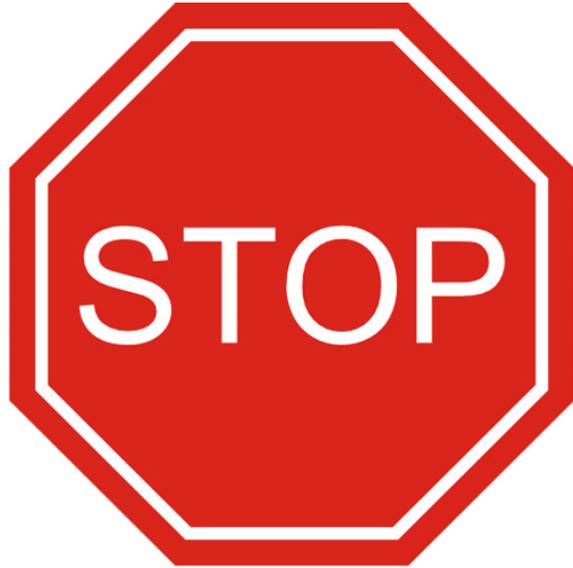


# How to Enroll in a CPE Unit



## **Before you can enroll in a unit of CPE**

You must have already applied and been accepted into a CPE program or residency at one of our [Accredited Centers](#).

## **Find an Accredited Center**

Use our [comprehensive online directory](#) to find an Accredited Center near you. Contact the center directly regarding applications, dates, and costs.

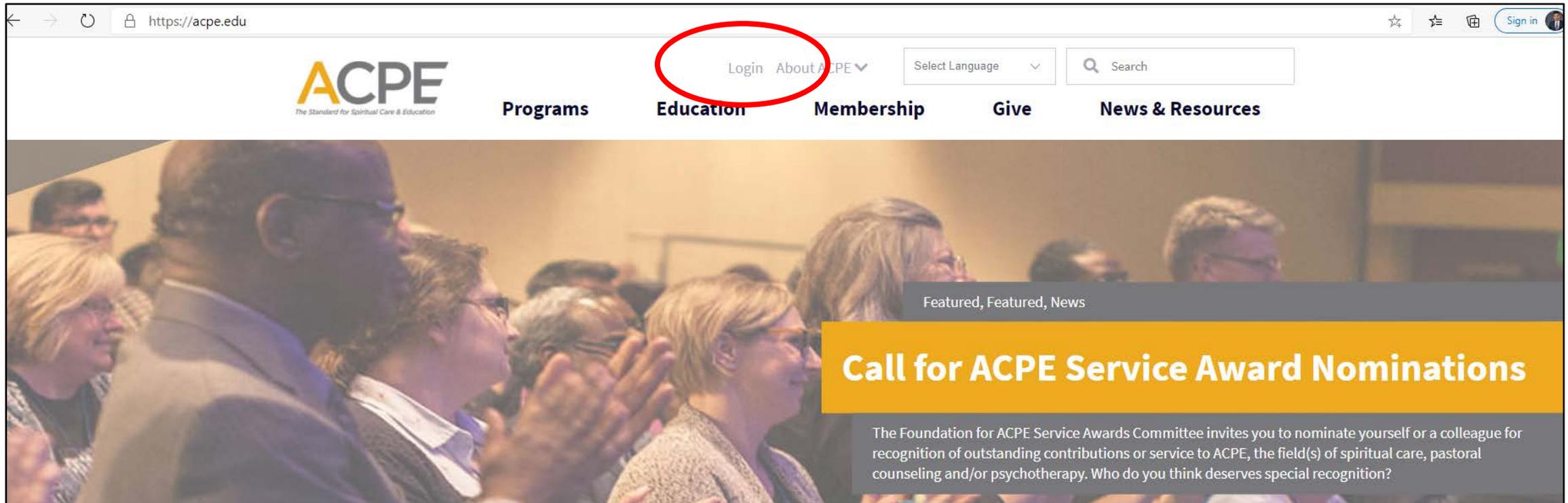


## **A few things to know before you begin:**

1. Online enrollment in a CPE unit should be a part of your orientation.
2. You may only enroll in one CPE unit at a time.
3. If you have been accepted into a year-long residency, you must enroll in each unit of CPE individually at the beginning of the unit.

# How to Enroll in a CPE Unit

To begin, click “Login” at the top of the page.



## How to Enroll in a CPE Unit

**If you already have an account**, enter the email you used when you created the account, enter your password, and click the “Log In” button, then advance to slide 11.

**If you forgot your password**, advance to slide 6.

**If you need to create an account**, advance to slide 9.

The screenshot shows a login interface with a white background and a grey border. At the top, there is a yellow header with the text "Welcome" and "Please log in or create an account to continue." Below this, there is a "Log In" section with two input fields: "Email" and "Password". The "Email" field has an envelope icon, and the "Password" field has a magnifying glass icon. Below the input fields is a yellow "Log In" button. There are also two links: "Forgot your password?" and "Don't have an account?". Three red arrows point to the "Email" field, the "Password" field, and the "Log In" button.

# How to Enroll in a CPE Unit

If you forgot your password, click the “Forgot your password?” link. If you logged in successfully, advance to slide 11.



Log In

Email

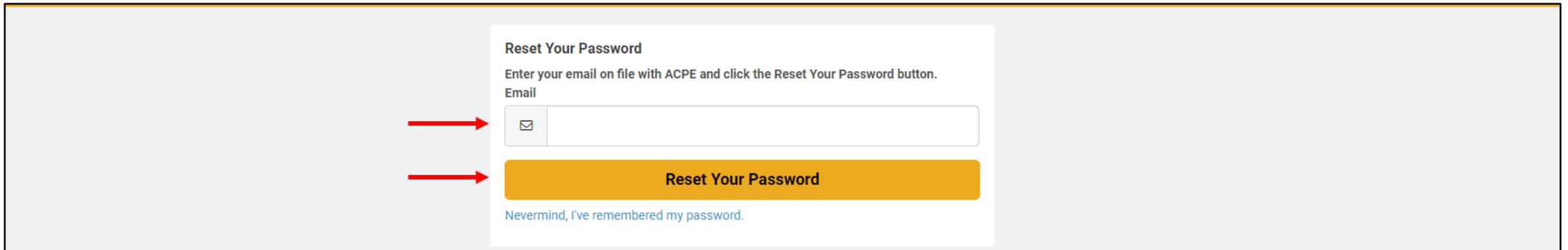
Password

Log In

[Forgot your password?](#)

[Don't have an account?](#)

On the next screen, enter the email you used to create your account, and click the “Reset Your Password” button.



Reset Your Password

Enter your email on file with ACPE and click the Reset Your Password button.

Email

Reset Your Password

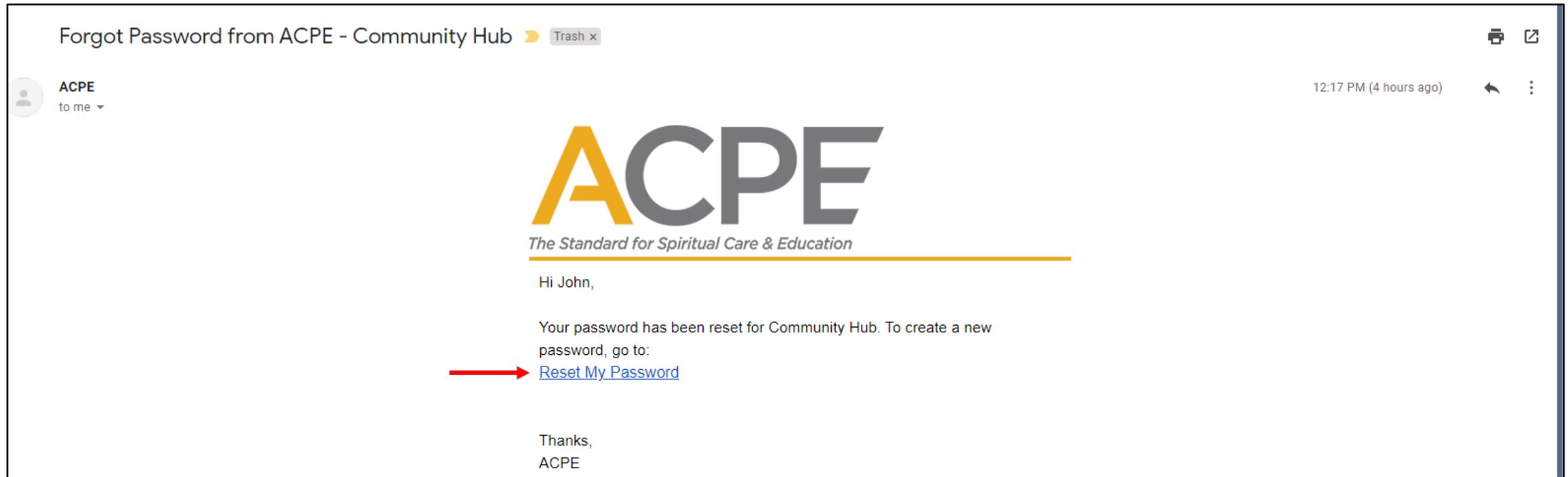
[Nevermind, I've remembered my password.](#)



The Standard for Spiritual Care & Education

# How to Enroll in a CPE Unit

After you click the “Reset Your Password” button, you will receive an email from ACPE with the subject “Forgot Password from ACPE - Community Hub.” Click on the “Reset My Password” link in the email. If you cannot find the email, please check your spam, junk, and/or clutter folders.



## How to Enroll in a CPE Unit

**Enter your new password.** Your password must be at least 8 characters long, have a mix of letters and numbers, and cannot contain your username. Retype your new password and click the “Submit” button. Now advance to slide 11.

### Reset Your Password

Enter and submit your new password.

#### Set a New Password

→ Password \*

Your password must be at least 8 characters long, have a mix of letters and numbers, and cannot contain your username.

Password Strength:

→ Retype New Password \*

→ Submit

# How to Enroll in a CPE Unit

If you have never logged into the ACPE website and need to create an account, click the “Don’t have an account?” link.

https://profile.acpe.edu/NC\_Login?startURL=%2Fsetup%2Fsecr%2FRemoteAccessAuthorizationPage.apexp%3Fsource%3DCAAAAXYwGCQDME8wNHYwMDAwMDBDYVI5AAAA5PZa587oFfdhujkcAj\_Urx... Sign in

**ACPE**  
The Standard for Spiritual Care & Education

Upcoming Events Store Accredited CPE Centers Directory Member Directory Leadership: Boards, Commissions & Committees Directory Log In Donate Now

**Welcome**  
Please log in or create an account to continue.

**Log In**  
Email  
Password  
Log In  
[Forgot your password?](#)  
[Don't have an account?](#)

## How to Enroll in a CPE Unit

To create an account, complete all the required information and click the “Create Account” button.

### Create My Account

Please provide some information to create your account.

You must complete fields ending with \*.

#### My Contact Information

First Name

Last Name \*

Mailing Country Code

Mailing Street

Mailing City

Mailing State/Province Code

Mailing Zip/Postal Code \*

#### Security & Login

Email \*

Retype Email \*

Password \*

Your password must be at least 8 characters long, have a mix of letters and numbers, and cannot contain your username.

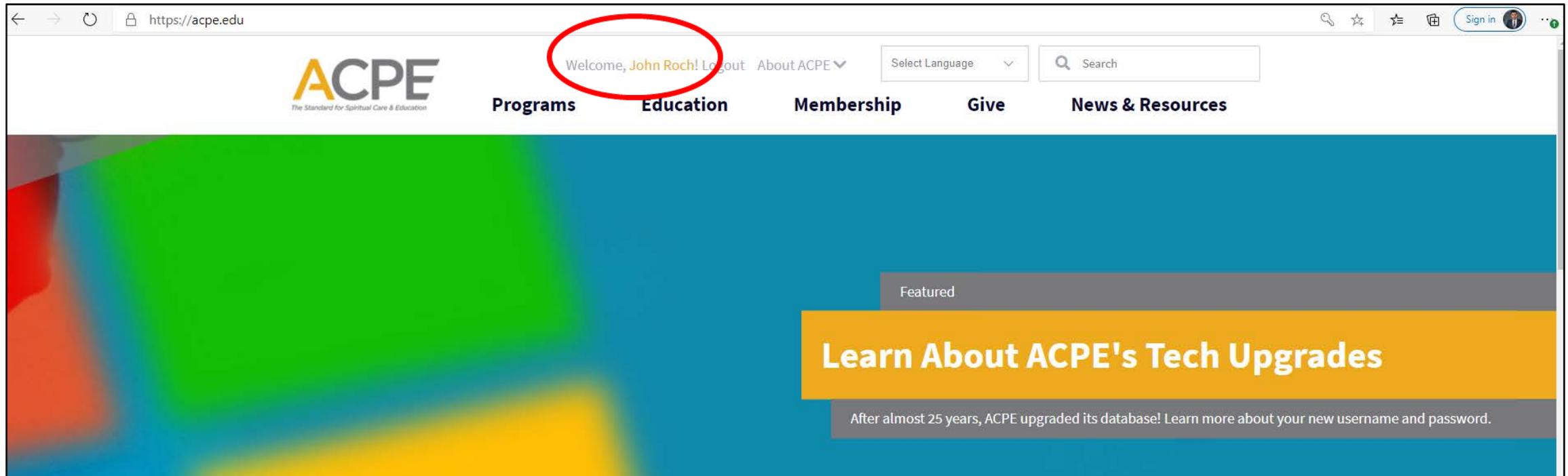
Password Strength:

Retype New Password \*

 [Create Account](#)

# How to Enroll in a CPE Unit

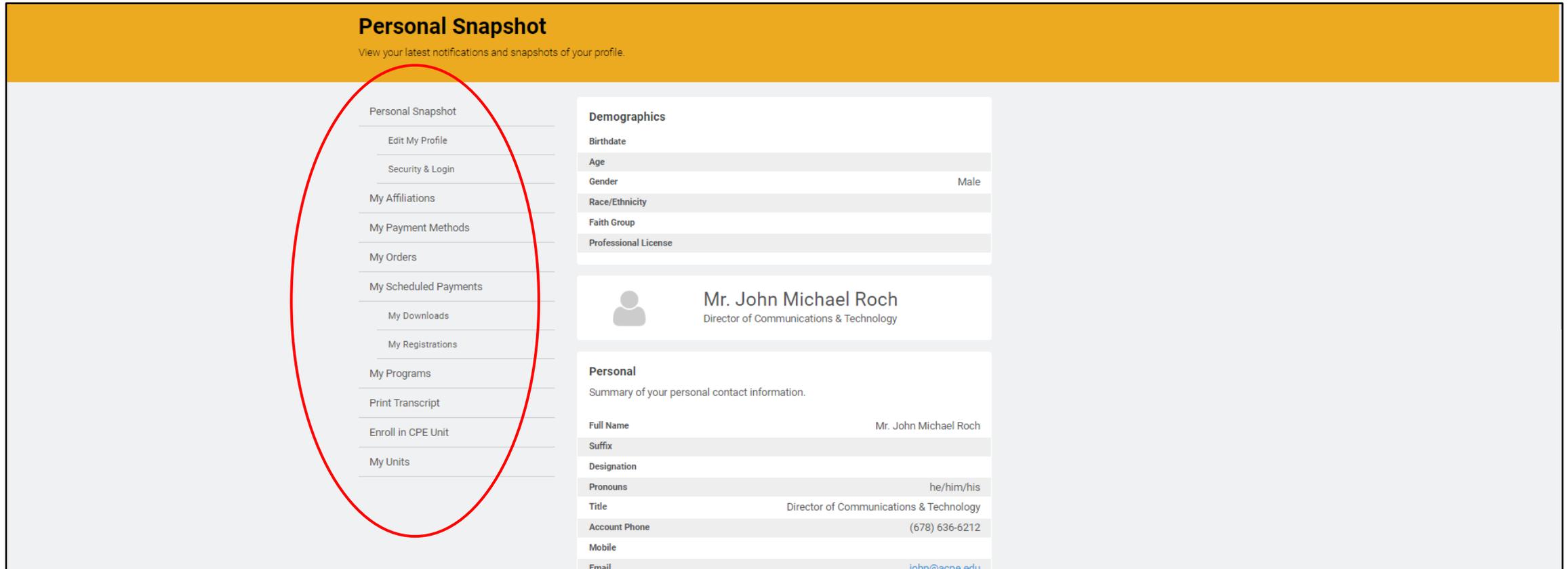
If you are returned to the homepage, click on your name at the top of the page to access your Personal Snapshot and enroll.



## How to Enroll in a CPE Unit

**On your Personal Snapshot**, you can update your contact information, enroll in a CPE unit, purchase a membership\*, make a donation, and register for an event. Most of your menu options are located on the left-hand side.

*\*You do not need to purchase a membership to enroll in a CPE program.*



**Personal Snapshot**  
View your latest notifications and snapshots of your profile.

- Personal Snapshot
- Edit My Profile
- Security & Login
- My Affiliations
- My Payment Methods
- My Orders
- My Scheduled Payments
- My Downloads
- My Registrations
- My Programs
- Print Transcript
- Enroll in CPE Unit
- My Units

**Demographics**

Birthdate	
Age	
Gender	Male
Race/Ethnicity	
Faith Group	
Professional License	

**Mr. John Michael Roch**  
Director of Communications & Technology

**Personal**  
Summary of your personal contact information.

Full Name	Mr. John Michael Roch
Suffix	
Designation	
Pronouns	he/him/his
Title	Director of Communications & Technology
Account Phone	(678) 636-6212
Mobile	
Email	john@acpe.edu

## How to Enroll in a CPE Unit

To update your contact info, click “Edit My Profile.” If you update your email, your new email is also your new username.

**Personal Snapshot**  
View your latest notifications and snapshots of your profile.

- Personal Snapshot
- Edit My Profile**
- Security & Login
- My Affiliations
- My Payment Methods
- My Orders
- My Scheduled Payments
- My Downloads
- My Registrations
- My Programs
- Print Transcript
- Enroll in CPE Unit
- My Units

**Demographics**

Birthdate	
Age	
Gender	Male
Race/Ethnicity	
Faith Group	
Professional License	

**Mr. John Michael Roch**  
Director of Communications & Technology

**Personal**  
Summary of your personal contact information.

Full Name	Mr. John Michael Roch
Suffix	
Designation	
Pronouns	he/him/his
Title	Director of Communications & Technology
Account Phone	(678) 636-6212
Mobile	
Email	john@acpe.edu
Company Name	ACPE
Mailing Street	55 Ivan Allen Blvd, Suite B35
Mailing City	Atlanta

# How to Enroll in a CPE Unit

**ACPE values diversity and inclusion.** Please complete the demographic information\* so we can track our diversity goals.  
*\*These fields are not required. This information is only used to track ACPE's diversity goals.*

The screenshot displays the 'Personal Snapshot' page. On the left is a navigation menu with items: Personal Snapshot, Edit My Profile (highlighted with a red arrow), Security & Login, My Affiliations, My Payment Methods, My Orders, My Scheduled Payments, My Downloads, My Registrations, My Programs, and Print Transcript. The main content area is divided into sections: 'Demographics' (circled in red) with fields for Birthdate, Age, Gender (Male), Race/Ethnicity, Faith Group, and Professional License; a user profile for 'Mr. John Michael Roch, Director of Communications & Technology'; and a 'Personal' section with a summary of contact information.

# How to Enroll in a CPE Unit

**Upload a headshot.** While you're here, click on the blank headshot avatar to upload a picture.\*

*\*Uploading a picture is not required to complete enrollment in a CPE unit.*

**Personal Snapshot**  
View your latest notifications and snapshots of your profile.

Personal Snapshot

- Edit My Profile
- Security & Login
- My Affiliations
- My Payment Methods
- My Orders
- My Scheduled Payments
- My Downloads
- My Registrations
- My Programs
- Print Transcript

**Demographics**

Birthdate

Age

Gender Male

Race/Ethnicity

Faith Group

Professional License

 Mr. John Michael Roch  
Director of Communications & Technology

**Personal**  
Summary of your personal contact information.

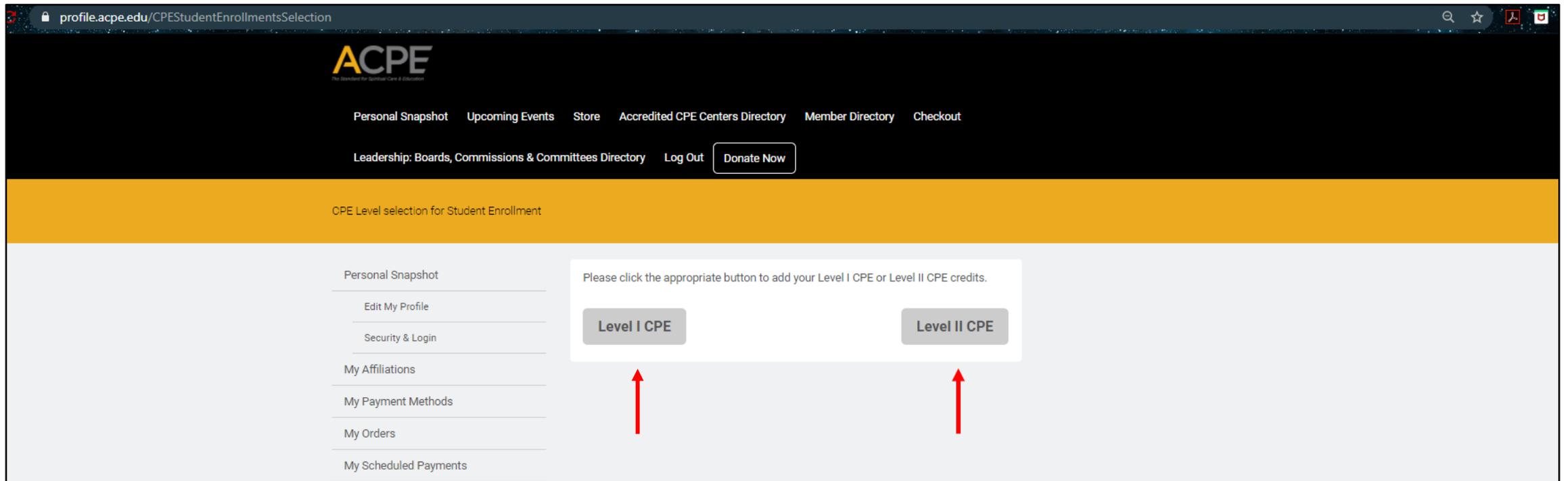
## How to Enroll in a CPE Unit

To enroll in a CPE unit, click on “Enroll in CPE Unit.”

The screenshot displays the 'Personal Snapshot' page. On the left is a navigation menu with the following items: Personal Snapshot, Edit My Profile, Security & Login, My Affiliations, My Payment Methods, My Orders, My Scheduled Payments, My Downloads, My Registrations, My Programs, **Enroll in CPE Unit** (highlighted with a red arrow), and My Units. The main content area is divided into three sections: 'Demographics' (Birthdate, Age, Gender: Male, Race/Ethnicity, Faith Group, Professional License), a user profile for 'Mr. John Michael Roch' (Director of Communications & Technology), and 'Personal' information (Summary of personal contact information, Full Name: Mr. John Michael Roch, Suffix, Designation, Pronouns: he/him/his, Title: Director of Communications & Technology, Account Phone: (678) 636-6212, Mobile, Email: john@acpe.edu, Company Name: ACPE, Mailing Street: 55 Ivan Allen Blvd, Suite B35, Mailing City: Atlanta).

## How to Enroll in a CPE Unit

Select your CPE Level, click on the appropriate button to select your Level I CPE or Level II CPE unit.



## How to Enroll in a CPE Unit

**Select your Accredited Center.** Begin typing your center's name and click on your center's name when it appears in the list. *Be careful – many centers have similar names.*

The screenshot shows the 'Student Registrations' page with a sidebar on the left and a main content area. The sidebar contains the following links: Personal Snapshot, Edit My Profile, Security & Login, My Affiliations, My Payment Methods, My Orders, My Scheduled Payments, My Downloads, My Registrations, My Programs, Print Transcript, Enroll in CPE Unit, and My Units. The main content area features a form with the following fields: Center \*, Educator \*, Start Date \*, and End Date \*. A red arrow points to the 'Center \*' field, which has a dropdown menu open. The dropdown menu lists the following centers: Advocate Condell Medical Center, Advocate Aurora Health CPE, Advocate BroMenn Medical Center, Advocate Christ Medical Center, Advocate Condell Medical Center (highlighted), Advocate Good Samaritan Hospital, Advocate Good Shepherd Hospital, Advocate Illinois Masonic Medical Center, Advocate Lutheran General Hospital, Advocate Sherman Hospital, and Advocate South Suburban Hospital.

## How to Enroll in a CPE Unit

**Select your ACPE Certified Educator.** After you have selected your center, begin typing your educator's name. The system will only allow you to enroll with an educator affiliated with your center. If you cannot find your educator, make sure you selected the correct center.

The screenshot shows the 'Student Registrations' page. On the left is a navigation menu with the following items: Personal Snapshot, Edit My Profile, Security & Login, My Affiliations, My Payment Methods, My Orders, My Scheduled Payments, My Downloads, My Registrations, and My Programs. The main content area contains a registration form with the following fields: Center \* (filled with 'Spiritual Health At Emory Healthcare'), Educator \* (filled with 'George Grant' and a dropdown menu is open showing 'George Grant' as the selected option), Start Date \*, and End Date \*. A red arrow points to the Educator field. A blue 'Save' button is located at the bottom right of the form.

# How to Enroll in a CPE Unit

**Almost done.** Enter your “Start Date,” “End Date,” and click the “Save” button.

The screenshot shows the 'Student Registrations' page. On the left is a navigation menu with the following items: Personal Snapshot, Edit My Profile, Security & Login, My Affiliations, My Payment Methods, My Orders, My Scheduled Payments, My Downloads, My Registrations, and My Programs. The main content area contains a registration form with the following fields: Center \* (Children's Health Children's Medical Center Dallas), Educator \* (Melissa Walker-Luckett), Start Date \* (12/4/2020), and End Date \* (2/14/2021). A yellow 'Save' button is located at the bottom right of the form. Three red arrows point to the 'Start Date \*', 'End Date \*', and 'Save' fields.

**Confirmation.** “Got it, thanks.” confirms you enrolled successfully.

The screenshot displays the 'Student Registrations' page. On the left is a navigation menu with the following items: Personal Snapshot, Edit My Profile, Security & Login, My Affiliations, My Payment Methods, My Orders, My Scheduled Payments, My Downloads, My Registrations, and My Programs. The main content area features a green confirmation message 'Got it, thanks.' which is circled in red. Below this is a registration form with the following fields: Center \* (Children's Health Children's Medical Center Dallas), Educator \* (Melissa Walker-Luckett), Start Date \* (12/4/2020), and End Date \* (2/14/2021). A yellow 'Save' button is located at the bottom right of the form.

## How to Enroll in a CPE Unit

To verify current or previous CPE units, click “My Units” or “Print Transcript.” PDF transcripts can be downloaded and printed. If you do not see a previous unit, do not create a duplicate entry; please review our [transcript policy](#).

The screenshot displays a user dashboard with a left-hand navigation menu and a main content area. The navigation menu includes: Personal Snapshot, Edit My Profile, Security & Login, My Affiliations, My Payment Methods, My Orders, My Scheduled Payments, My Downloads, My Registrations, My Programs, Print Transcript, Enroll in CPE Unit, and My Units. Two red arrows point to the 'Print Transcript' and 'My Units' options. The main content area shows 'Total Units Earned: 0.0' and a summary for a 'Level I CPE' unit. The unit details are as follows:

Level I CPE	
Status	Pending Registration
Start Date	12/4/2020
End Date	2/14/2021
Center	Children's Health Children's Medical Center Dallas
Educator	Melissa Walker-Luckett

## How to Enroll in a CPE Unit

**Pending Registration.** After you enroll, the status of your unit is “Pending Registration,” meaning it is in progress. Your educator will *register* credit at the completion of the unit and the status will then be updated.

The screenshot displays a user's account dashboard with a sidebar on the left and a main content area. The sidebar includes links for Personal Snapshot, My Affiliations, My Payment Methods, My Orders, My Scheduled Payments, My Downloads, My Registrations, My Programs, Print Transcript, Enroll in CPE Unit, and My Units. The main content area shows 'Total Units Earned: 0.0' and a table for 'Level I CPE' with the following details:

Level I CPE	
Status	Pending Registration
Start Date	12/4/2020
End Date	2/14/2021
Center	Children's Health Children's Medical Center Dallas
Educator	Melissa Walker-Luckett

Thank you and best wishes in your CPE program!  
If you need further assistance,  
email [enrollment@acpe.edu](mailto:enrollment@acpe.edu).