CONTEXTUAL STUDIES REGISTRATION FORM
Include this information on the Registration Form

CS254 - Clinical Pastoral Education Ministry Practicum
CL663 - Clinical Pastoral Education Non-Practicum Elective

United Theological Seminary of the Twin Cities
Three semester hours
(Deadline: End of first week of term)

Name ____________________________
Last     First     Middle

Student ID# ________________________  Academic Year ________________________

Term Contextual Study Begins:
(   ) Fall    (   ) Winter    (   ) Spring    (   ) Summer

Indicate below the contextual course(s) for which you are registering:

(   ) CS254  Clinical Pastoral Education Ministry Practicum – 3 semester hours
(   ) CL663  Clinical Pastoral Education Non-Practicum Elective - 3 semester hours

Provide the following information:

Name of Setting: ____________________________  Phone: ____________________________

Address:
Street Address  City  State  Zip Code

CPE Supervisor: ____________________________  Phone: ____________________________

Address:
Street Address  City  State  Zip Code

Beginning Date: ____________________________  Ending Date: ____________________________

Please provide the following information for the Business Office:

Total $ Amount Due to Site: ____________________________

(Minus) Total $ Amount Paid By Student: ____________________________

(Equals) TOTAL $ AMOUNT UTS PAYS TO SITE: ____________________________

________________________________________  ____________________________
Signature of Student                          Date

RETURN THIS FORM TO THE REGISTRAR’S OFFICE
This course must be listed on the regular registration form as well.
Clinical Pastoral Education (CPE) can be either a full time unit (usually ten weeks, 40 hours per week) or an extended unit (400 hours done in a variety of ways). More information is available from the Association for Clinical Pastoral Education at the ACPE web site; the ACPE is the primary accrediting agency for CPE. Students may also satisfy United's CPE requirement through a unit of CPE accredited by the National Association of Catholic Chaplains (NACC).

How do I begin the CPE application process?

Students need to be accepted into a particular CPE program at an accredited Center before they can register for credit at United. The arrangements for taking a unit of CPE are made primarily between the student and the institutional setting in which it occurs.

Application forms and a directory listing CPE Centers are available on the ACPE web site. The directory provides contact information for the Centers, and students are encouraged to contact the Centers directly to learn about the kinds of CPE units being offered and the scheduling of those units. Different Centers offer experience of pastoral care in different kinds of care-giving contexts, e.g. trauma, gerontology, pediatrics, etc. Students should begin early to explore the possibilities of CPE and to make application. Applications for summer units, for instance, should be sent to the centers in December and January. A CPE Application Guide (PDF, 833KB), offered by one of the CPE Centers, will provide tips on designing a good application.

The total length of an application is normally from seven to ten pages. Copies of the completed application should be sent to three or four CPE centers chosen from the directory. Follow up your application with a telephone call to the supervisor to arrange an interview as part of the application process.

What about registration and payment?

It is necessary to register at United with the Registrar after one is accepted into a CPE program. In addition to United's regular process of registration requiring an advisor's signature, registration for CPE also requires completing the above form that provides additional information, such as the location of the CPE Center and the name of the CPE supervisor.

That registration form also gives steps for the payment procedure. In short, a student pays for tuition at United as he or she normally would, and United pays the some or all of student’s fees to the CPE site from the student's tuition for the course (fees up to full tuition of the course less a $100 administrative fee).

How do I report in when finished?

When students complete the unit of CPE they make copies of their final evaluations and certificate of completion, and give them to the Registrar in order to receive academic credit.