

## Application for Clinical Pastoral Education

1. Applicants for Clinical Pastoral Education
  - a. Submit a complete application. Required areas are shown with an \*. Incomplete applications will not be processed and will be returned.
2. Applicants for the Supervisor-in-Training (SIT) track
  - a. Submit documentation showing completion of a minimum of four (4) units of CPE (units completed under either ACCC or ICPT do not require documentation).
  - b. Submit a two (2) to three (3) page paper outlining your reasons for wanting to be considered for the SIT program.
  - c. Submit a three (3) to five (5) page paper outlining your theory of Clinical Pastoral Education supervision.
  - d. Evidence of Master of Divinity or equivalent. (Preferred)
  - e. Evidence of Board Certification as Chaplain. (Preferred)
3. All applicants
  - a. Submit the entire package electronically (preferred method) to [application@clinicalpastoraled.org](mailto:application@clinicalpastoraled.org), via fax to (407) 218-6481, or via USPS to:  
The Institute for Clinical Pastoral Education  
Office of the Registrar  
PO Box 620822  
Orlando FL 32862-0822
  - b. You will be contacted for a pre-admission interview. If you do not qualify for the program, any payments will be refunded.
4. Fees/Tuition
  - a. Application Fee (one-time, non-refundable) ..... \$ 75.00
  - b. Registration Fee (one-time, non-refundable)..... \$100.00
  - c. Unit Tuition ..... \$900.00
  - d. Technology Fee (per unit) ..... \$25.00
  - e. Returned Check Fee ..... 50.00
5. ICPT does not discriminate, in its admission decisions, against any federally protected status including, but not limited to: race, gender, religious preference, age, or sexual orientation. To comply with civil rights statutes, ICPT will collect certain demographic information. Any disclosures are voluntary and will not affect your application status.

# ICPT Application for Clinical Pastoral Education

## Section I Unit Information

\*I am applying for Long Distance Unit  On-Line Unit  On-Site Location

I am applying for one(1)  two (2)  three (3)  four (4)  units of CPE

\*Unit Type: Full Time  Part-Time  SIT Track  \*Unit Start Date:

## Section II Personal Information \*

<b>First Name (given)</b>	<b>*Initial:</b>	<b>*Last Name (surname):</b>	<b>*Suffix (Jr., Sr., etc.):</b>
<b>*Street Address</b>			
<b>Address 2</b>			
<b>*City</b>	<b>*State (2-letter postal code)</b>	<b>*Zip/Postal Code (4-digit)</b>	
<b>*Phone (#####):</b>		<b>Date of Birth (m/d/yyyy):</b>	
<b>*E-Mail (do not use a work e-mail):</b>			
<b>Have you ever been convicted of a felony or misdemeanor? (If yes, attach a separate sheet explaining the circumstances)</b>			
Yes                      No			

**Section III Education** (Highest Degree Obtained)

High School	Associates	Baccalaureate	Masters	Doctorate
*Last School Attended	*Degree Obtained	*Subject	*Year Graduated (yyyy)	

**Section IV Employment**

*Current Employer	*City/State	*Position	*Dates (yyyy-yyyy)

**Section V Demographic Information (optional)**

Faith Group/Denomination	Ethnicity/Race	US Citizen?
--------------------------	----------------	-------------

**Section VI \*Narratives** (attach a separate document).

- A. Where/how did you find out about ICPT CPE?
- B. Provide a reflective autobiography giving special attention to pivotal life events and relationships that have shaped you as a person.
- C. Describe a situation where you helped a person in a difficult situation. Applicant's with previous CPE experience will provide a case study/verbatim to answer this narrative.
- D. What is your understanding of CPE and what do you hope to gain in both personal and professional development?
- E. Provide a brief *Curriculum Vitae* that describes your education, training, and work experience.

## **Section VIII Tuition Refund Policy**

### **ICPT Clinical Pastoral Education Tuition Refund Policy**

The Institute for Clinical Pastoral Training (ICPT) has developed this refund policy to clearly identify the refund due in the event that the student cancels, withdraws, or is terminated from the program or if ICPT cancels a particular unit.

#### **I. Definitions**

- a. ICPT cancellation – ICPT cancels a unit prior to the start date.
- b. Student cancellation – The student does not begin the unit or submit any unit required documentation.
- c. Student withdrawal – A student is considered withdrawn if the following occurs:
  - i. On-site unit – The student will does not attend two (2) consecutive sessions or does not submit two (2) consecutive assignments without contacting the unit supervisor.
  - ii. On-line unit – The student misses two (2) consecutive scheduled supervisory sessions or does not submit two (2) consecutive assignments without contacting the unit supervisor.
- d. Student termination – ICPT terminates the student for cause.
- e. Last day of Attendance (LDA) – The last date the student submitted a required assignment, participated in a supervisory session, or participated in a forum board.
- f. Date of Determination (DOD) –The date the student gives written or verbal notice to the institution or the date the institution terminates the student by applying the instructions attendance, conduct, or satisfactory academic progress policy.

#### **II. Refunds**

- a. Rejection of an applicant – If an applicant is rejected for enrollment by ICPT a full refund of all monies will be paid less a maximum application fee of \$75.00
- b. Program cancellation – If ICPT cancels a unit subsequent to the student's enrollment, all monies paid will be refunded.
- c. Student withdrawal prior to the start of class or no show – If a student, accepted by ICPT withdraws prior to the start of class, all monies paid will be refunded less a maximum application fee of \$75.00.

### III. Withdrawal or Termination after the Start Date of a Unit


Refund amounts will be based on the students LDA.

- a. Student withdrawal – A student is considered withdrawn if the following occurs:
  - i. On-site unit – The student will does not attend two (2) consecutive sessions or does not submit two (2) consecutive assignments without contacting the unit supervisor.
  - ii. On-line unit – The student misses two (2) consecutive scheduled supervisory sessions or does not submit two (2) consecutive assignments without contacting the unit supervisor.
  
- b. First week of the unit (start date + 7 days) – The student will be refunded 90% of the tuition paid as calculated on the tuition refund worksheet. Application fees are non-refundable.
  
- c. Beginning of the second week through the end of the sixth week (day 8 through day 42) – The refund will be calculated using a pro rata portion of the tuition due for the unit plus 10% of the unearned tuition for an administrative fee. Application fees are non-refundable.
  
- d. After the sixth week (day 43 forward) – There is no refund. The full tuition paid is retained by ICPT and the student is responsible for any tuition.
  
- e. Refunds will be processed via company check no later than 45 days from the DOD and sent to the address on file for the student. ICPT is not responsible for lost checks.

### IV. Tuition Refund Worksheet

See Appendix A.

**APPENDIX A**

		<b>The Institute for Clinical Pastoral Training</b>			
		<b>Tuition Refund Worksheet</b>			
Student Name:				Date:	
Unit Start Date					
Last Date of Attendance					
Date of Determination					
Total Tuition Due					
Total Tuition Paid as of Date of Determination					
Percentage of Tuition Paid					
Program Length (weeks)		12			
Weeks Attended		0			
Pro Rata Portion Completed		0%			
Earned Tuition		\$0.00			
Administrative Fee (10% of unearned tuition)		\$0.00			
Owed to Institution					
Student Payment					



## Institute for Clinical Pastoral Training Privacy Policy

### **Welcome**

Your privacy is important to us at the Institute for Clinical Pastoral Training (ICPT). To better protect your privacy, we provide this notice explaining practices and the choices you can make about the way your information is collected and used.

### **The Information We Collect**

You provide specific personal information during the application process. The information includes, but is not limited to: your name, address, e-mail address, telephone number, payment information and your interest in specific types of products and/or services.

### **Requests for Disclosure:**

Except with respect to those requests made by the student himself, those disclosures made with the written consent of the student, or the requests by or disclosures to ICPT officials with legitimate educational interests, or disclosures of directory information (or other exceptions described in the applicable regulations), ICPT will maintain a record indicating the parties who have requested or obtained personally identifiable information from a student's education records and the legitimate interests those parties had in requesting or obtaining the information. This record may be inspected by the student.

### **Directory Information:**

ICPT designates the following information as directory information (directory information is personally identifiable information which may be disclosed without the student's consent):

- Student's name
- Address: Local, e-mail and web site
- Telephone number (local)
- Program of study
- Participation in officially recognized activities
- Dates of attendance
- Certificates awarded
- Photograph of the student, if available
- Enrollment status (i.e., enrolled, continuing, future enrolled student, re-entry, withdrawn)

### **Confidentiality:**

The student's official record is confidential. Any written, audio, video or other materials regarding a student, from initial application material to final evaluation and CPE Supervisor review reports, are confidential and are treated accordingly.

### **Access:**

Students have the right to inspect and review their education records. A student who wishes to inspect and review his/her records should submit a written request to ICPT. The request should

This page is part of the total agreement.

identify as precisely as possible the records the student wishes to inspect. If the requested records are subject to inspection and review by the student, arrangements for access will be made within a reasonable period but in no case more than 30 days after the request was made, and the student will be notified of the time and place where the records may be inspected. The school requires the presence of a school official during the inspection and review of a student's records. The record is not open to third parties without the written permission of the student (See the Release of Information Form in the appendices).

**Disclosure:**

ICPT generally will not permit disclosure of personally identifiable information from the records of a student without prior written consent of the student. Personally, Identifiable Information (Directory Information) is disclosed (some items are mandatory, some discretionary) from the records of a student without that student's prior written consent to the following individuals or institutions or in the following circumstances:

1. Directory information (See details below)
2. To a parent or guardian regarding the student's violation of any federal, state, or local law or of any rules or policy of the school governing the use or possession of alcohol or a controlled substance if the school determines that the student has committed a disciplinary violation with respect to that use or possession, and the student is under 21 at the time of the disclosure to the parent.
3. To accrediting commissions or state licensing or regulatory bodies to carry out their functions.
4. To appropriate parties in health or safety emergencies.
5. To certain officials of the United States Department of Education, the Comptroller General of the United States, the Attorney General of the United States, and state and local educational authorities.
6. To comply with a judicial order or lawfully issued subpoena.
7. To officials of ICPT who have been determined by the school to have legitimate educational interests in the records. A school official is: a) person employed by the school in an administrative, supervisory, academic or research, or support staff position; or b) any school official who needs information about a student in the course of performing instructional, supervisory, advisory, or administrative duties for ICPT has a legitimate educational interest.
8. To organizations conducting certain studies for or on behalf of the school.
9. To an alleged victim of a crime of violence or a non-forcible sexual offense, the final results of the disciplinary proceedings conducted by the school against the alleged perpetrator of that crime or offense with respect to that crime or offense.
10. In addition to the victim of a crime of violence or non-forcible sexual offense, the School may disclose to other persons the final results of the disciplinary proceedings described in above, but only if the School has determined that a student is (a) the perpetrator of violence or a non-forcible sexual offense, and (b) that the allegation results in a violation of the institution's



This page is part of the total agreement.

rules or policies. The school, in such instances, may only disclose the name of the perpetrator -not the name of any other student, including a victim or witness - without the prior written consent of the other student(s).

### **Correction of Educational Records:**

Students have the right under to ask to have records corrected which they believe are inaccurate, misleading, or in violation of their privacy rights. The following are the procedures for the correction of records:

1. A student must submit a request in writing to amend a record. As part of the request, the student should identify the part of the record they want to have changed and specify why they believe it to be inaccurate, misleading, or in violation of his/her privacy rights.
2. ICPT may either amend the record or decide not to amend the record. If ICPT decides not to amend the record, it will notify the student of its decision and advise the student of the right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's privacy rights.
3. Upon request, ICPT will arrange for a hearing and notify the student reasonably in advance of the date, place, and time of the hearing. The hearing will be conducted by an individual who does not have a direct interest in the outcome of the hearing. That individual may be an official of ICPT. The student shall be afforded a forum for the opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The student may be assisted by other people, including an attorney.
4. ICPT will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence and the reasons for the decision.
5. If, because of the hearing, ICPT decides that the information is inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it will (a) amend the record accordingly and (b) inform the student of the amendment in writing.
6. If, because of the hearing, ICPT decides that the information in the education record is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it shall inform the student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the school.

### **Content:**

During the student's tenure in the CPE Program, all records are retained in the student's file, including application materials, case studies and other clinical reports, book reports, student and CPE Supervisory evaluation reports, reflections, and correspondence.

### **How We Use the Information**

We use the information you provide about yourself to fulfill your application for our programs, to respond to your inquiries about your training and to notify you about the status of your application. From time to time we may also send you additional information about our training programs in special promotional mailings. We may disclose personal information to outside

This page is part of the total agreement.

organizations that legally have the authority to receive it (such as accrediting agencies). We may disclose personal information in response to legal process (e.g. in response to a court order or subpoena). We also may disclose such information in response to a law enforcement agency's requests. And finally, we may disclose personal information in response to a charge-back inquiry from our merchant bank about your payment for training. We will not sell or transfer personally identifiable information provided to us to parties outside of the institution except as described above. We will never sell or give your information to an outside party except as noted above.

### **How to Contact Us**

If you have any questions or concerns about our privacy policy contact us directly.

E-mail: [info@clinicalpastoraled.org](mailto:info@clinicalpastoraled.org)

Phone/Fax: (407) 218-6481

Mailing Address:

The Institute for Clinical Pastoral Training, PO Box 620822, Orlando FL 32862-0822

I have read this policy and I understand it. By typing my name below, I am signing this document as if I used pen and ink.

All conditions on this page are part of the total agreement

**IX. \*Section 9 Signatures**

By typing my name below, I attest that all information is complete and true, to the best of my knowledge. I understand that false statements may cause this application to be rejected. I understand that I am applying for Clinical Pastoral Education and that I have downloaded, read, and understand the student handbook.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Date (m/d/yyyy)

Please follow these instructions carefully. When you have completed filling in the form, use the buttons below to save it to your computer and print it if you wish. When you are sure, click on the "Submit" button. That will send it to the ICPT offices. Applications are processed in the order they are received. It may take up to 5 business days after you submit it to begin processing.