

## CPE Application Process

### 1. What makes a good CPE application?

Allina CPE Center  
800 East 28<sup>th</sup> Street,  
MC 16603  
Minneapolis, MN 55407  
  
(612) 863-4370  
www.allina.com/ahs/cpe.nsf

Abbott Northwestern Hospital  
Minneapolis, MN

Mercy Hospital  
Coon Rapids, MN

St. Francis Regional Medical  
Center  
Shakopee, MN

Unity Hospital  
Fridley, MN

United Hospital  
St. Paul, MN

#### **A reasonably full account of your life**

- Describe significant people and relationships (e.g., family of origin, past, and current) and key events and how they have shaped who you are as a person today.
- Growing up in your family, what strengths, weaknesses, and issues has that raised for you in your journey?

#### **A description of your spiritual growth and development.**

- Include a thorough narrative of your faith journey, including the highs and lows and the significant relationships and events that have shaped your faith.
- Discuss your call to ministry (past, present, future)

#### **A description of your work (vocational) history.**

- Besides the laundry list, what skills have you gained from your past work experience that relate to spiritual care ministry?
- How might they help you in your future pastoral work?

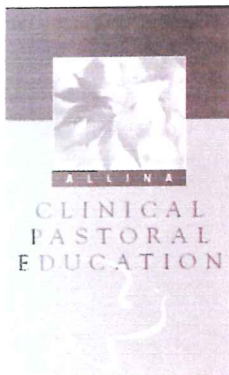
#### **An account of a “helping incident” in which you were the person who provided the help.**

- A verbatim with your personal self evaluation is fine to include.
- What learning goals do you have to develop further competence in pastoral ministry?

### 2. What will help us become interested in seriously considering your application?

- Be as open about who you are and as convincing as possible in selling us on the idea that you are coming toward the learning process to discover new things about yourself in order to become a more effective and creative minister.
- A good cover letter indicates why you have applied to a particular center and says briefly and concisely what you want to learn in that particular clinical setting.
- Research the center and speak to what they have to offer.

**You are required to complete an admission interview with an ACPE supervisor.**



### **3. What are we looking for during the interview?**

- Openness – to an interaction with a new person in a strange situation
- Honesty – willingness to express candidly and humbly struggles, fears, joys, and other parts about oneself which will indicate what level of openness there is to venture into a new learning experience.
- Our questions: How is the student approaching this potential new learning experience? Why do they want to take CPE? What are they motivated to learn?
- What are they most fearful about and what most interested in?
- How do they relate to supervisors and authority figures in their lives?
- How likely is the student to listen and learn from as well as to “help” patients and families in their care? How willing are they to engage a collegial learning process with peers, where there is opportunity to give and receive constructive, critical feedback? How open are they likely to be to the learning process?

### **4. What do you do once the application has been sent to a center?**

- If you haven't heard something from a center, inquire about where you are in their admission process. Find out about an interview and when they will decide about your application.
- On our end we are wondering, how assertive is the student and how interested are they in pursuing this learning process?
- If the student is required to take CPE and they are not coming toward the learning process, the motivation for learning is most likely low and might indicate that this person may not make a good candidate for CPE.
- If you have been admitted by a center and have committed to that center, communicate your decision to the other centers to which you applied.