

 **CPE Registration Form**

**Registration Services**

847.866.3905 | registrar@garrett.edu | 2121 Sheridan Road | Evanston, Illinois 60201 | 800.SEMINARY| www.garrett.edu

**Basic Information Concerning Clinical Pastoral Education (CPE) Registration**

**Step 1:** Complete the CPE Orientation Moodle Course

**Step 2:** Apply for acceptance in a CPE Program*(information on the application process in the Moodle course)*

**Step 3:** Once accepted, complete steps 4-7 below:

**Step 4:** Fill out the following information

|  |  |  |  |
| --- | --- | --- | --- |
| Student Name: |       |  Phone: |       |
| Student Program: |       |  |  |
| Address: |       |
|  |  |  |  |
| CPE Center: |       | Phone: |       |
| Address: |       |
| CPE Supervisor: |       |  |  |

**Step 5:** Check ONE box in Column B; students may receive a maximum of 3 hours per unit of CPE

 **Column A Column B**

|  |  |  |
| --- | --- | --- |
|  **PCC-679****Academic Credit:** 3 sem. hr. or0 sem. hrs | è | [ ]  3 hr in 1 term       (please write in term)[ ]  0 hr in 1 term       (please write in term)[For second MAPCC Chaplaincy & Spiritual Care unit only] |

**Step 6 *(optional)*:** If taking CPE as partial credit for Field Education, the Field Education Office must approve. Students may only complete up to ½ of the Field Education requirement via CPE.

|  |  |  |
| --- | --- | --- |
|       |  |       |
| **Field Education Office** |  | **Date** |

**Step 7:** Return form to Garrett CPE Coordinator for processing
(Word format only to lisl.paul@garrett.edu)

|  |  |  |
| --- | --- | --- |
|       |  |       |
| **Garrett CPE Coordinator** |  | **Date** |

**Step 8:** Once you have completed your CPE unit, please provide Garrett’s CPE Coordinator with your CPE Supervisor/Coordinator Final Assessment and any other proof of unit completion in order to receive transfer credit for the CPE Unit.