

CPE in a Nutshell

1. Apply 6 - 12 months in advance of time you desire to begin a CPE experience.
2. Begin your research online at the ACPE Website: www.acpe.edu.
3. Apply to at least 2 programs.
4. Allow 3 hours to complete CPE Application it includes a 'reasonably full' account of your life.
5. Keep copies of all materials sent to a CPE supervisor.
6. Call to make certain they have received your application materials. Ask when they usually contact applicants to schedule interviews.
7. Remember to write down questions YOU want to ask at the CPE interview. It is your responsibility to 'discover' the nuances of each program's time commitments, expectations, etc. In particular: Find out how many on-calls you will have and the time frame for on-calls.
8. Expect the CPE Supervisor to dig a little deep during your interview. They want to learn if you will 'let them in'. Look for a good match with the supervisor: do you want this person walking with you in your formation?
9. Expect to pay the hospital their CPE fee on the first day of your CPE experience.
10. When you complete the CPE experience, the Supervisor will provide you with a CPE Certificate and an evaluation. You must bring a copy of both the Certificate and the evaluation to the Supervised Ministry Office. The Supervisor has 60 days to complete an official evaluation of your CPE experience.
11. ***Credit for the course will be recorded on your Northern transcript AFTER both of these documents have been submitted.***