



Application for Clinical Pastoral Education – Standard/Evidence-Based Units

1. Applicants for Clinical Pastoral Education
 - a. Submit a complete application. Required areas are shown with an *.
Incomplete applications will not be processed and will be returned.
 - b. Submit documentation for any CPE units to be considered for transfer of credit.
2. Applicants for the Supervisor-in-Training (SIT) track
 - a. Submit documentation showing completion of a minimum of four (4) units of CPE (units completed under either ACCC or ICPT do not require documentation).
 - b. Submit a two (2) to three (3) page paper outlining your reasons for wanting to be considered for the SIT program.
 - c. Submit a three (3) to five (5) page paper outlining your theory of Clinical Pastoral Education supervision.
 - d. Evidence of Master of Divinity or equivalent. (Preferred)
 - e. Evidence of Board Certification as Chaplain. (Preferred)
3. All applicants
 - a. Submit the entire package electronically (preferred method) to application@clinicalpastoraled.org, via fax to (407) 218-6481, or via USPS to:
The Institute for Clinical Pastoral Education
Office of the Registrar
PO Box 620822
Orlando FL 32862-0822
 - b. You will be contacted for a pre-admission interview. If you do not qualify for the program, any payments will be refunded.
4. Fees/Tuition
 - a. Application Fee \$ 75.00
 - b. Unit Tuition..... 900.00*
 - c. Returned Check Fee..... 50.00
5. ICPT does not discriminate, in its admission decisions, against any federally protected status including, but not limited to: race, gender, religious preference, age, or sexual orientation. To comply with civil rights statutes, ICPT will collect certain demographic information. Any disclosures are voluntary and will not affect your application status.

*For Supervisor-in-Training applicants who have completed the evidence-based modules the tuition is \$600.00.

ICPT Application for Clinical Pastoral Education

Section I Unit Information

*I am applying for Long Distance Unit On-Site Unit On-Site Location

I am applying for one(1) two (2) three (3) four (4) units of CPE

*Unit Type: Full Time Part-Time SIT Track *Unit Start Date:

Section II Personal Information *

First Name (given)	*Initial:	*Last Name (surname):	*Suffix (Jr., Sr., etc.):
*Street Address			
Address 2			
*City	*State (2-letter postal code)	*Zip/Postal Code (4-digit)	
*Phone (#####):		Date of Birth (m/d/yyyy):	
*E-Mail (do not use a work e-mail):			
Have you ever been convicted of a felony or misdemeanor? (If yes, attach a separate sheet explaining the circumstances)			
Yes		No	

ICPT Application for Clinical Pastoral Education

Section I Unit Information

*I am applying for Long Distance Unit On-Line Unit On-Site Location

I am applying for one(1) two (2) three (3) four (4) units of CPE

*Unit Type: Full Time Part-Time SIT Track *Unit Start Date:

Section II Personal Information *

First Name (given)	*Initial:	*Last Name (surname):	*Suffix (Jr., Sr., etc.):
*Street Address			
Address 2			
*City	*State (2-letter postal code)	*Zip/Postal Code (4-digit)	
*Phone (#####):		Date of Birth (m/d/yyyy):	
*E-Mail (do not use a work e-mail):			
Have you ever been convicted of a felony or misdemeanor? (If yes, attach a separate sheet explaining the circumstances)			
Yes No			

Section III Education (Highest Degree Obtained)

High School	Associates	Baccalaureate	Masters	Doctorate
*Last School Attended	*Degree Obtained	*Subject	*Year Graduated (yyyy)	

Section IV Employment

*Current Employer	*City/State	*Position	*Dates (yyyy-yyyy)

Section V Demographic Information (optional)

Faith Group/Denomination	Ethnicity/Race	US Citizen?
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Section VI Narratives (attach a separate sheet).

- A. Where/how did you find out about ICPT CPE?
- B. Provide a reflective autobiography giving special attention to pivotal life events and relationships that have shaped you as a person.
- C. Describe a situation where you helped a person in a difficult situation. Applicant's with previous CPE experience will provide a case study/verbatim to answer this narrative.
- D. What is your understanding of CPE and what do you hope to gain in both personal and professional development?
- E. Provide a brief *Curriculum Vitae* that describes your education, training, and work experience.

Section VIII Tuition Refund Policy

ICPT Clinical Pastoral Education Tuition Refund Policy

The Institute for Clinical Pastoral Training (ICPT) has developed this refund policy to clearly identify the refund due in the event that the student cancels, withdraws, or is terminated from the program or if ICPT cancels a particular unit.

I. Definitions

- a. ICPT cancellation – ICPT cancels a unit prior to the start date.
- b. Student cancellation – The student does not begin the unit or submit any unit required documentation.
- c. Student withdrawal – A student is considered withdrawn if the following occurs:
 - i. On-site unit – The student will does not attend two (2) consecutive sessions or does not submit two (2) consecutive assignments without contacting the unit supervisor.
 - ii. On-line unit – The student misses two (2) consecutive scheduled supervisory sessions or does not submit two (2) consecutive assignments without contacting the unit supervisor.
- d. Student termination – ICPT terminates the student for cause.
- e. Last day of Attendance (LDA) – The last date the student submitted a required assignment, participated in a supervisory session, or participated in a forum board.
- f. Date of Determination (DOD) –The date the student gives written or verbal notice to the institution or the date the institution terminates the student by applying the instructions attendance, conduct, or satisfactory academic progress policy.

II. Refunds

- a. Rejection of an applicant – If an applicant is rejected for enrollment by ICPT a full refund of all monies will be paid less a maximum application fee of \$75.00
- b. Program cancellation – If ICPT cancels a unit subsequent to the student's enrollment, all monies paid will be refunded.
- c. Student withdrawal prior to the start of class or no show – If a student, accepted by ICPT withdraws prior to the start of class, all monies paid will be refunded less a maximum application fee of \$75.00.

III. Withdrawal or Termination after the Start Date of a Unit

Refund amounts will be based on the students LDA.

- a. Student withdrawal – A student is considered withdrawn if the following occurs:
 - i. On-site unit – The student will does not attend two (2) consecutive sessions or does not submit two (2) consecutive assignments without contacting the unit supervisor.
 - ii. On-line unit – The student misses two (2) consecutive scheduled supervisory sessions or does not submit two (2) consecutive assignments without contacting the unit supervisor.

- b. First week of the unit (start date + 7 days) – The student will be refunded 90% of the tuition paid as calculated on the tuition refund worksheet. Application fees are non-refundable.

- c. Beginning of the second week through the end of the sixth week (day 8 through day 42) – The refund will be calculated using a pro rata portion of the tuition due for the unit plus 10% of the unearned tuition for an administrative fee. Application fees are non-refundable.


- d. After the sixth week (day 43 forward) – There is no refund. The full tuition paid is retained by ICPT and the student is responsible for any tuition.

- e. Refunds will be processed via company check no later than 45 days from the DOD and sent to the address on file for the student. ICPT is not responsible for lost checks.

IV. Tuition Refund Worksheet

See Appendix A.

APPENDIX A

		The Institute for Clinical Pastoral Training			
		Tuition Refund Worksheet			
Student Name:				Date:	
Unit Start Date					
Last Date of Attendance					
Date of Determination					
Total Tuition Due					
Total Tuition Paid as of Date of Determination					
Percentage of Tuition Paid					
Program Length (weeks)		12			
Weeks Attended		0			
Pro Rata Portion Completed		0%			
Earned Tuition		\$0.00			
Administrative Fee (10% of unearned tuition)		\$0.00			
Owed to Institution					
Student Payment					

All conditions on this page are part of the total agreement

IX. *Section 9 Signatures

You may sign with a verifiable e-signature such as DocuSign® or PDF Sign®. If you do not have access to a verifiable e-signature, you will print the completed document, sign it in a standard manner, and either scan it back to an electronic document and e-mail it to this office or fax it to the number on the first page of the instructions.

By signing below, I attest that the information provided herein is complete and true to the best of my knowledge. I understand that false statements may cause this application to be rejected.

Student Name

Date (mmm/d/yyyy)

Student Signature

Student Electronic Signature

For the Institute for Clinical Pastoral Education:

Joseph P. Morrison
Administrative Director

Date (mmm/d/yyyy)