

# *Covenant Counseling & Family Resource Center*

## **Pastoral Services Division**

### **ADMISSIONS POLICY**

#### *Standard 304.1*

**PURPOSE:** To assure that the Clinical Pastoral Education program of Covenant Counseling & Family Resource Center does not discriminate against persons because of race, gender, age, faith group, national origin, sexual orientation, or physical disability.

**POLICY:** Administrators nor ACPE Supervisors, working under the auspices of Covenant Counseling & Family Resource Center in its programs of ACPE Clinical Pastoral Education (CPE), shall not discriminate against any individual for reasons of race, gender, age, faith group, national origin, sexual orientation, or physical disability. Equal access to educational opportunities is extended to all qualified persons. All responsible parties associated with CCFRC's CPE programs are expected to abide by and actively support a complete and thorough adherence to this policy.

**Notation:** All students accepted into CCFRC's CPE programs shall be able, with reasonable accommodation, to physically perform the duties as contained in the position description for a Chaplain Intern or Resident Chaplain. In addition, students at all levels of training need to be able to sustain sufficient physical and emotional health to function in the role of pastoral caregiver. The student must demonstrate the capacity to consistently establish and maintain pastoral relationships with staff, patients and their families at significant levels and be open to learning, change and growth. Finally, the CPE student must demonstrate a capacity to endure at least moderate amounts of tension, which is a normal part of institutional culture.

**PROCEDURE:** This procedure constitutes the basic steps in making application to the programs of CPE at CCFRC. [Acceptance into CC&FRC's CPE program complies with ACPE Standard 307.] Additional steps may be added to the process given the specific program for which one is applying or at the discretion of the interviewing supervisor should s/he determine that other steps are necessary to adequately determine the viability of the applicant.

1. Complete the standard ACPE application for CPE [including an application fee of \$60] and mail or deliver the completed application to the main office of CCFRC: 2219 Scenic Drive, Snellville, GA 30078.
2. Following an initial review of the application to be sure it is complete, a letter of receipt will be mailed to the applicant noting that the application and accompanying materials have been received.

## **Admissions Policy - Page 2**

3. The applicant will be contacted and a screening interview will be scheduled to determine the candidate's readiness for training at the level requested. [A written screening evaluation from an ACPE Supervisor is required for students seeking admission if distance or other factors make it impossible for the student to meet with CC&FRC supervisors.]
4. Following the admissions interview, a letter will be mailed to the applicant informing him/her of the decision regarding admission into the program requested, which may include the following decisions: acceptance, pending or denial. [Admission criteria are congruent with ACPE Standard 307]
5. Either at the time of acceptance into the program or as soon as the information is available, the applicant will receive information, through whatever medium is most efficient, as to the starting and ending dates of the training and other relevant information necessary to initiate the training process.

**SCROLL DOWN FOR FINANCIAL INFORMATION**

# *Covenant Counseling & Family Resource Center*

## **Pastoral Services Division**

### **FINANCIAL POLICY**

*Standard 304.2*

**PURPOSE:** To assure that applicants to the Clinical Pastoral Education programs of CC&FRC understand and consent to the Board approved fees, payment schedule, refunds, stipends and benefits.

**POLICY:** It is the policy of CC&FRC to provide a full disclosure of its financial policies and procedures to include tuition amounts, registration fees, refunds, annual stipend amounts, benefits and other applicable charges.

**Notation:** Tuition and other fees are generally reviewed and perhaps adjusted annually by the Board of Directors in consultation with the Professional Advisory Group. Registration of credit for a completed unit of CPE with the ACPE National and Regional Offices and the Supervisor's written evaluation may be withheld pending payment of all fees.

#### **FINANCIAL INFORMATION AND APPLICABLE PROCEDURES:**

- 1. Application Fee** – CC&FRC's application fee is \$60, which must accompany the application materials, otherwise there will be a delay in arranging a screening interview with the applicant until such time as the application fee has been paid. [All application fees are non-refundable, except when the application is not reviewed because there are no openings in the program or other administrative issues dictate a return or forwarding of said application to another ACPE Training Center.]
- 2. Registration Fee** – In order to register each completed unit of ACPE CPE, a regional registration fee of \$70 is required by ACPE and must be paid no later than the 10th day of the current unit of training. Otherwise, evaluations will be withheld and registration of the satisfactorily completed unit will not be forwarded to ACPE, the Southeast Region ACPE, seminaries or other appropriate agencies. Students in all levels of training with CCFRC are responsible for paying this fee. It can be paid by separate check, included in the check for tuition or payroll deduction. If the registration fee is to be deducted from payroll [applies only to students on stipend], then this may be included in the CC&FRC approved deduction agreement along with applicable tuition fees.

### 3. Tuition –

- A. Tuition for a Unit of (Level I or II) CPE is due by the 10th day of the current unit unless:
  - 1. Student submits in writing a payment plan
  - 2. The Supervisor and Director of CPE approve the plan, and
  - 3. The written plan is signed by the student and supervisor
  
- B. In the event that the tuition has not been paid by the last day of any unit, no evaluation will be provided and the unit will not be registered with the National or Regional Offices of ACPE, unless and until all relevant fees are paid.
  
- C. Tuition and/or other fees for Residents with stipends may be payroll-deducted following completion of a CC&FRC approved deduction agreement, which is negotiated with the Director of CPE. This agreement must be made within the first week of the current unit of training. Tuition fees are as follows for Level I and II CPE:
  - a. \$500 for Level I (single unit or the first unit of a year's residency)
  - b. \$500 for each subsequent unit of a year's residency
  
- 4. Refunds - If a student leaves the program through mutual consent, personal choice, or by the decision of the supervisor in the first three weeks of the CPE unit, one half of the tuition will be refunded. No refund will be issued after three weeks from the beginning of the unit for any reason.
  
- 5. Benefits - There are no stipends or employee benefits for single units of CPE. Residents are paid according to the published stipend amount, however, no other benefits are available. Payment of the pro-rated monthly amount of the yearly stipend for residents will be paid on or near the 25<sup>th</sup> of each month. Unless negotiated otherwise, residents with stipends are expected to work a minimum of 30 hours per week in the placement site. [Ten hours per week are committed to the CPE program]
  
- 6. Center Amenities – All students will have access to the copier in the Main Office of CC&FRC. Use of a computer at the Center can be scheduled with the Administrative Manager or one of the supervisors. These amenities are offered at no charge. [Incidental costs may include the price of books used in didactic seminars.]