



- c. understanding of CPE as theological education, a desire to learn, and reasonable expectations of oneself and the CPE process;
- d. openness to the intensity of learning and personally / professionally developing through peer group relationships;
- e. physical, intellectual, emotional, and spiritual capacity to function in the CPE setting;
- f. evidence of interest in and ability to reflect on the dynamics of interpersonal relationships and communication patterns;
- g. ability to make a commitment to participate in the full program;
- h. evidence of the individual's ability to contribute to the group learning experience, meeting educational and experiential requirements commensurate with other program applicants
- i. satisfy "Criminal Background Check" through UPH-Meriter Human Resources Department
- j. meet health standards through UPH-Meriter Employee Health;
- k. ability to comply with the UPH-CPE Program Policies and UPH-Meriter policies.

#### Procedure for Processing CPE Applications

1. Acknowledgement of receipt of application materials will be made within one week to applicants either in writing, e-mail, or by phone.
2. An electronic folder will be made for the applicant's materials which will include: applicant's application materials and subsequent correspondence. The handling and maintenance of these materials will be guided by the UPH-CPE Program Policy on "*Maintenance of Student Information and Records Policy*".
3. In the event there are more qualified applicants than there are positions available in the program, positions will be granted first to those students who best meet the selection criteria above.

#### Application Timelines for UPH-CPE Program

The UPH-CPE Program functions with a rolling admissions process and is guided by the following timelines. In the event programs have openings after decision dates, applications will still be considered for openings.

#### Residency

March 15 is the application deadline for the year full-time residency program which begins the last 3 work days of August each year.

Decisions on applications received by March 15 will be made by April 30. After April 30 applications will be considered for the residency only if group openings exist.

#### Thirteen Week Full-Time Internships

Applications for the full-time 13-week internship will be considered for any unit dependent upon group space available. Unit start dates are approximately September 1, December 1, March 1, and June 1 of each year.

#### Twenty-Six Week Internship

There are two admission points for the 26-week part-time internships beginning the last 3 workdays of August and February. Applications will be processed according to the following approximate schedule:

##### *September 1 – February 28*

June 15 is the application deadline for this program.

July 15 is the scheduled decision point for applications received by June 15 deadline. Applications received after June 15 will be considered depending upon group space availability.

##### *March 1 – August 31*

December 15 is the application deadline for this program.

January 15 is the scheduled decision point for applications received by the December 15 deadline.

Applications received after December 15 will be considered depending upon group space availability.