Memorial Hermann CPE Application Packet

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ACPE
The Standard for Spiritual Care & Education

Application & Instructions for CPE

Please respond to each of the following items. Your typed responses on separate pages would be appreciated.

1. Please complete the attached form and mail to the program to which you are applying. Read instructions carefully before submitting. International applicants have additional requirements and deadlines. You may want to make a copy of a blank form before entering any data.
2. A reasonably full account of your life. Include, for example, significant and important persons and events, especially as they have impacted, or continue to impact, your personal growth and development. Describe your family of origin, current family relationships, and important and supportive social relationships.
3. A description of your spiritual growth and development. Include, for example, the Spiritual/Values-Based Orienting System into which you were born and describe and explain any subsequent, personal conversions, your call to spiritual care, religious or spiritual experiences, and significant persons and events that have impacted, or continue to impact, your spiritual growth and development.
4. A description of your work (vocational) history. Include a chronological list of jobs/positions/dates of employment and a brief statement about your current employment and work relationships.
5. An account of a "helping incident" in which you were the person who provided the help. Include the nature and extent of the request, your assessment of the issue(s), problem(s), situation(s). Describe how you came to be involved and what you did. Give a brief, evaluative commentary on what you did and how you believe you were able to help. *If you have had prior and **recent** CPE, please attach a copy of a **recent** verbatim as your 'helping incident' and add to the verbatim your own notes on how and what you learned from sharing this verbatim with your educator and/or peers. If you have had CPE, but it was more than two years ago, include a recent account of a helping incident, written up in a verbatim format. If possible, include feedback from current spiritual care colleagues and/or administrative supervisor.*
6. Your impressions of Clinical Pastoral Education. Indicate, for example, what you believe or imagine CPE to be. Indicate if CPE is being required of you. Indicate any learning goals or issues of which you are aware and would like to address in CPE. Finally, indicate how CPE may be able to help you meet needs generated by your spiritual care practice or call to leadership in a theological, spiritual, or values-based system. *If you have had prior CPE, please indicate the most significant learning experience you had during CPE. State how you have continued to use the clinical method since your previous experience. Indicate strengths and weaknesses that you have as they relate to your spiritual care practice and your identity as a professional person. Indicate any personal and/or professional learning goals and issues that you have at this time and how you believe that CPE will help you to attain or address these learning goals and issues*
7. You are required to complete an admissions interview with an ACPE Certified Educator, or a person approved by the program to which you are applying, or at the program to which you are applying. Contact the program to check on their policy regarding admission interviews.
8. CPE Programs often require an application fee. Please check this requirement in advance of submitting this application. If you are interviewing at a program other than the one to which you are applying, you may be required to pay an interview fee, usually due at the time of the interview.
9. If you are an international applicant, you will have to obtain appropriate documentation from U.S. Immigration, which usually implies a visa and a US Social Security Number. Therefore, international applicants should have such documentation approved at least six (6) months prior to the start of the program to which they are applying. If offered employment, can you submit verification of your legal right to work in the U.S.? Yes No
10. An applicant with prior CPE should attach all previous self and educator evaluations and your signature below indicates you give permission for your previous CPE programs to release your evaluations for purposes of this application process.
11. Retain your own copy of this completed application and bring it with you to any interview for CPE.
12. Please attach a current resume.

I certify that all information in this application is factually true, complete, and honestly presented. I understand that I may be subject to disciplinary action, including admission revocation or program expulsion, should the information I've certified be false. I hereby give permission to the ACPE program to which I am applying to access my CPE evaluations and contact previous educators about matters pertaining to this current application, and I consent for those contacted to provide the information sought. I verify that if sending in this application electronically it constitutes my electronic signature.

Signature:_____ **Date:** _____

This application form has been approved and provided by ACPE: The Standard for Spiritual Care & Education
www.acpe.edu

ACPE
The Standard for Spiritual Care & Education

Application for CPE

Print or type responses and mail completed application **to the program** to which you are applying.

Applying for: Fall ☐ Winter ☐ Spring ☐ Summer ☐ Residency* ☐ Extended Unit ☐

Preferred program/site: _____ Earliest date you can begin: _____

*Please note that residency programs usually require an in-person interview in their admissions process.

Directory Information

Name: _____ Pronouns: _____ U.S. Citizen: Yes No

Mailing address: _____ City: _____ ST: _____

Country & ZIP: _____ Email: _____

Day Tel.: _____ Alt Tel.: Permanent address: _____ Fax: _____

_____ City: _____ ST: _____

ZIP: _____ Country: _____ Alt Email: _____

Spiritual/Values-Based Orienting System: _____

Denomination/Endorsing Body/Community of Affirmation (if applicable): _____

Name of Local Community: _____

Ordained/Licensed/Appointed/Affirmed: _____ Date: _____

College: Degree/Date: _____

Grad Schl: Degree(s)/Date(s): _____

_____

Prior CPE Dates:	Program	Educator
_____	_____	_____
_____	_____	_____
_____	_____	_____

Academic Reference

(Name/Title): _____

Ph: _____ Address: _____

City: _____ ST: _____ ZIP: _____ Email: _____

Spiritual/Values-Based Orienting System Reference (name/title): _____

Ph: _____ Address: _____

City: _____ ST: _____ ZIP: _____ Email: _____

Personal Reference (name/relationship): _____

Ph: _____ Address: _____

City: _____ ST: _____ ZIP: _____ Email: _____

Admissions Interviewer (If Utilized): _____

Address: _____

Interviewer's Ph: _____ Email: _____

Signature of applicant: _____ **Date:** _____

Memorial Hermann Clinical Pastoral Education

Additional Guidelines Relative to the
Association for Clinical Pastoral Education Application and Instructions

Revised: 8/3/26

This document serves as your guide as you prepare your application for Memorial Hermann's CPE Program. Please note that this is an interfaith program and reflects our value for providing quality spiritual and emotional care to people of all spiritual, religious, and cultural beliefs, practices, and backgrounds.

IMPORTANT: Statement on Use of AI (Artificial Intelligence) and Plagiarism
We recognize that the use of AI tools is becoming more prevalent and can be a helpful tool. Because self-reflection is a core component of CPE, all submitted work should be your own and unique to you. For this reason, any use of AI for **generation of content is prohibited and considered plagiarism**. Generative content includes the use of AI to create material, summarize your thoughts, or substitute your own critical thinking and reflective process. If the use of generative AI is suspected, your application will be returned.

If you choose to use AI for **editing**, the following uses are permissible.

- Allowed: Running a grammar check to correct punctuation and subject-verb agreement.
- Allowed: Using spell-check to modify typographical errors that do not change meaning.

Include the specific prompts (i.e. "AI prompts used: Edit for spelling mistakes. Edit for grammar. Keep all formatting the same.").

Formatting Guidelines: Font: Times New Roman | Font Size: 12 pt font

Item Number:

2. *"A reasonably full account of your life. Include, for example, significant and important persons and events, especially as they have impacted, or continue to impact, your personal growth and development. Describe your family of origin, current family relationships, and important and supportive social relationships*."

   This is intended to be a reflective and interpretive document, not a presentation of facts. Reflect upon persons and events that have shaped you to be whom you are. In this document, seek to demonstrate your ability to reflect upon your life story with some awareness of how you came to be the person you are today. The focus of this essay is on your personal development. Your spiritual development is a different essay.

   This essay should be a minimum of three pages and a maximum of five pages in length. (approximately 1,200-2,250 words total)

3. *"A description of your spiritual growth and development. Include, for example, for example, the Spiritual/Values-Based Orienting System into which you were born and describe and explain any subsequent, personal conversions, your call to spiritual care, religious or spiritual experiences, and significant persons and events that have impacted, or continue to impact, your spiritual growth and development."*

   Again, think in terms of reflection and interpretation of your spiritual journey, not just a presenting of dates and facts. As you think of yourself as a spiritual care provider, reflect upon persons and events that have shaped you to be whom you are, in particular as a chaplain working with people of diverse spiritual beliefs and practices. In this document, seek to demonstrate your ability to reflect upon your life story with some awareness of how you came to have the spiritual beliefs and practices you have today.

   This essay should be a minimum of three pages and a maximum of five pages in length. (approximately 1,200-2,250 words total)

   Topics you may consider for reflection as you prepare to write include:

   - What are my deepest values and what do I strive for in my life?
   - What do I hold sacred?
   - How did I discover the sacred?
   - How have my experiences with spiritual diversity informed me? What experiences will I draw on as I anticipate being a spiritual caregiver for someone with different beliefs from my own?
   - How has my larger family and institutional religious context shaped my attitudes toward spirituality and religion?
   - How have I tried do develop and sustain myself spiritually over the years?
   - What kinds of struggles have I encountered in the process of developing and maintaining my spiritual life?

5. *"An account of a "helping incident" in which you were the person who provided the help. Include the nature and extent of the request, your assessment of the issue(s), problem(s), situation(s). Describe how you came to be involved and what you did. Give a brief, evaluative commentary on what you did and how you believe you were able to help."*

   "If you have had prior and recent CPE, please attach a copy of a recent verbatim as your 'helping incident' and add to the verbatim your own notes on how and what you learned from sharing this verbatim with your educator and/or peers as well as feedback from your educator and peers about your spiritual care in the visit. If you have had CPE, but it was more than two years ago, include a recent account of a helping incident, written up in a verbatim format. If possible, include feedback from current spiritual care colleagues and/or administrative supervisor."

Or, if you have not previously completed a unit of CPE:

Write about a recent "incident", choosing one specific event or relationship. Pay attention to the details in the instructions—address each part of the instructions. As you select a "helping incident," keep in mind the type of program you are applying for—training in pastoral care. Select an incident which demonstrates your ability to provide spiritual care, such as your use of reflective listening and empathetic connection, and that focuses on helping another with spiritual and/or emotional needs versus physical needs.

This essay should be a minimum of one page and a maximum of three pages in length. (approximately 400-1,200 words total)

6. "*<u>Your impressions of Clinical Pastoral Education</u>. Indicate, for example, what you believe or imagine CPE to be. Indicate if CPE is being required of you. Indicate any learning goals or issues of which you are aware and would like to address in CPE. Finally, indicate how CPE may be able to help you meet needs generated by your spiritual care practice or call to leadership in a theological, spiritual, or values-based system."*

   Note carefully the four parts to the instructions and address each one. State clearly what you believe you have to learn in CPE based on your research and understanding of this style of education.

   If you have had prior CPE, please indicate the most significant learning experience you had during CPE. State how you have continued to use the clinical method since your previous experience. Indicate strengths and weaknesses that you have as they relate to your spiritual care practice and your identity as a professional person. Indicate any personal and/or professional learning goals and issues that you have at this time and how you believe that CPE will help you to attain or address these learning goals and issues. Also, be sure to read item #10 on the application. "*An applicant with prior CPE should attach all previous self and educator evaluations."*

   This essay should be a minimum of one page and a maximum of three pages in length. (400-1,200 words total)

Memorial Hermann Clinical Pastoral Education Residency Program Overview and Frequently Asked Questions

Where will I work and learn as a Memorial Hermann CPE Resident?

MH has two primary hospitals for CPE Residency groups. In both hospitals, Chaplaincy Services Departments provide spiritual care. These two departments are part of a system-wide Memorial Hermann Chaplaincy Services team, with full-time, part-time, and PRN chaplains at every hospital and rehab hospital location.

Memorial Hermann Texas Medical Center and Memorial Hermann Children's Hospital (TMC): A core of staff chaplains and six CPE Chaplain Residents/Certified Educator Candidates provide spiritual care here. Additional department staff include a Department Director, Children's Hospital Manager, a Lead Office Assistant, a Registrar, eight full-time day Chaplains, two Evening Chaplains, one Night Chaplain, a team of ministry volunteers, and a member of the Catholic Chaplain Corps who leads a team of Eucharistic Ministers and assigned Priests.

Memorial Hermann Southwest (SW): A Chaplain Manager, one full-time Chaplain, five CPE Chaplain Residents/Certified Educator Candidates, a team of ministry volunteers, and a Catholic Priest who coordinates a team of Eucharistic Ministers provide spiritual care at this location.

Prior to the beginning of the Residency year, the CPE Faculty assigns Residents to their campus for the year, at which time the Resident will begin the employment onboarding process.

Will I be a hirable professional chaplain after Residency?

Most healthcare institutions require full-time chaplains to be board-certification-eligible for hiring. In order to pursue board certification, chaplains must meet educational requirements, including a Master of Divinity or approved equivalency, four units of Clinical Pastoral Education, and endorsement by an approved group. For more information on these requirements, aspiring chaplains should familiarize themselves with the certification process, through the Association of Professional Chaplains, the National Association of Catholic Chaplains, or the National Association of Jewish Chaplains.

Memorial Hermann does not guarantee employment after Residency. Typically, qualified Residents begin applying for jobs in the fourth unit.

What will my typical week look like during CPE Residency?

Educational Time (12-13 hours per week): One and a half days of your week, you will meet with your CPE cohort, either campus-based or combined campus, to engage in structured educational time. Class time may occur at either TMC or SW and will always include the CPE faculty. One additional hour a week, the Resident will meet with their Primary Educator for individualized consultation.

Weekday Clinical Time (25-30 hours per week): Monday to Friday, unless it is a full educational day, a Resident begins by arriving in time to be settled and prepared for an 8:00am Morning Report with the Chaplaincy Department. These days are full of spiritual care work, in consultation with the Resident's clinical coach and colleagues, covering their assigned clinical areas and regularly carrying the duty pager/phone to coordinate spiritual care throughout the hospital. Residents take half an hour for lunch. The day ends at the conclusion of the 4:00pm Afternoon Report, a meeting that extends to various lengths from day to day. One additional hour a week, the Resident will meet with their Clinical Coach for individualized consultation.

Night/Weekend Duty Coverage (Varies by Campus and Week, see Similarities and Differences): Each campus has a different night and weekend schedule that the Residents help to cover:

- TMC: The six MH-TMC Residents provide in-house weekend coverage for three 12-hour shifts each weekend. Each Resident generally covers one shift every other weekend.
- SW: The five MHSW Residents provide 24-hour coverage on Saturdays and Sundays. This includes a 12-hour in-house shift, 8:00 a.m.-8:00 p.m., and 12 hours on-call from home (with callbacks as needed). Each Resident generally covers one Saturday or Sunday shift two of every five consecutive weekends.
- Residents may swap assigned shifts with one another in order to accommodate personal commitments. The faculty and staff encourage Residents to prioritize their self-care in these arrangements.

Additional Reading, Writing, and Reflection Work (Average 4 hours per week) : Residents will complete reading and writing assignments outside of the above educational and clinical times. Some weeks are heavier than others, depending on when the Resident is due to present and meet with their Educator, and on the reading and writing volume of that particular unit.

What about outside commitments during Residency?

The demands of the MH CPE Residency are rigorous. The Resident is a full-time employee with defined work hours and additional work time in order to keep up with assignments. The writing and reading requirements are demanding. The CPE faculty note that those who have additional employment or educational responsibilities often struggle to achieve the goals of the program. As a result, we strongly discourage Residents from securing or maintaining additional work or attending graduate school. Before a potential Resident attempts such an endeavor, they are encouraged to have a conversation with one of the ACPE Certified Educators during the admissions process.

What are the main similarities and differences between the two campuses where Residents serve?

In addition to the information above, know that all Residents are Memorial Hermann employees with benefits. This includes accrued time off (PTO), with an additional 1 spiritual days, 2 personal days, and 6 paid holidays.

All Residents have access to the multi-person CPE faculty, who office in a particular location but travel frequently to other locations to meet with Residents.

Memorial Hermann Southwest	**Memorial Herman and Memorial Hermann Children's Texas Medical Center**
Chaplaincy Services Department: One Chaplain Manager, one full-time Staff Chaplain, team of ministry volunteers with the Catholic Chaplain Corps, five CPE Residents Chaplain Clinical Coaches: Chaplain manager and Staff Chaplain mentor five Residents; coach changes at least once through the year. Clinical Unit Assignments: Residents autonomously serve as unit chaplain on their yearlong assigned clinical units.	Chaplaincy Services Department: One Chaplaincy Director, one Children's Hospital Manager, eight full-time day Staff Chaplains, three full-time Evening and Night Chaplains, volunteers with the Catholic Chaplain Corps, and six CPE Residents/Certified Educator Candidates Chaplain Clinical Coaches: One staff chaplain mentor for each Resident; coach changes at least once through the year. Clinical Unit Assignments: Residents share assigned clinical units with staff chaplain clinical coach; Residents change clinical units halfway through the year
Wider Hospital: Large community hospital in a medically underserved community with emphasis on community health and resources Average patient census is 325-375 Trauma Level IV with busy emergency center, over 200 pts per day Clinical Highlights: Heart and Vascular Institute, Neuroscience Center, Level IV Trauma Center, Cancer Center, Women's Services averaging 375 births/month Teaching hospital for Memorial Family Residency Program	Wider Hospital: Large medical center hospital Average patient census is 1075 Trauma Level I with busy emergency center, including LifeFlight Clinical Highlights: Heart and Vascular Institute, Neuroscience Institute, Red Duke Trauma Institute, Burn Center, Transplant Institute, Cancer Center, Children's Hospital Affiliation with UT Med School

Duty Shifts: (all shifts subject to change in order to meet hospital and program needs): Weekday duty schedule: Monday to Friday, from before 8:00am Report to after 4:00pm Report • Each Resident works one extended duty shift during the week M-F, 7:00am-5:00pm. Weekend Duty Shifts: In rotation, Residents cover Saturday and Sunday duty shifts. • A weekend duty shift is in-house 8:00am to 8:00pm, followed by "on-call" from home until 8:00am the following morning. • Each Resident will cover a 24-hour weekend duty shift one of every five consecutive Saturdays/Sundays. • No shifts on Memorial Hermann approved holidays. Commuting: Residents will need to live within approximately 30 minutes of hospital, or stay in the hospital on-call sleep room for "on-call hours" on the weekends. Free onsite parking.	Duty Shifts (all shifts subject to change in order to meet hospital and program needs): Weekday duty schedule: Monday to Friday, receiving pagers and scheduling details at 8:00am Report and handing off pagers and messages at 4:00pm Report • Residents typically hold the pager and phone one half or one full day per week. Weekend Duty Shifts: In rotation, Residents cover the weekends in 12-hour in-house duty shifts as follows: • Saturday 8:00am-8:00pm • Saturday 8:00pm-Sunday 8:00am • Sunday 8:00am-8:00pm • Each Resident will cover one 12-hour weekend duty shift two of every three weekends. • No shifts on Memorial Hermann approved holidays. Commuting: Parking available at a local remote lot. Some Residents commute via mass transportation, including bus and train. Memorial Herman provides a mass transit "stipend" that may cover transportation to and from remote lot or city commuting. Residents will need to drive in for weekend duty shifts.

Memorial Hermann
Clinical Pastoral Education

Family Educational Rights and Privacy Act (FERPA)

Student Record Information Release

Student Name (Printed) _____

Student Driver's License No. _____

I, the undersigned, hereby authorize Memorial Hermann Clinical Pastoral Education Program to release the education records (including but not limited to grade reports, transcripts, classroom performance/behavior records) to Memorial Hermann or any of its affiliated entities, in connection with consideration for placement as a chaplain resident/intern.

I understand that (1) I have the right not to consent to the release of my education records; (2) I have the right to receive a copy of such records upon request; and (3) that this consent shall remain in effect until revoked by me, in writing, and delivered to the Memorial Hermann Clinical Pastoral Education Program. Any such revocation shall not affect disclosures previously made by the Memorial Hermann Clinical Pastoral Education Program prior to the receipt of such written revocation.

_____ _____

Signature Date

Revised Oct. 28, 2015

CPE Application Checklist

/Applications, CPE/Inquiry Materials Revised 7/14/2025

Thank you for your application and for your interest in the Memorial Hermann CPE program. Please complete and return this checklist with your application to cpe@memorialhermann.org. This checklist will assist us in the smooth processing of your application materials. Please answer all the questions and include all the items on this checklist with your submission.

Applicant Name: _____ Date _____

This application is for:	**Residency:_____**	**Extended:_____**	**Summer:_____**
	One year full time Late Aug – Aug	One Unit part time October – April	One Unit Summer June – early August

Please read the ACPE Application Help Packet for specific instructions completing the essay portion of this application.

Application pages 1 & 2 Signed and completed	1. Yes_____
Signed FERPA form	2. Yes_____
Please print names and email addresses of your references clearly	3. Yes_____

Essays	**Completed?**
3. Reasonably full account of my life	4. Yes_____
4. Spiritual growth and development	5. Yes_____
5. Description of your work (vocational) history	6. Yes_____
6. Account of a helping incident in which you were the person providing the help.	7. Yes_____
7. Your impressions of Clinical Pastoral Education (CPE)	8. Yes_____
8. Include your resume	9. Yes_____

Note: For Residency Applications only a Bachelor's degree from a CHEA-accredited university is required by Memorial Hermann Hospital

Application Fee

The application fee is $25.
Make check or money order to
Memorial Hermann Hospital.
Mail to: Memorial Hermann CPE
6411 Fannin, Box 31
Houston, TX 77030

10. Yes_____

If you have previous CPE training include with the above materials:

Educator's final evaluations (For all Units)	11. Yes_____
Self-Evaluations (For all Units)	12. Yes_____