

## Admissions Policy

**Name of Policy and/or Procedure:** Admissions

**Purpose of Policy and/or Procedure:** To provide an orderly and fair process for application and admission to HSL CPE, in accordance with ACPE Standards. It is the vision of the CPE Center that its admissions process will create in its student groups diverse and well prepared communities of learning, able to build on the unique identity and resources of this center, and be of mutual benefit of the students and of Hebrew SeniorLife.

**Policy:** It is the policy of HSL CPE to set and publish application deadlines for each unit of CPE, and to process the applications of the persons meeting those deadlines prior to considering any applications that arrive after the deadline.

It is the policy of HSL CPE to assess each applicant's appropriateness for CPE in this setting without discrimination regarding race, gender, age, religion, national origin, sexual orientation, gender identity, gender expression, or disability, provided the applicant is capable of performing the duties as contained in the position description for the Chaplain Intern.

In terms of disability, it is stipulated that the reasonable accommodation of a candidate's disability is the Hospital's policy unless such condition can be shown to be a clear and present danger to the candidate, employees, residents, or patients, and reasonable accommodations cannot be made or would place an undue financial hardship on the Hospital. This policy notwithstanding, all students accepted into the program shall be able, with reasonable accommodation, to physically perform the duties as contained in the position description for Chaplain Intern. In addition to physical requirements, CPE students must sustain sufficient emotional health to deliver pastoral/spiritual care. The student must demonstrate the capacity to establish and maintain relationships consistently and be open to learning, change, and growth. The CPE student must demonstrate a capacity to endure at least moderate amounts of the stress that are a normal part of institutional life and culture in a large long-term chronic care hospital.

Each applicant must meet the criteria for the level of CPE for which they are applying in order to be accepted into the program. Each new applicant submits:

*For Level I:*

- A completed ACPE application, turned in with the \$36 application fee (insert PayPal link).

- An in-person admissions interview with the CPE Educator of the unit being applied for and another member of the Professional Advisory Committee or spiritual care department (preferred) or, if the applicant lives far away, by phone or Zoom.
- Graduation from high school, completion of a GED, or ordination by a religious community or commission to function in ministry by an appropriate religious authority as determined by ACPE. Graduation from college and some graduate level study strongly preferred.
- Communication, writing, and analytical skills adequate to sustain success in the CPE learning model. Some introductory experience in spiritual care as a rabbi, rabbinical student, cantor, pastor, seminarian, member of a religious order or layperson, or in another professional caregiving discipline such as nursing, social work, psychology, or medicine.
  - Interest in practicing spiritual care.
  - Openness to process learning, about self and others.
  - The capacity for theological reflection.
  - Health adequate to sustain education and spiritual care for the required number of hours per week in the assigned setting, completion of all assignments, and the fulfillment of all items in the Chaplain Intern Position Description included in the Student Handbook.
  - Facility with the English language adequate to sustain success in the CPE program.

*For Level II:*

- All of the above, plus documentation by an ACPE Educator from a previous unit of CPE that the applicant has demonstrated all the Outcomes of Level I, and is ready to proceed with Level II. Note: Final determination of whether a student's unit at HSL is at Level II is made by the HSL CPE Educator.

**Procedure:**

Prospective students may inquire about a CPE program at HSL by e-mail, by phone, or in person. The Educator provides written material about the unit (including its application deadline), directions on accessing the standard ACPE application form, and the opportunity to ask any questions.

**First unit at HSL:** If this would be the first unit for the student at HSL, the applicant completes and submits their full application and pays the application fee. The CPE Educator makes a determination of whether to take the student's application to the next step, which involves an interview. If the Educator decides not to interview the

candidate, a letter is sent to the candidate denying admission to the program.

If the Educator chooses to process the application further, s/he sets up an onsite interview for the applicant with the Educators and/or a member of the spiritual care department or Professional Advisory Committee. If the applicant cannot interview in person at HSL, then the CPE Educator sets up the interview by Zoom or phone. The CPE Educator sends a reference form to the applicant's references, asking each to evaluate the candidate on readiness for CPE at HSL. In the rare case where the given reference person is not reachable by email, a phone conversation covering the questions on the reference form may be held.

In the interview, the CPE Educators and other interviewers seek to determine the applicant's readiness and ability for clinical learning in the HSL context and whether HSL is a setting conducive to the applicant's learning goals.

**Subsequent unit at HSL:** In the situation in which a student wishes to pursue a subsequent CPE unit at HSL, the student writes and sends to the Educator a request to be considered for the desired unit by the deadline for admissions for the unit desired. The applicant will include a new ACPE face sheet with the request, as well as a brief description of potential learning goals should the student return to HSL. If some time has elapsed since the applicant's previous CPE experience at HSL, or if the applicant worked with a different Educator at HSL, the Educator may require the student to submit a full application again, in which case the application fee must be paid, and an interview will be scheduled.

**Communication of Admissions Decisions:** Within an agreed upon time no longer than eight weeks from the admissions deadline, and within one month of the actual interview, the center sends the applicant email notice of the admissions decision. If the student is offered provisional admission, the letter indicates the level of CPE to which the student is being provisionally admitted (the first unit of Level II being a prospective offer which can only be confirmed following the student's Level II consultation during the unit), and contains information on the date by which the student must accept the offer and send a \$600 non-refundable deposit and a signed [Use of Materials Consent Form](#) in order to hold their place in the program. If the center declines to offer the applicant admission, the response letter reflects that decision, and the application materials are shredded.

**Final Admission:** Admission to the HSL CPE program is provisional until the student has completed the onboarding process

and been cleared by HSL to participate in the program. The onboarding process includes health and CORI screening, as well as documentation of having health insurance accessible in Massachusetts for the period of the CPE program. When the student has been cleared, the educator informs them by email that their admission is final. Failure to complete the onboarding process by the deadline may result in the student losing their place in the program. If information should emerge after an admissions decision that would make the student's participation in CPE inadvisable, the educator may rescind the offer of admission.

Date last reviewed: 1/22

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