The Exchange Visitor Program

Marc Medwed, Interim Executive Director
Responsible Officer for Exchange Program
marc.medwed@acpe.edu

Email Applications and Inquiries to:
Kimberly Palmer, Alternate Responsible Officer
ACPE
1 Concourse Parkway, Suite 800, Atlanta, Georgia 30328
kimberly.palmer@acpe.edu
**TABLE OF CONTENTS**

- Governing Regulations – Section 514.22 Trainees .................................................. 3
- Checklist for J-1 Visa ..................................................................................................... 6
- J-1 Visa Application Form ............................................................................................. 7
- Position/Occupation Codes ........................................................................................... 9
- Verification of Insurance Form ....................................................................................... 11
- Financial Support Verification Form ............................................................................... 12
- Third Party Agreements ............................................................................................... 13
Exchange Visitor Program
United States Department of State
Governing Regulations of Section 514.22 Trainees
(Final Rule: March 19, 1993 –22 CFR Part 514)

PURPOSE:
According to Section 514.22 Trainees, the primary objectives of training are to enhance the exchange visitor’s skill in his or her specialty or non-specialty occupation through participation in a structured training program and to improve the participant’s knowledge of American techniques, methodologies, or expertise within the individual’s field of endeavor.

OBLIGATIONS:
“Sponsor” and “Third Party” shall:
(i) Ensure that individuals and/or entities conducting training possess and maintain the demonstrable competence to provide training in the subjects offered to each exchange visitor

(ii) Ensure that skills, knowledge, and competence are imparted to the trainee through a structured program of activities which are supportive and appropriate to the training experience.

(iii) Develop, prior to the start of training, a detailed training plan geared to defined objectives for each trainee.

(iv) Ensure that continuous supervision and periodic evaluation is provided for each trainee.

(v) Ensure that sufficient plant, equipment, and trained personnel are available to provide the training specified.

“Sponsor” and Third Party” shall not:
(i) Provide training in unskilled occupations; or

(ii) Place trainees in positions which are filled or would be filled by full-time or part-time employees.

USE OF THIRD PARTIES:
1) The Sponsor may utilize the services of the parties in the conduct of the designated training program. If a third party is utilized, the sponsor and the third party shall execute a written agreement which delineates the respective obligations to act in accordance with these regulations. The sponsor shall maintain a copy of such agreement in its files.
2) The sponsor’s use of a third party in the conduct of a designated training program does not relieve the sponsor of its obligation to comply, and to ensure the third party’s compliance with applicable regulations will be imputed to the sponsor.

THE TRAINING PLAN:
Each training plan shall include:
(1) a statement of the objectives of the training;
(2) the skills to be imparted to the trainee;
(3) a copy of the training syllabus or chronology;
(4) a justification for the utilization of on-the-job training to achieve stated course competencies; and
(5) a description of how the trainee will be supervised and evaluated.

RECORDS:
Sponsors shall retain for three years all records pertaining to individual trainees, training plans, trainee evaluations, and agreements with third parties. Such records shall be made available to the Agency upon the Agency’s request.

SELECTION OF TRAINEES:
Trainees shall be fully qualified to participate successfully in a structured training program at a level appropriate for the individual trainee’s career development. However, such training shall not be duplicative of the trainee’s prior training and experience.

DURATION OF PARTICIPATION:
The duration of participation shall correspond to the length of the program set forth in the sponsor’s designation.

FINANCIAL AND PROGRAM DISCLOSURE:
Sponsors shall provide trainees, prior to their arrival in the United States, with:
(1) A written statement which clearly states the stipend, if any, to be paid to the trainee;
(2) The costs and fees for which the trainee will be obligated;

(3) An estimate of living expenses during the duration of the trainee’s stay; and

(4) A summary of the training program which recites the training objectives and all significant components of the program.

EVALUATION:
In order to ensure the quality of the training program, the sponsor shall develop procedures for the ongoing evaluation of each training segment. Such evaluation shall include, as a minimum, midpoint and concluding evaluation reports from the trainee and his or her immediate certified educator, signed by both parties. For training courses of less than three months duration, evaluation reports are required upon conclusion of the training program.
SECTION I
Please provide the following information to the national office. These items must be received six months prior to the beginning date of CPE for issuance of the DS 2019 form.

_____ Letter of Acceptance into an ACPE Program (provided by student or Certified Educator)

_____ Copy of the Summary of the Admissions Interview

_____ J-1 Visa Application Form (completed by ACPE Certified Educator and Student)

_____ Verification of Insurance (completed by Student with certificate of coverage and copy of insurance policy attached)

_____ Financial Support Verification Form (Student may need assistance from Certified Educator)

_____ Third Party Agreement (completed by ACPE Certified Educator and ACPE National Office)

_____ Form DS-7002 Training/Internship Placement Plan (completed by ACPE Certified Educator and signed by Student and ACPE Certified Educator)

_____ Copy of Student’s CPE Application and Copy of Resume

_____ Copy of the Student’s passport (and passports for dependents who will also travel)

The DS 2019 Form will be emailed within approximately 30-45 business days upon receipt of the above completed material. The form is emailed to the trainee in their country with instructions on how to obtain the J-1 Visa through the US Consulate in their country.
Exchange Visitor Program
J-1 Visa Application Form
(To be completed by ACPE Certified Educator only)

ACPE is authorized by the U. S. Department of State to certify eligibility of persons from other
countries for J-1 status visas while they are participating in an ACPE accredited program in the U.S. It
is not necessary that students secure their visas through ACPE sponsorship if they have other options; it
is merely a service which is available as needed.

On the request of the CPE Certified Educator who has accepted an international student, Form DS-2019
is prepared in the ACPE National Office and emailed to the prospective student in his/her home
country. The student presents the completed form to the U. S. Consular official and secures a J-1 status
visa.

If you are planning to accept an international student into your program who will need a J-1 visa, please
complete the following:

SECTION I

Student's Full Name (exactly as it appears on the passport)

(First) (Middle) (Last)

Student's Address while in U.S.:

__________________________________________________________

______________________________ (Male)  ____________________ (Female)       Date of Birth (write out the month)

If known, Social Security Number

Place of Birth (City & Country)

Citizenship (Country) ___________________________ Country of Legal Permanent Residence

Position/Profession in that country ___________________________ Position Code

(See Attached Position/Occupation Code List)

Professional Degree or Certificate (type) ___________________________ Date Earned

School or Organization

Professional Experience in Ministry or Chaplaincy (indicate Positions Held, Locations, Dates)

__________________________________________________________
SECTION II

Dates of CPE Program: From _______________ To _______________ Amount of Stipend $ __________________

Program Name ________________________________________________________

Certified Educator’s Name ____________________________________________

Program Address _____________________________________________________

Phone __________________ Fax __________________ E-mail __________________

SECTION III

The address where your prospective student may be reached now. (*This is where your official documents will be shipped.*)

_________________________ ________________________________

Phone: ___________________ Email: ____________________________

Official documents should be emailed to: ______________________________

List any family members who are coming to the U.S. with the student in order for them to secure a J-2 status visa. Only spouses and dependents under the age of 21 may accompany the CPE Student.

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship to Student</th>
<th>Date of Birth</th>
<th>Place of Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Name of person to notify in case of emergency: ________________________________

Address ________________________________________________________________

Phone __________________ Relationship ________________________________

Signature of Certified Educator __________________________________________ Date __________________
UNITED STATES DEPARTMENT OF STATE
Exchange Visitor Program
Position/Occupation Codes

These codes describe an individual’s position in his/her home country. Some individuals may fit into one or more categories. Try to fit the individual into the most specific category that describes his/her position. **THESE ARE THE CATEGORIES MOST FREQUENTLY USED BY ACPE APPLICANTS. CONTACT THE ACPE OFFICE IF YOU DO NOT FIND THE APPROPRIATE CATEGORY FOR THIS SPECIFIC APPLICANT.**

Position/Occupation Codes should not be overlooked – since failure to indicate the position code on the DS-2019 will cause the computer to reject the entry and render the form invalid unless processed again. **FAILURE TO INDICATE THE POSITION CODE MAY ALSO RESULT IN THE REJECTION OF THE FORM BY THE CONSULAR OFFICER AT THE TIME OF THE VISA APPLICATION.**

200 CATEGORY – ACADEMIC COMMUNITY

210 UNIVERSITY LEVEL GROUP
211 UNIVERSITY PRESIDENT OR RECTOR
212 UNIVERSITY ADMINISTRATIVE STAFF
213 UNIVERSITY TEACHING STAFF INCLUDING RESEARCHERS
214 UNIVERSITY GRADUATE STUDENTS
215 UNIVERSITY UNDERGRADUATE STUDENTS
216 MEDICAL SCHOOL STUDENTS
217 OTHER PROFESSIONAL SCHOOL STUDENTS
219 OTHER UNIVERSITY

220 SECONDARY SCHOOL GROUP
221 SECONDARY SCHOOL PRINCIPAL
222 SECONDARY SCHOOL TEACHER OR STAFF
223 SECONDARY SCHOOL STUDENT
229 OTHER SECONDARY SCHOOL

230 ELEMENTARY SCHOOL GROUP
231 ELEMENTARY PRINCIPAL, TEACHER OR STAFF
239 OTHER ELEMENTARY SCHOOL

240 SPECIAL SCHOOL/INSTITUTES GROUP
241 HEAD OF SPECIAL SCHOOL OR INSTITUTE
242 SPECIAL SCHOOL/INSTITUTE TEACHER OR STAFF
249 OTHER SPECIAL SCHOOL OR INSTITUTE
300 CATEGORY – PRIVATE SECTOR

310 PRIVATE BUSINESS GROUP

311 PRIVATE BUSINESSMAN - ENTREPRENEUR
312 CORPORATE EXECUTIVE
313 MANAGER EMPLOYED BY PRIVATE BUSINESS
314 EMPLOYEE OF PRIVATE BUSINESS
315 PROFESSIONAL OR SCIENTIST EMPLOYED BY PRIVATE BUSINESS
319 OTHER PRIVATE BUSINESS

320 SELF-EMPLOYED PROFESSIONALS GROUP

321 LEGAL FIELD
322 MEDICAL FIELD
323 TECHICAL FIELD – ENGINEER, ARCHITECT, ETC.
329 OTHER SELF-EMPLOYED

330 INDEPENDENT INSTITUTES, NON-PROFIT CORPORATIONS, HOSPITALS, AND SIMILAR ORGANIZATIONS GROUP (MAY BE GOVERNMENT CONNECTED)

331 DIRECTOR OF INSTITUTE, CORPORATION, OR HOSPITAL
332 MANAGER-EXECUTIVE EMPLOYED BY INSTITUTE OR CORPORATION
334 EMPLOYEE OF INSTITUTE OR CORPORATION
335 PROFESSIONAL OR SCIENTIST EMPLOYED BY CORPORATION, INSTITUTE, ETC.
339 OTHER INDEPENDENT INSTITUTES, CORPORATIONS, ETC.

350 RELIGION GROUP

351 MINISTER OF RELIGION (Rev., Chaplain, Rabbi, etc.)
352 MEMBER OF A RELIGIOUS ORDER OR CONGREGATION
353 THEOLOGIAN (Seminary Student)
Exchange Visitor Program
Verification of Insurance

According to Section 514.14 Insurance of the 1993 USIA Regulations governing The Exchange Visitor Program, exchange visitors and their accompanying spouse and dependents are required to be covered by insurance during the training period of the program. Portal-to-Portal coverage is not required, but it is highly desirable. If the exchange visitor willfully fails to remain in compliance with the insurance requirements, his/her participation in the exchange visitor program with ACPE will be terminated.

Minimum coverage requirements are as follows:

(1) Medical benefits of at least $100,000 per accident or illness;

(2) Repatriation of remains in the amount of $25,000;

(3) Expenses associated with the medical evacuation to your home country in the amount of $50,000; and

(4) A deductible not to exceed $500 per accident or illness.

VERIFICATION STATEMENT

I certify that I have read the above requirement and have obtained the insurance requirements for myself and any family members accompanying me to the U.S. for the duration of the CPE program consistent with the minimum standards cited above. A COPY OF MY CERTIFICATE OF COVERAGE IS ATTACHED.

Name of Student (please type or print) ___________________________ (Date) ___________________________

Student’s Signature

This signed form must be emailed to Kimberly Palmer, (ARO) / kimberly.palmer@acpe.edu, ACPE,
1 Concourse Parkway, Suite 800, Atlanta, Georgia 30328. THE DS-2019 WILL NOT BE ISSUED WITHOUT THIS COMPLETED FORM AND THE CERTIFICATE OF COVERAGE. A COPY OF THIS FORM MUST ALSO BE SENT TO YOUR CPE CERTIFIED EDUCATOR.
Exchange Visitor Program
Financial Support Verification Form

Verification of adequate financial support during your CPE training must be provided prior to receiving the DS-2019 form from the national office. Please complete this form and email to Kimberly Palmer (Alternate Responsible Officer for P-3-04388)/kimberly.palmer@acpe.edu, ACPE, 1 Concourse Parkway, Suite 800, Atlanta, Georgia 30328 and a copy to your CPE Certified Educator.

Name ____________________________

Date of Program: __________________

From- ___________________________ To- ___________________________

COST OF LIVING EXPENSES (Monthly)
Rent $ ___________________________
Utilities __________________________
Food _____________________________
Clothing __________________________
Transportation _____________________
Insurance __________________________
Training Materials ___________________
Tuition ____________________________
Books, Journals, etc. __________________
Entertainment ________________________
Other expenses _______________________

TOTAL EXPENSES $ __________________

INCOME (Financial Support – Yearly or for total period of CPE program, if more than 12 months)
CPE Stipend $ __________________
U.S. Government (specify agency): __________________
International Organization (specify): __________________
Government of Visitor’s Country __________________
Binational Commission of Visitor’s Country __________________
Other Organization (specify): __________________
Scholarships __________________
Corporate Funding __________________
Family Savings __________________
Personal Funds __________________

TOTAL INCOME $ __________________

TRAVEL
(Please include cost of travel if being paid by the CPE Center, Agency, or other organization.)

Signature of person completing this form ____________________ Date ________________
Exchange Visitor Program
Third Party Agreement

As an accredited clinical pastoral education training program with ACPE, we

(Name of Center) in (City, State)

agree to comply with the obligations, regulations and duties of the Exchange Visitor Program

(P-3-04388) as well as any other obligations required by the Program Sponsor (ACPE).

______________________________  ____________________________
Signature of ACPE Certified Educator  Date

Marc Medwed
Signature of ACPE Responsible Officer*

January 25, 2024
Date

*Marc Medwed is the Responsible Officer. Kimberly Palmer is the Alternate Responsible Officer.