

ACPE CPE APPLICATION WRITING GUIDELINES

We are providing this Writing Guide that includes questions directly from the ACPE website. *Your responses should be written in first person language, using Times New Roman 12-point font, single-spaced, and with 1-inch margins.*

Please submit your responses on separate pages.

Before submitting, please ensure you have carefully read the instructions and make a copy for your records.

All required files should be submitted through Canvas.

Incomplete applications will not be accepted.

1. In your application, we require a reasonably **full account of your life**. Include significant persons and events that have impacted or continue to impact your personal growth and development. Your family of origin, current family relationships, and important social relationships should also be described. Your responses will help us to assess your capacity to understand and empathize with patients and their families. **Minimum 2 pages (single-spaced, Times New Roman 12 pt)**
2. We also require a description of your **spiritual growth and development**. Your self-awareness is important in providing spiritual guidance and solace. This includes your faith heritage, personal conversions, call to ministry, religious experiences, and significant persons and events that have impacted your spiritual growth. As a Buen Vivir CPE Student Chaplain, you will be expected to function as a spiritual leader for individuals of all faiths and non-faiths. Please describe how you understand spirituality and your role as a spiritual leader. **Minimum 2 pages (single-spaced, Times New Roman 12 pt)**
3. Your **work (vocational) history** should also be included in your application with a chronological list of employment, brief statements about your current employment, and your relationships with your supervisor and colleagues. **2 PAGES, WRITE AN ESSAY NOT A RESUME, FOCUS ON YOUR EXPERIENCES, CONTACTS, VOCATION, ETC Minimum 2 pages (single-spaced, Times New Roman 12 pt)**
4. Provide an account of a "**helping incident**" in which you provided assistance. This should include the nature and extent of the request, your assessment of the situation, how you became involved, and a brief evaluation of your actions and their impact. If you have had previous CPE, you may attach a verbatim from your previous program and include your own notes on what you learned. **Minimum 2 pages (single-spaced, Times New Roman 12 pt)**
5. Your **impressions of Clinical Pastoral Education**, including your understanding of CPE, any learning goals or issues you would like to address, and how CPE can help you meet your ministry needs. If you have had prior CPE, please indicate the most significant learning experience and how you have continued to use the clinical method since your previous experience. **Minimum 2 pages (single-spaced, Times New Roman 12 pt)**

6. Additionally, indicate any personal or professional **Learning Plan and Goal/s** you want to focus on this unit of CPE and how you believe CPE will help you attain them. **Make sure each goal is a SMART GOAL: Specific, Measurable, Achievable, Relevant, and Time-bound.**) This approach helps create clear, actionable, and attainable goals. (1 page, please attach as separate from 5 ESSAYS)