



GATEWAY SEMINARY

Biblical • Missional • Global

Office of the Registrar
3210 E. Guasti Road • Ontario, CA 91761
909.687.1468 (phone) • 909.687.1593 (fax)
registrar@gs.edu

Application for P2553: Clinical Pastoral Education

Last Name: _____ First Name: _____ ID #: _____

Email: _____ Current GPA: _____

Hrs completed: _____ Year/Term for Credit: 20____ / _____ Hours Credit Requested: 4 Grading Type: A/F

Campus: AZC BAC ONL ONT PNWC RMC

Degree: DPTH DPEL MACC MAIS MAEL MTS MMISS - Concentration: _____

MDIV - Concentration/Advanced Track: _____

Submission Date: _____

(Must be submitted no later than 30 days prior to the start of the CPE Unit.)

NOTE: You must be accepted into a CPE program for **final approval** of P2553: Clinical Pastoral Education. You may begin the approval process as soon as you make application to the CPE program. Attach the CPE application form to this form. As soon as you receive the CPE approval letter, submit it to the Supervising Professor, or attach it to this form if you have it when you apply for P2553.

The student will submit a Theological Reflection Paper to the Supervising Professor upon completion of the unit. See TFE resources (p. 14), "[Theological Reflection Paper](#)," for the description of the paper. If P2553 is substituting for P1121/P1122 this paper will be uploaded as the learning artifact.

Instructions:

1. Prior to completion of this form, contact your Regional Campus Office Administrator or the Chair of the Leadership Formation Department (LFD) for referral to the Supervising Professor who will provide guidance and directions for completing this form.
2. Complete this form in its entirety.
3. Submit the completed form to the Supervising Professor for initial approval no later than 30 days prior to the start of the CPE Unit. Include the CPE application or acceptance letter.
4. Upon approval from the Supervising Professor, submit the form to the Chair of the Leadership Formation Department.
5. Upon approval from the Chair submit the form to the Associate Dean for Academic Affairs (ADAA). The ADAA will submit the form to the Registrar's Office.
6. The Registrar's Office will notify the applicant of P2553 registration.
7. If substituting P2553 for P1121/P1122 Leadership in Ministry Practicum (TFE), submit a completed Course Substitution Form with this application.
8. If taking P2553 as an elective, submit a completed Independent Study form with this application.

CPE Center Information

Name of Center: _____

Address: _____

Phone: (_____) _____ - _____ Email: _____

CPE Program Affiliation: ACPE CPSP Other: _____

The CPE Center has a Parent Institution: No Yes (i.e hospital, hospice, etc.)

If yes, Name of Institution: _____

CPE Supervisor Information

Name: _____

Phone: (_____) _____ - _____ Email: _____

Certification Level: Supervisor Supervisor in Training (SIT) or Supervisory Education Student (SES)

Certifying Organization: ACPE/BCCi CPSP Other: _____

Supervisor's Highest Degree Earned: _____ Institution: _____

If SIT or SES:

SIT/SES Supervisor's Name: _____

SIT/SES Supervisor's Highest Degree Earned: _____ Institution: _____

Address: _____

Phone: (_____) _____ - _____ Email: _____

Certifying Organization: ACPE/BCCi CPSP Other: _____

Supervisor's CPE Center Name: _____

Address: _____

Phone: (_____) _____ - _____ Email: _____

CPE Program Affiliation: ACPE CPSP Other: _____

CPE Program Information

Number of Groups in Program: _____ Size of Applicant's Group: _____

Unit Type: Intensive (Full-Time) Extended (Part-Time)

Start Date: _____ End Date: _____

Unit Format: Traditional/In-Class Remote Access/Video Conference Hybrid

Number of Didactic and Supervision Hours in Unit: _____ Number of Ministry Contact Hours of Unit: _____

Reading Assignments: Author, title, number of pages:

Assignments Required:

Learning Covenant or Contract Mid-Term Self-Evaluation Final Self-Evaluation Supervisor Final Evaluation

Number of Pastoral Care Reports: _____ Verbatim _____ Presented in Group _____ Presented in Individual Supervision

Other Learning Activities (e.g. Genogram, Emotional Life History, Position Paper, Research Paper, etc.)

***Students will submit the Mid-Unit and Final Self-Evaluations and the Supervisor's Final Evaluation to the Supervising Professor.**

Ministry Organization Information

Institution Name: _____

Address: _____

Type of Setting (check all that apply): Religious Non-Religious For Profit Not for Profit
Government Non-Government

Ministry Setting: Church Confinement Corporate Counseling Center Emergency Services
Long-term care or Hospice Medical Treatment Facility Military
Other (provide brief description): _____

Size of Setting: _____ Patients/Clients/Participants _____ Staff _____ Family Members _____ Other Chaplains/Clergy

Position Description or Title: Chaplain Pastor Counselor
Other (provide brief description): _____

The CPE Center and Supervisor are directly affiliated with the student's ministry organization: Yes No

Reason for requesting this study:

Identify evaluation instrument to be used:

Requirement to be used	Formula for hours	Hours of work
<input type="checkbox"/> Research paper	_____ pages X 3 hours per page =	
<input type="checkbox"/> Reflection paper	_____ pages X 1 hours per page =	
<input type="checkbox"/> Required Reading	_____ pages / 25 pages per hour =	
<input type="checkbox"/> Exams	_____ exams x 8 hours =	
<input type="checkbox"/> Other (workbooks, exercises, etc)	# of hours required to complete the activities =	
<input type="checkbox"/> Meetings with professor	# of hours spent meeting	
Total number of hours of coursework required		_____

Seminary Policy on academic credit and workload expectations: For each hour of academic credit granted for a GS face-to-face, hybrid or online course, the Seminary assigns a total workload expectation of approximately 45 clock hours of academic learning activities per academic credit hour earned. Traditional in- class format normally apportions 15 hours of in-class instruction and 30 hours of instructional exercises to be completed outside of class meetings per credit hour granted. For androgogical reasons, individual courses may adjust the ratio of assignments inside and outside class meetings.

1 credit hour = 45 hours of work
 2 hours of credit = 90 hours of work
 3 hours of credit = 135 hours of work

Requirement	Formula for hours of coursework
Research paper	# pages required X 3 hours per page = # of work hours
Reflection paper	# pages required X 1 hour per page = # of work hours
Required Reading	# pages required / 25 pages per hour = # of work hours
Exams	# of exams x 8 hours = # of work hours
Other (workbooks, exercises, etc)	# of hours required to complete the activities

Student: _____ Date: _____

Supervising Professor: _____ Date: _____

Department Chair: _____ Date: _____

Associate Dean for Academic Affairs: _____ Date: _____

REGISTRAR OFFICE USE ONLY

Date processed: _____ Initials: _____