

CLINICAL PASTORAL EDUCATION INTERNATIONAL INTERNSHIP MANUAL



Caring for the World Through Pastoral Education

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CPEI Internship Manual

CPEI's Vision is to provide an unparalleled experience as the most trusted partner for clinical pastoral education.

CPEI's Mission is to provide quality, inclusive, and life-transforming clinical pastoral education internationally through online and hybrid modalities to develop competent pastoral clinicians and supervisory educators.

Clinical Pastoral Education

Students enrolled in Clinical Pastoral Education International (CPEI) are required to complete class time with their respective CPE Supervisor and peer group. CPE is established on an adult experiential model of learning, allowing each pastoral care and classroom interaction to be the greatest teaching tool. These experiences aid students in the development of pastoral identity, the ability to master a body of interpersonal skills, and the opportunity to apply academic resources related to pastoral care functions. In the process, students will create individual learning goals, evaluate theological and pastoral presuppositions, and apply psychotherapy theories within the context of relationships with a Supervisor/Instructor, student colleagues, clients, staff, patients, and their families.

Internships and Distance Education

Clinical Pastoral Education (CPE) programs require an internship of 300 hours per course, which is 75% distance education. The purpose of the training is to foster and improve pastoral care and counseling skills as well as to enhance personal and pastoral awareness and identity. Successful completion of this program is designed to result in an improved understanding of the complex needs of human beings in spiritual crisis and improved skills and competency in responding to persons in need.

Internships can occur in many sites, including current ministry settings, hospitals, hospices, law enforcement, prisons, nursing homes, and fire and rescue departments.

Action/Reflection/Action Model of Education

Kolb's Experiential Learning Cycle relates to the Action-Reflection-Action Model of CPE Supervision and Learning. It is a model that begins with clinical/concrete experience, followed by a reflection on the experience that generates critical feedback, consultation, and hopefully insight that can be utilized in the next clinical experience. Using the action/reflection process, the student evaluates the effectiveness of his or her style of ministry in relation to theological/spiritual perspectives, faith practices, religious traditions, and the needs of the person served. The learner can then integrate the insights and pastoral skills gained into new experiences for ministry and personal growth.

Competencies for Internship

Students (interns) involved in CPE are provided with a broad range of supervised experiences and didactic training to achieve specific competencies. At the conclusion of the internship, the students ought to be able to:

- Describe how one's beliefs, strengths, limitations, values, and assumptions affect one's pastoral ministry.
- Integrate insights from the behavioral/social sciences as a tool in pastoral care.
- Address the pastoral and spiritual needs of a diverse population.

- Demonstrate an appropriate spiritual assessment and pastoral intervention(s).
- Integrate embedded and deliberate theology in a variety of pastoral interventions.
- Define one's role as a pastoral advocate in addressing ethical issues and the ability to use an appropriate ethical decision-making process.
- Access appropriate resources for a variety of personal and professional purposes: clarification, consultation, and contribution.

Internship Site Responsibilities

The intern and internship site has several responsibilities to ensure this is a meaningful experience.

CPEI Student Responsibilities

- While at the internship site, interns are expected to exhibit attitudes and behaviors consistent with professionalism. This includes, but is not limited to, the following:
 - Punctuality and promptness.
 - Abiding by the expected dress and grooming attire.
 - Protecting the confidentiality of all persons observed or seen in the clinical practice site. Ministry cases should not be discussed with anyone other than the CPE Supervisor, Onsite Coordinator, and other internship students. Even then, every effort is made to protect the confidentiality of all persons.
 - Demonstrating professionalism in all forms of oral or written communication.
 - Maintaining a mature and teachable attitude.
 - Adherence to the CPEI Code of Professional Ethics as well as any specific code of ethics honored at the internship site.

Internship Coordinator Responsibilities

- Provide resources to ensure the CPE Intern has what he/she needs to be successful.
- Provide an opportunity for the CPE Intern to have a wide variety of pastoral care opportunities for growth and development.
- Discuss with the CPE Intern any concerns or questions that may surface as to the student's performance while recognizing that this is a learning/training opportunity.
- Communicate with the CPE Supervisor-Educator any concerns or questions.
- Complete the end-of-course Internship Coordinator assessment for the CPE Intern.

Selecting an Internship Site

It is the responsibility of the CPEI student to locate a site that best suits one's interests and needs. Start by looking up local organizations such as hospitals, hospices, long-term care facilities, law enforcement agencies, fire departments, etc. The key is to locate a site that will provide you with opportunities to engage individuals, couples, families, and staff in pastoral care. If you have an interest in healthcare chaplaincy, it is recommended that you seek an internship in such a location.

Because of the breadth of hours required in the CPE-supervised internship, some students may have difficulty meeting requirements at one single site. In such cases, a second supervised clinical practice site can be considered. For a second site to be approved, you must comply with the following requirements: (a) You must have an approved Coordinator to oversee your work/ministry in all clinical practice sites, and (b) you must submit a *CPEI Internship Memorandum of Understanding (MOU)* for each site.

Internship Site Selection Checklist

When deciding on an internship site, keep the following considerations in mind:

- Will the opportunity meet the requirements for the CPE-supervised clinical practice?
- Is the organization similar to the type of ministry you would prefer during your professional career?
- Is there a broad range of patients/clientele to provide a wide range of learning experiences?
- Does the internship site have someone who is willing to serve as your onsite Coordinator?

Career Choices and Internship Sites

One of the most important issues to keep in mind is your internship site. Oftentimes students will seek to locate a site that is familiar rather than one that might take them out of their comfort zone. Furthermore, the type of internship site will oftentimes have a direct connection to the types of employment opportunities. Thus, it is important to consider choices regarding the internship site.

- Will this internship site prepare me to be considered for employment in a clinical setting? For example, if a student selects their parish as their internship site, will it provide the type of learning that one would receive in a healthcare or hospice setting?
- Will the type of internship that I selected provide me with the type of understanding and experience if I were to choose a different setting? For example, in a healthcare or hospice setting, it is common for chaplains to chart and participate in interdisciplinary meetings.
- Will I regret the learning opportunities if I fail to challenge myself by selecting a more challenging internship site?
- Will the internship site prepare me for addressing trauma, death and dying, and ministering to persons from different cultural and religious views?



Caring for the World Through Pastoral Education

Internship Memorandum of Understanding

CPEI's Vision is to provide an unparalleled experience as the most trusted partner for clinical pastoral education.

CPEI's Mission is to provide quality, inclusive, and life-transforming clinical pastoral education internationally through online and hybrid modalities to develop competent pastoral clinicians and supervisory educators.

CPEI Institutional Outcomes

- Provide educational programs that enable self-motivated, independent learners to acquire core competencies.
- Prepare students to function as competent pastoral caregivers and supervisors-educators in the marketplace and qualify for credentialing.
- Assess student learning and institutional effectiveness to improve student and educator performance.
- Provide professional development opportunities to enhance life-long learning.
- Conduct fiscally responsible planning that balances the institution's commitment to academic excellence.

Clinical Pastoral Education (CPE) involves an internship setting to meet the continuing educational needs of those enrolled as students. The training aims to foster and improve pastoral care skills as well as personal and pastoral awareness and identity. Successful completion of this program is designed to result in an improved understanding of the complex needs of human beings in spiritual crisis and improved skills and competency in responding to persons in need.

State Approval, Membership and Accreditation



In accordance with Florida Statute 1005.06 (1) 9f, Religious Institutions must submit annually a request for approval to be exempt from governmental oversight. CPEI was authorized on January 26, 2023, by Florida's Commission for Independent Education to conduct training.



CPEI is an active member of COMISS Network. COMISS serves institutions and faith communities that promote and support collaboration among its member organizations committed to theological and clinical education and the competent practice of interfaith spiritual care through chaplaincy, pastoral counseling, and research in specialized settings.



CPEI is accredited by International Accreditors for Continuing Education and Training (IACET) and is authorized to issue the IACET CEU.

Requirements

Students must have an internship (clinical) site, i.e., health care facility, parish, correctional institution, etc., in which she/he is intensively engaged in ministry.

CPEI Responsibilities

- Fulfills its mission by providing quality, inclusive, and life-transforming clinical pastoral education internationally through online and hybrid modalities to develop competent chaplains and supervisory educators.
- Establishes the standards, competencies, policies, and processes to ensure consistent learning and adherence among Clinical Pastoral Education (CPE) students and supervisors-educators (faculty).
- CPEI creates and distributes a CPE Handbook. The handbook must be followed by CPEI Affiliate Organizations making minor changes, i.e., adding an affiliate logo, etc., that does not take away from CPEI's overall purpose.
- Submits student records in Populi.
- Establishes a process for student application, enrollment, tuition, and other payments.
- Provide Professional Liability Insurance for students and supervisors-educators that remain certified and consistent with CPEI's policies and processes.
- Requires a background search among supervisors-educators and students.
- Provides students and supervisor-educators with professional liability insurance coverage up to \$5,000,000 annual aggregate/ \$1,000,000 per occurrence.

CPE Supervisory Staff Duties

- Design, implement, and supervise the training of the CPE students in accordance with the CPEI Standards.
- Engage in regular group and individual supervision with each CPE student.
- Work closely with the Internship Coordinator regarding performance and respond to any questions or concerns that may surface.
- Maintain all confidential materials brought to group or individual supervision abiding by the CPEI's Code of Professional Ethics.

CPE Students Responsibilities

- Participate in weekly classes and individual supervision, and complete written and reading requirements and ministry assignments.
- Abide by the guidelines, procedures, policies, etc., outlined by the Internship Site, the CPE Program, and the CPEI Standards.
- Maintain confidentiality, abide by HIPPA regulations, and seek consultation if in doubt.
- Abide by agency policy and state requirements regarding the reporting of ethical/legal issues such as suicidal or homicidal behavior or child abuse.
- Complete a weekly internship (clinical) hours log and submit a copy to Populi. A copy will automatically be submitted to the Internship Coordinator.
<https://form.jotform.com/230694810898166>

Internship Coordinator Duties

- Provide an opportunity for the CPE student to have a wide variety of pastoral care opportunities for growth and development.

- Discuss with the CPE Supervisor any concerns or questions that may surface as to the student's performance.
- Recognize that supervision is the responsibility of the CPE Supervisor; however, this does not limit the Coordinator from providing feedback to the student as appropriate.
- Complete a final assessment for the Intern. <https://form.jotform.com/221883126508154>

Dates of the Internship

From: Click or tap to enter a date To: Click or tap to enter a date.

Acknowledgment (*Signatures/Dates Required*)

I have read the MOU and agree with the contents.

Internship Site Coordinator

Signature: Click or tap to enter a date.

CPE Intern:

Signature: Click or tap to enter a date.

CPE Supervisor-Educator

Signature: Click or tap to enter a date.