



## ACPE Application Writing Guide

Thanks for your interest in our Clinical Pastoral Education (CPE) programs at UnityPoint Health – Des Moines! We look forward to receiving your application. Happy writing!

**Applying for:** Please indicate the CPE program of interest and the date you can begin

**Directory Information:** Please complete each line of requested information

### Education:

- Specify the institution, degree and date awarded
- If applying for a residency: We require a M.Div. or equivalent graduate level theological education accredited by the Association of Theological Schools (ATS) and/or the Council for Higher Education Accreditation (CHEA).
- List all prior clinical pastoral education (CPE) achieved to date. Give dates and the number of units you earned. If you are unsure, contact the [ACPE](#) national office (404-320-1472). They will have your transcript if your prior CPE was done in an ACPE accredited center.

**References:** Provide contact information in all three categories. If you do not have a current academic reference, provide a contact who can speak to your ability to engage in learning and your openness to instruction.

**A handwritten signature is required for your application to be valid.**

### Questions 2 – 6:

Applicants often ask how much to write for the questions 2 through 6. We encourage students to write more than less. Remember you are applying to an educational program. We are interested in how you understand your life and spiritual journeys and how you have made meaning.

### Question 2:

- We want to get to know you as a person, not just biographical facts. What did you learn from your family of origin about how to be in relationship, roles, values, conflict, and emotional expression.
- Interpret your experiences, and reflect how they have shaped and informed your life.
- Include the blessings, successes, trials, and hardships that have shaped your life journey.
- Reflect on broken as well as the abiding relationships from which you have learned.

**Question 3:**

- Describe your understanding of your religious/spiritual development from youth to present.
- As with your history, include interpretive reflection on the experiences related to your development and spiritual formation.

**Question 4:** Include your work history as an adult for past 15 years, if applicable.

**Question 5: Helping Incident**

- Without prior CPE write a narrative of a helping incident that includes some verbatim with a critical and interpretive reflection of your work.
- With prior CPE please submit a verbatim from your previous CPE or write using the verbatim format. You do NOT need to write a helping incident.

**Question 6:** Your impression of CPE:

- Without prior CPE, reflect on what you have heard and what you hope to gain.
- With prior CPE, reflect on your CPE experience as outlined on the application form.

**Question 10:** We require applicants with prior CPE to provide copies of all final evaluations (student and supervisor). If you do not have copies, contact the center(s) where you did CPE. If evaluations are not available –

- Write a written reflection of your CPE experience including memories of your experiences, central learning issues and impact of CPE on your ministry.
- Contact ACPE for a transcript of your CPE. ACPE keeps a record of your completed CPE credits.

**Please send your completed application and materials via US Mail or Email:**

UPHDM\_cpe@unitypoint.org

Spiritual Care Services  
UnityPoint Health-Des Moines  
1200 Pleasant Street  
Des Moines, IA 50309-1453

No application fee required.  
Please remember to sign your application.