dialogue and consultation.
4. There shall be sufficient personal distance between the petitioner and the consultant to allow for objectivity in the professional assessment.
5. There is no time specified for the completion of the consultation process.
6. There shall be a recording fee in accordance with CAPPE/ ACPEP policies and procedures. There shall be no fee payable by the petitioner for the consultation other than reimbursement of the consultant's out-of-pocket expenses. In some cases, this may include loss of earnings if the consultant uses time usually devoted to fee-for-service clients for the consultation.
7. In instances when 'admitting/certification costs' can be expected to exceed the CAPPE/ACPEP 'candidate's limit', the candidate must – as soon as recognizable – declare her/his subsidy need to the Chair of the Certification Committee. It becomes the Certification Committee's responsibilities (a) to work with the candidate in order to minimize costs, and (b) to pay for costs beyond the published 'candidate's limit'.
8. Petitioners who are inactive supervisors, associate supervisors or provisional supervisors are not prevented from petitioning for specialist status. However, the reasons for inactive status must be considered during the consultation process.
9. In the event of an unsuccessful application, the petitioner may apply for a full certification review through the chair of the Certification Committee.
10. Nothing in this section:
 - a) negates the petitioner's prior status as a supervisor, associate supervisor or provisional supervisor.
 - b) negates the payment of CAPPE/ACPEP membership fees as designated for the petitioner's status.

SECTION III CERTIFICATION AS A SPECIALIST - PASTORAL CARE**B. Initiating the Process**

The petitioner must:

1. apply for a specialist certification consultation to the Chairperson of the Certification Committee.
2. (in cases when the admitting/certification cost [fee, travel, lodging, food] can be expected to exceed CAPPE/ACPEP's candidate-limit:) declare – in a timely fashion – the need for subsidy, to the Certification Committee Chairperson.
3. submit to the Chairperson evidence of:
 - a) current, active membership in good standing in CAPPE/ ACPEP.
 - b) evidence of current endorsement by a recognized religious faith group at whatever level one is usually and fully endorsed in that group to function as a spiritual and religious care provider
 - c) evidence of continuing good standing (within the last three (3) months) in a faith community affiliated with one's chosen religious tradition.
 - d) successful certification/ admission or peer review within the past five (5) years as a supervisor, associate supervisor or provisional supervisor.
4. Nominate three specialists as possible consultants, who are in the stream in which the petitioner is seeking specialist certification.
5. submit a letter of self-declaration affirming that the petitioner is not under current investigation by the Ethics Committee.
6. submit the prescribed recording fee to CAPPE/ ACPEP with the application.

C. The Consultation Process

1. The Chairperson of the Certification Committee, upon receipt of the petitioner's request and required submissions shall:
 - a) name one of the suggested specialists to be a consultant to the petitioner. In the event that none of the three is able to serve, the Chairperson and the petitioner shall choose a specialist who is mutually acceptable and who is willing and able to serve.
 - b) (when the Candidate has, in a timely fashion, declared need for admitting/certification cost subsidy:) work with the Candidate to minimize the admitting/certification cost (i.e. the Certification Committee takes responsibility for costs beyond CAPPE/ACPEP's 'candidate's limit'); and the Certification Committee thereafter pays the amount exceeding CAPPE/ACPEP's 'candidate's limit'.
 - c) receive the written report of the consultant regarding the consultation process.
 - d) submit the consultant's report to the Certification Committee for ratification.
 - e) notify the petitioner and the Chairperson of the Education Specialists' Commission in writing, upon ratification by the Certification Committee.
 - f) the Education Standards Commission, upon ratification of the action of the Certification Committee, shall notify the petitioner and the National Office of CAPPE/ ACPEP.

SECTION III CERTIFICATION AS A SPECIALIST - PASTORAL CARE

2. The consultant shall:

- a) negotiate with the petitioner the format and length of time the consultation process will take.
- b) negotiate with the petitioner the reimbursement of any out-of-pocket expenses the consultant incurs as a result of the consultation process. In some cases, this may include loss of earnings if the consultant uses time usually devoted to fee-for-service clients for the consultation.
- c) explore with the petitioner, the petitioner's experience in pastoral care or pastoral counselling, drawing attention to the "Standards of Practice for Specialists" (SEE CAPPE/ACPEP Handbook, "Practice: Standards, Procedures and Guidelines," Section III).
- d) negotiate any action that appears to be relevant before the consultation process can be completed, and agree upon a timeframe.
- e) upon satisfactory completion of any negotiated action and/ or the completion of the consultation process, submit a written report summarizing the consultation process within two weeks to the chair of the Certification Committee and to the petitioner. The written report will include the consultant's recommendations regarding the petitioner's request.

3. The petitioner shall:

- a) enter into a consultation process with the consultant named by the Chairperson of the Certification Committee.
- b) negotiate with the consultant the format and length of time which the consultation process will take.
- c) negotiate with the consultant the reimbursement of any out-of-pocket expenses the consultant incurs as a result of the consultation process. In some cases, this may include loss of earnings if the consultant uses time usually devoted to fee-for-service clients for the consultation.
- d) (in cases when the admitting/certification cost [fee, travel, lodging, food] can be expected to exceed CAPPE/ACPEP's candidate-limit) declare – as soon as recognizable – the need for subsidy to the Chairperson of the Certification Committee.
- e) explore with the consultant, the petitioner's experience in pastoral care or pastoral counselling, drawing attention to the "Standards of Practice for Specialists" (SEE CAPPE/ ACPEP Handbook, "Practice: Standards, Procedures and Guidelines," Section III). This is a review of the petitioner's own practice of ministry, not that of students under the petitioner's supervision or of the petitioner's supervisory ministry of others.
- f) negotiate any action that appears to be relevant before the consultation process can be completed, and agree upon a timeframe.
- g) complete any negotiated action.

SECTION III CERTIFICATION AS A SPECIALIST - PASTORAL CARE

D. Consultation Report.

Except for signatures, please print.

Information about the Candidate:

Name: _____

Address: _____

Certification Request: _____

Declaration by Candidate I am currently not under investigation or in an appeals process for any alleged violation of the Code of Ethics and Professional Conduct.

Signature of Candidate

Date

Information about the Consultant

Name: _____

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 Discussion Concluded: _____

Were there any breaks or halts in the interview process? _____

If so, describe: _____

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

Interview Outcome: (select one only)

_____ Overall Ministry Competence Indicators were sufficiently demonstrated, and ratification by the Certification Committee is recommended.

SECTION III CERTIFICATION AS A SPECIALIST - PASTORAL CARE

_____ **Overall 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 Consultant and the Candidate:

_____ **Overall Ministry Competence Indicators were not sufficiently demonstrated and ratification by the Certification Committee is not recommended.**

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

Please provide Printed Name and Signature

Consultant: _____

I have received all copies of my written materials back from my Consultant.

I have received and read the evaluation and recommendations from my Consultant. I understand that the Certification Committee and the Education Standards Commission must ratify the Consultant'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 Consultant emailed, faxed or handed this form to the Chair of Certification _____