



Clinical Pastoral Education Center Application Tips

Thank you for considering Nationwide Children's Hospital for your Clinical Pastoral Education experience. We offer CPE at our downtown campus in Columbus, Ohio.

The CPE application process requires several written essays. On this page, we offer a few helpful tips and suggestions for completing the ACPE application form.

These tips should be *used in conjunction with the instructions on the application form*.

- Style Guidelines: 1. Use 12 pt. Times New Roman font
 - 1" Margins
 - Single-space pages
 - Please number the pages
 - Clearly identify yourself at the top of the initial page.
 - For *students applying for their **first unit** of CPE*, an application should be about 8-10 pages in total length for all required materials and written essays.
 - For *students applying for **additional units, or the residency***, your application will be longer and **should reflect the level of reflection developed in your previous unit(s) of CPE**.
 - For *students applying for **additional units, or the residency***, individual essays should be a minimum of 3 pages each, but not more than 5 pages.
- For **Essay 1** "Reasonably Full Account of Your Life" **and Essay 2** "Spiritual Growth" *tell us your story* and include important events and people in both facets of your life. *Additionally, reflect on how these events and relationships have formed you into the unique person and spiritual care provider that you are.* (2-3 pages for each essay for first time applicants; Resident applicants will write 3-5 pages for each essay).
- For Essay 4 "Helping Incident" *tell us a story* about a time that *you provided emotional and/or spiritual support* to someone (1-2 pages for first time applicants).
If you have already had CPE, please use a recent verbatim as your helping incident and add a couple of paragraphs reflecting what you learned about yourself and your ministry.

The application packet is complete when we have received the application sheet, all required essays, and the \$25.00 application fee. Once we have this, we will review your application and contact you for an interview if you are selected.

- **To pay by credit card** (Visa, Mastercard, American Express, Discover) **call 614-722-5250**.
- Make checks/ money order payable to **Nationwide Children's Hospital** and mail to: Spiritual Care Department, Nationwide Children's Hospital, 700 Children's Dr., Columbus, OH 43205
- Completed application forms and all required essays should be emailed to spiritualcareinfo@nationwidechildrens.org.