



ACPE

STANDARDS & MANUALS

**2010
Definition of
Terms**

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DEFINITION OF TERMS

Association for Clinical Pastoral Education, Inc.

Note: *ACPE Definition of Terms 2010* is an important companion document to the **2010 ACPE Standards, Accreditation Manual, Certification Manual and Processing Complaints of Ethics Code Violations in ACPE**. **Please review the definitions carefully; they are essential to interpretation and use of the manuals.**

ACPE Center (Accredited Center) – an administrative structure or entity authorized by the ACPE Accreditation Commission to conduct programs of CPE (Level I/Level II) and/or Supervisory CPE. An ACPE accredited center is responsible for providing, or contracting for, and coordinating those components identified by ACPE standards as necessary for clinical pastoral learning to occur. The term applies to such structures with Candidacy or Accredited Member status.

ACPE Directory – The official ACPE listing of accredited ACPE centers and their designated programs and supervisors; satellite programs that have received a site visit, member seminaries; denomination, faith group and agency members; network members; and international affiliate members. Supervisors (Associate Supervisors, ACPE Supervisors, retired Supervisors, Supervisory Candidates) and clinical members are listed on the ACPE website at www.acpe.edu.

ACPE Supervisor – the final level of certification in which a person is authorized by ACPE to function autonomously to conduct programs of CPE (Level I/Level II) and Supervisory CPE.

Accreditation – authorization, granted by the ACPE Accreditation Commission, to conduct programs of CPE (Level I/Level II) and/or Supervisory CPE, based on demonstrated ability to meet ACPE standards. Accreditation ordinarily consists of two stages: Candidacy (pre-accreditation) and Accredited Member status. A separate accreditation is required to offer Supervisory CPE.

Accreditation Review – formal process for examining a proposed CPE center's or ACPE accredited center's compliance with ACPE standards and procedures and for taking action on the accreditation of the center and/or its CPE program(s).

Accredited Member – status granted to an ACPE center authorizing it to conduct programs of CPE (Level I/Level II) and/or Supervisory CPE.

Accredited Program – type of program [CPE (Level I/Level II) or Supervisory CPE] the center is accredited to provide.

Admission – acceptance of an applicant into a designated CPE program.

Admission Interview – the meeting of an applicant to a CPE program with a qualified interviewer to discuss the application, provide information, assess the applicant’s readiness for CPE, and discuss the suitability of the center to the educational goals of the applicant. A face-to-face meeting is strongly recommended.

Adverse Action – action by the Accreditation Commission to suspend or withdraw Accredited Member status.

Appeal – formal request for reconsideration of a decision made about ACPE certification by the Certification Commission or ACPE accreditation by the Accreditation Commission or formal challenge of a decision by a panel considering an alleged violation of professional ethics or educational standards, subject to the appeal criteria and processes set forth in the respective manuals.

Associate Supervisor – a level of certification in which a person is authorized by ACPE to function as an autonomous CPE supervisor for CPE (Level I/Level II) for a limited period of time and who has demonstrated to the Certification Commission: (1) successful integration of theoretical positions with supervisory practice; and (2) supervisory identity and skills sufficient to allow autonomous functioning that is responsible and collegial.

Authorized – authority given by ACPE for a specific persons to serve as primary supervisor for a unit of CPE in a center accredited by the ACPE, i.e., ACPE Supervisor or Associate Supervisor.

- A National Association of Catholic Chaplains Supervisor is authorized to supervise as primary supervisor for a unit of CPE (see Standard 303.1) accredited by ACPE, but it must be in a dually accredited center or system with an ACPE Supervisor. The ACPE Supervisor has responsibility for ensuring that the NACC supervisor is abiding by ACPE accreditation standards and code of ethics. If there is no ACPE Supervisor, then a consultant ACPE Supervisor shall be employed until a new ACPE Supervisor is hired. An NACC supervisor may report student units to ACPE under these conditions only.
- An International Guest Supervisor is authorized to supervise students in ACPE accredited centers in the U.S. for a defined period of time. The ACPE Supervisor at that center has responsibility for ensuring that the International Guest Supervisor is abiding by ACPE accreditation standards and code of ethics and must co-sign all evaluations and submit the student unit reports.
- A Supervisory Candidate may only supervise under the supervision of an ACPE Supervisor and may sign students’ evaluations in conjunction with the supervisor, but may not submit the ACPE student unit report form. Enrollment in an ACPE accredited Supervisory CPE program is required whenever supervising CPE students.
- Prior to Supervisory Candidate status, a student in Supervisory CPE is not authorized to supervise CPE students.

Certification – action by the ACPE Certification Commission to grant the time-limited status of Supervisory Candidate or Associate Supervisor or the status of ACPE Supervisor to persons affirmed in a review as having satisfied ACPE standards for the respective status.

Candidacy – time-limited pre-accreditation status granted to a prospective CPE center by the ACPE Accreditation Commission.

Clinical Method of Learning – an educational model that uses data from the actual practice of ministry as the content for reflection.

Clinical Pastoral Education (CPE; clinical education, clinical pastoral learning) – a method of learning ministry by means of pastoral functioning under supervision as developed by ACPE. It is a process model of education, predicated on students' individual needs that are compatible with program objectives. ACPE distinguishes two types of CPE programming: CPE (Level I/Level II) and Supervisory CPE.

Clinical Placement – ministry site, external to an Accredited Member center or satellite program, established by formal agreement that meets all or part of the requirements for a student(s)' supervised clinical practice of ministry.

Clinical Supervision – using interpersonal engagement, direct observation, accurate description, and conceptual frameworks to assist students' development of pastoral identity and ministry.

Cluster – non-accredited voluntary alliance of three or more accredited ACPE centers in a specific geographic area; may include other educational institutions located in same area.

Collegial Competence – collaborates with colleagues, respecting their dignity, gifts and personhood while honoring one's own.

Commendation – part of the Accreditation Commission's final action, when appropriate, designating a certain portion of a center's documentation, operations, or program design and execution as exceptional.

Commission – a representative group given authority to make decisions on behalf of ACPE.

Complaint – a grievance, presented in writing and signed, involving an alleged violation of the ethical criteria established by *ACPE Standards 2010* Code of Professional Ethics (100s), or the educational criteria established by ACPE Accreditation Standards (300s) or Accreditation Commission processes enumerated in the *Accreditation Manual 2010*. A complaint must identify the specific standard or process alleged to have been violated. See *ACPE Processing Complaints of Ethics Code Violations in ACPE 2010* and *ACPE Policy for Complaints Against the Accreditation Commission* and *ACPE Policy for*

Complaints Alleging Violations of Educational Standards (ACPE Accreditation Manual 2010, Appendix 10)

Compliance – the determination a center or program under review meets the minimum requirements of one or more ACPE standards.

Component – one of the structured elements that comprise a CPE program.

Component Site – a place, usually a facility owned by the sponsoring institution or agency, where a System Sponsored Center offers one or more CPE programs under its single accreditation.

Consultation – a meeting of persons in which an individual or group seeks feedback and non-binding advice about one's functioning, progress and/or plans in CPE.

Contract for Learning – an agreement developed cooperatively by a student and CPE supervisor that establishes the learning goals of the student and the means to achieve those goals in a unit of CPE.

Core Curriculum – The minimum components necessary to satisfy the outcomes for a program of CPE or Supervisory CPE.

Corrective Action – specific action(s) required to bring a center or program into compliance with a specific ACPE standard or sub-set of standards. Center must take corrective action and submit required documentation within a timeframe specified by the Accreditation Commission. Failure to resolve a notation within the specified time makes the center subject to adverse action. The Commission may extend the time for good cause.

Co-supervision – shared responsibility for clinical supervision between two Supervisors or between a Supervisor and Supervisory Candidate. A Supervisor and SES may also share responsibility in provision of supervisory program activities for CPE students, but the SES may not function as a student's supervisor.

CPE Level I – a program consisting of CPE unit(s) in which the student focuses on meeting the outcomes established in ACPE Standard 311.

CPE Level II – a program consisting of CPE unit(s) in which the student focuses on meeting the outcomes established in ACPE Standard 312.

CPE Program(s) – structured system of components (e.g., supervisor, curriculum, clerical services, consultants, student peer group, experiences in ministry to clients, multi-disciplinary personnel, evaluation process, specific time frames, learning contract, etc.) in which clinical pastoral learning can occur and which is accredited by ACPE.

Cultural Humility – an attitude of respect when approaching people of different cultures, which entails engagement in a process of self-reflection and self-critique and requires an ability to move beyond one’s own biases.

Culture – A symbolic system of meanings, attitudes, feelings, values, and behaviors that is shared by a group of people, a particular society or population, and is communicated from one generation to the next via language and/or observation. Culture regulates and organizes what a group feels, thinks or does, but may be expressed individually in a variety of ways. Culture includes: familial roles, patterns of social and interpersonal communication, affective styles, values and ideals, spirituality and religion, habits of thinking and artistic expressions, customs and norms, rituals and celebrations, and geographical and historical location.

Curriculum – the total educational program of CPE, including its methodology (program components, i.e., conceptual/didactic sessions, ministry practice, clinical critique, seminar types, written materials, bibliography, other creative experiences, etc.), appropriate to the center’s CPE programs.

Deficiency – a finding that a prospective Candidacy center has failed to substantively demonstrate its ability to comply with a specific ACPE standard(s).

Educational Guidance – timely provision of, or referral to, educational resources appropriate to the needs of the student in addressing the student’s goals or the objectives and outcomes of the CPE program.

Educational Placement – site for educational meeting of a CPE group for units of training external to an accredited member or satellite program and established by formal agreement.

Enrollment – the status of a student who has been accepted by a CPE program, has fulfilled the program requirements for admission, and has accepted a place in the center’s program.

Ethnic Identity – refers to a set of identity categories, either communally or contextually defined, that includes but is not limited to common ancestry, a common myth of ancestry, a common language, a common culture, and a common homeland.

Faculty – person(s) employed or contracted by the ACPE center to provide clinical instruction and/or direct supervision of students’ pastoral or supervisory formation and function. A faculty member must be certified as ACPE Supervisor, Associate Supervisor or Supervisory Candidate. A Supervisory Candidate functioning as a clinical educator must work under the supervision of a person with current credentials as ACPE Supervisor. In a center dually accredited by the U.S. Catholic Conference and ACPE, a National Association of Catholic Chaplains Supervisor may be a faculty member.

Faith Group Endorsement/Accountability – formal recognition by a faith group that a person is a member in good standing of that group and affirmation of that person for admission to the status of Supervisory Candidate and/or certification as Associate Supervisor or ACPE Supervisor.

Fair Process – the procedure determined "fair" and applied consistently in similar situations by ACPE in its accountability processes.

Feasibility Study – process for determining if a CPE program(s) is feasible for the setting and potential exists for meeting ACPE standards.

Freestanding Center – an independently incorporated CPE center whose primary mission is to provide programs of CPE through on-campus programs or through satellite program arrangements.

Full Time Equivalent Student (FTE) – Students in a Unit of CPE Level I/ Level II or Supervisory CPE who are engaged in curriculum and ministry for at least 32 hours each week are considered full time. Students in an extended Unit of CPE who are engaged in curriculum and ministry for less than 32 hours each week, are considered part time students. For the purpose of the student to supervisor ratio-requirement (Standard 303.1), a part-time student is counted as .5 FTE, e.g., 4 part time students count as 2 FTEs. See Standards 308.1 and 308.9.1.

Graduate Theological Degree or Equivalent – one of the following:

- Master of Divinity Degree from an accredited theological school.
- graduation from an accredited (by CHEA – Council for Higher Education Accreditation or ATS – Association of Theological Schools) theological school with a graduate theological degree consisting of at least 72 semester credits or 108 quarter credits.
- ordination from a recognized Jewish seminary.
- a post-baccalaureate theological degree with such additional study and vocational formation experience as may be evaluated by an ACPE regional certification committee to constitute equivalent level of study.
- a Master's degree in a related field with such additional post-baccalaureate theological course work and vocational formation experience as may be evaluated by an ACPE regional certification committee to constitute an equivalent level of study.

Grievance – an alleged violation of an ethical/and or education standard believed to afford reason for a complaint (see Complaint.).

Half Unit of CPE – at least 240 hours combining no less than 60 hours of structured group and individual education with supervised clinical practice in ministry. (See Unit of CPE)

Hearing – meeting in which all parties involved have an opportunity to present their positions in cases of complaints or appeals. May be in person or electronic at the discretion of the relevant ACPE commission.

Host Center – an ACPE Accredited Member Center in good standing that provides accreditation for a satellite program; the host center is responsible for all accreditation matters in the satellite program

Impairment – state of reduced professional functioning wherein a practitioner fails to provide safe, ethical, competent service due to organic illness, excessive use of alcohol and/or drugs, stress-related disorder, mental or emotional disability, or deterioration through the aging process.

Institution Sponsored Center – CPE center sponsored by an institution or agency so that CPE units may be offered within the reporting structure of the institution through which the CPE program is accredited. Outside that reporting structure, the CPE center may use satellite programs to offer units and placement agreements to offer clinical ministry sites in other parts of the institution or may choose to become accredited as a system center.

International Guest Supervisor – may supervise students in ACPE accredited Member centers in the U.S. for a defined period of time. The qualifications of the guest supervisor include:

- meets the minimal requirements for ACPE Associate Supervisor;
- has a contract with an ACPE Accredited Member center specifying a clear, time bound length of stay;
- is responsible for working out U.S. visa requirements with the hiring center; and
- holds International Guest Member status in ACPE.

Local – ACPE accredited center or place of occurrence when a complaint arises in the context of a regional or national committee, commission or individual encounter.

Mediation – process through which persons or parties involved in a complaint attempt to resolve the complaint through discussion, consultation and negotiation using a trained, third party neutral.

Member – for purposes of the ACPE Standards, individuals holding the class/type of membership in ACPE as ACPE Supervisor, Associate Supervisor, Supervisory Candidate, Supervisor on Leave, Retired Supervisor, International Guest Supervisor, Clinical Member, Student Affiliate Member, and Retired Member as defined in the ACPE Bylaws.

Multicultural – a society made up of peoples of many cultures, in which there is cross-cultural interaction and intercultural engagement.

Non Compliance – determination that a center or its programs have failed to substantially address a specific ACPE standard or subset of standards.

Notation –

In the context of the *Accreditation* process, finding that a center has failed to comply partially or wholly with an ACPE standard or subset of standards.

In the context of the *Certification* process, a specific action, requirement or process required of an Associate Supervisor by the reviewing subcommittee acting on behalf of the Commission and congruent with the competencies required for certification.

Pastoral Competence – the discovery and use of skills necessary for the intensive and extensive practice of ministry.

Pastoral Formation – the exploration and development of one’s pastoral identity and practice through integrating one’s heritage, theology and knowledge of behavioral and social sciences.

Pastoral Reflection – the process of increasing awareness and understanding of, and ability to articulate, the meaning and purpose of one’s experience in ministry.

Pastoral Specialization – development of pastoral competence in an area of ministry with an identified focus in a particular setting or context.

Peer Group – small group of at least three CPE (Level I/II) students engaged in small group process and committed to fulfilling the requirements of the educational program.

Placement Agreement – the agreement established between an accredited member center or satellite program and another institution or agency that does the following:

For Clinical Placements:

- grants authorization for supervisor(s) and student(s) to function in the clinical site and provide ministry.
- specifies the required number of contact hours that will fulfill in whole or part requirements of ACPE standards for supervised clinical practice of ministry.
- ensures students’ access to a population that offers significant opportunity for ministry, on-going support and consultation for the student(s), opportunities for interdisciplinary and professional interchange, and an environment that encourages human growth and dignity.
- is signed by the administrative representative from each organization and the ACPE Supervisor(s).
- specifies that programming for CPE units must be based in the Accredited Member center or satellite program.

For Educational Placements:

- demonstrates that the accredited center is in good standing.

- describes administrative and educational lines of reporting for students and supervisors.
- describes the timeframe for the unit, dates and educational meeting times, and location and includes copies of placement agreements, if used.
- details any financial arrangements present for the educational placements, including liability coverage if required by the accredited center.
- is signed by the administrative representative from each organization and the ACPE Supervisor(s).

Policy – a set of rules and/or directions on a designated subject, congruent with ACPE standards, procedures and guidelines, by which decisions are made.

Practicum – A curriculum component that combines conceptual perspectives, independent study, actual experience, and peer/supervisory feedback, in which students acquire competencies for practicing clinical supervision.

Presenter –

In the context of the *accreditation process*, a person appointed at the Accreditation Commission level to read all of a center's accreditation material and to review accreditation processes and procedures related to periodic reviews. The presenter writes a report intended to facilitate Commission discussion of the center's request for review.

In the context of the *certification process*, a person appointed to read all of an applicant's materials each time an applicant meets a sub-committee, committee or the Certification Commission for consultation or certification. The presenter writes a summary report intended to facilitate sub-committee, committee or Commission engagement of the applicant about the applicant's meeting of ACPE standards.

Presenter's Report –

In the context of the *accreditation process*, presenters prepare a report reflecting their review of center materials and make it available to other Commission members prior to the meeting to facilitate Commission discussion of centers' requests for reviews. This report is the property of the Accreditation Commission and is not made available to those outside the Commission.

In the context of the *certification process*, presenters prepare a report reflecting their review of the materials and give it to other group members prior to the meeting. Except in unusual circumstances, a hard copy of the presenter's report is made available to the person seeking consultation or certification no earlier than 24 hours and no later than 12 hours prior to the sub-committee, committee, or Commission meeting. Presenters are responsible for addressing the formal requirements and areas of competency required by the standards in the report.

Preponderance of Evidence – qualitative, not quantitative, standard; means whether it is more likely than not a violation occurred.

Primary Supervisor – person holding official responsibility for conducting the unit of CPE and signing the evaluations.

Procedure – a set of steps to be followed in a regular and definite order to accomplish a designated purpose. Procedures for accreditation of centers, certification of supervisors, and dealing with complaints of ethics code violations can be found in the respective manuals, available from ACPE or at www.acpe.edu.

Process Model of Education – an understanding of growth and change (in behavior, beliefs, ideas, awareness, etc.) as taking place gradually or in on-going modifications, and as never being finished or perfected.

Professional Advisory Group (PAG, professional consultation group, committee, etc.) – group of interdisciplinary professional resource persons used by the ACPE center to provide advice and consultation on CPE center and program planning, development and program evaluation. Members of this group are qualified in their fields and knowledgeable about CPE.

Professional Quality Materials – materials adhering to publication-grade writing, formatting and presentation.

Professional Integration – facility in bringing together various aspects of one’s personal makeup, such as cognition, affect, imagination, and direct observation, in one’s professional, pastoral, peer, and supervisory relationships.

Program(s) – type of offering(s) for which a center is accredited: CPE (Level I/Level II) and/or Supervisory CPE.

Program Management – responsibility and oversight for all aspects of a CPE program, including finances, administration, clinical and accreditation issues by ACPE Associate Supervisors or ACPE Supervisors.

Provisional Approval – approval required prior to the start of any candidacy center or satellite program, addition of a component site, or addition of Supervisory CPE. This approval is given by the regional accreditation committee chair, after review of required material, and verifies that the accredited center has demonstrated its ability to comply with all ACPE standards for the proposed program(s). Provisional approval is subject to review of the regional accreditation committee and final action of the Accreditation Commission.

Qualified Interviewer – ACPE supervisor or other person meeting these criteria:

- knowledgeable about current ACPE standards, procedures, practices, and objectives;
- objective as to the interests of the applicant, church, seminary, center, and CPE;
- able to recognize those qualities of well being, personality and faith which will enable an applicant to develop in CPE;

- able to dynamically engage the applicant and assess readiness for CPE;
- able to assess the applicant's potential to benefit from CPE in the center(s) to which application is being made; and
- who may prepare an admission interview report that becomes part of the applicant's CPE application.

Reasonable Person Standard – evidence is reviewed from the perspective of a reasonable person similarly situated to the complainant in terms of gender, race, sexual orientation, age, disability, religious preference, and national origin as relevant to the particular situation.

Reciprocity – mutual exchange of the status of certification of CPE supervisors as authorized by the ACPE Board of Representatives.

Recommendation – non-binding suggestion in an Accreditation report, offered in the spirit of consultation about ways a center may improve some facet of its operations or programs.

Representative – person appointed, elected or employed who serves in an ACPE regional or national office or position or chairs a committee or commission.

Review Cycle – the number of years between accreditation reviews; the current review cycle is five years.

Satellite Program – a program offered by an ACPE Accredited Member center, known as the “host center”, through a sponsoring institution or agency external to the center. A satellite program is created to provide programs of CPE of the host center; the satellite program may not function on its own and does not have any type accreditation extended except to provide the programs outlined in the satellite program contract. If a satellite program wishes to function in a more autonomous manner, it may apply to become an Accredited Member center as detailed in the *ACPE Accreditation Manual 2010*.

Self Study – a center's reflection on and evaluation of its own educational programs, compliance with ACPE standards and report of changes resulting from self study process.

Sexual Exploitation – any sexual advance, request for sexual favors, or physical contact of a sexual nature, even if by mutual consent, between persons in situations of unequal power. Sexual exploitation is inclusive of the terms “sexual harassment,” “sexual abuse” and “sexual misconduct.” Sexual contact with those served pastorally or supervised, even if by consent, is considered a violation of the ACPE Code of Professional Ethics.

Social Location – a person's position in the world in relation to accessing resources; location is in reference to social groups, complex arrangements determined by economics, class structure, culture, etc.

Standards – adequate and relevant parameters of educational quality that define and advance practice and provide a framework for evaluation.

Student – person admitted to and participating in a program of CPE.

Student Directory Information – student information not generally considered harmful or an invasion of privacy if released. See *ACPE Accreditation Manual Appendix 7B Guide for Student Records*.

Student Record – (1) any record (paper, electronic, video, audio, biometric etc.) directly related to the student from which the student's identity can be recognized and (2) maintained by the education program/institution or a person acting for the institution. See *ACPE Accreditation Manual 2010, Appendix 7B Guide for Student Records*.

Substantive Change – any change affecting a Candidacy or Accredited Member center's scope of programs or ability to administer, finance, staff, and/or maintain the resources necessary to conduct program(s) of CPE or maintain on-going compliance with ACPE accreditation standards.

Supervised Supervision – the educational process of direct or indirect observation, exploration, instruction, feedback, and challenge of clinical supervisory work.

Supervision (CPE supervision, pastoral supervision) – an educational method by which a supervisor, through a face-to-face relationship, enables students to learn about self, others, the spiritual, and ministry from clinical experience and examination of that experience so that students integrate their learning in their professional identity and functioning.

Supervisor – a clinical pastoral educator who satisfies ACPE requirements for certification, either an ACPE Supervisor or Associate Supervisor.

Supervisory Candidate – a level of certification granted to a SES who:

- is enrolled in an accredited CPE program and under supervision of a person with current credentials as an ACPE Supervisor;
- demonstrates capacity to supervise students under supervision; and
- may supervise under supervision without direct observation as supervisory competence is gained.

Status ends with certification as Associate Supervisor.

Supervisory Education Student (SES) – the status of a student who is admitted into a program of Supervisory CPE and who has either met a readiness consultation committee or has declared to meet a readiness consultation committee. This status ends when granted Supervisory Candidacy.

Supervisory Observation – a primary supervisor’s viewing of a supervisory student’s clinical supervisory work is important for that student’s learning and for the protection of pastoral care students and the persons to whom they minister.

Supervisory observation can be provided for the work of an SES in a CPE (Level I/Level II) curriculum through direct observation by:

- the supervisor’s physical presence, or
- viewing/listening in real time electronically or through a one-way mirror.

Supervisory observation for the work of a Supervisory Candidate in a CPE (Level I/Level II) curriculum can include these direct observation methods as well as indirect observation by:

- conjoint analysis of videotapes,
- thorough review of Candidate’s process notes of student encounters, or
- examination and feedback of transmitted videoconferences.

Supervisory Theory – a cohesive set of educational and psychological principles that guide the practice of clinical pastoral education.

Suspension – adverse action that requires a center to temporarily cease enrolling students in its programs pending further accreditation assessment and corrective action.

Syllabus – an outline or statement about course contents and/or requirements of a unit of CPE including Level I, Level II, and Supervisory CPE.

System Sponsored Center – a CPE center sponsored by an institution or agency that owns and operates multiple facilities. The center has one accreditation administered by a central office that is accountable for all CPE programming within the institution or agency. A system sponsored center uses component sites to offer programs of CPE throughout the institution or agency.

Toll – suspend or temporarily stop the time limits.

Types of CPE Programs – CPE (Level I/Level II) and Supervisory CPE, with standards, objectives and admission requirements specific to each type.

Unit of CPE – at least 400 hours combining no less than 100 hours of structured group and individual education with supervised clinical practice in ministry.