

## Admissions Policy

Created April 2021, Reviewed March 2024, Next Review scheduled March 2025

The CPE Program at Lakeland Regional Health invites applications from any individual regardless of race, sexual orientation, gender, age, religion or faith group affiliation, national origin, ancestry, marital status, or disability. Each student must be healthy enough to provide pastoral care and be open to learning, change, and growth.

The admissions process begins with the submission of a complete written application. The application can be downloaded at: [Clinical Pastoral Education – How to Apply - Lakeland Regional Health \(mylrh.org\)](https://mylrh.org/Clinical-Pastoral-Education-How-to-Apply). Once completed, please send the application along with the required written materials to the Department of Pastoral Services, Lakeland Regional Health, 1324 Lakeland Hills Blvd., Lakeland, Florida, 33805, or via email at [cpe@myLRH.org](mailto:cpe@myLRH.org).

A completed application includes each essay question and previous educators' and the student's final evaluations, if applicable. We have "rolling applications" and receive and review them as they arrive. In our experience, completed applications must be submitted a minimum of six weeks prior to the start date of the CPE unit of training desired. That allows time for scheduling an interview, for the hospital to do required background checks, and to complete a number of other tasks related to onboarding. Payment in full of the \$40 non-refundable application fee. Application fee may be paid by credit card on our [secure payment site](#), or by check, payable to "Lakeland Regional Health."

Minimum requirements for admission to the internship program include a four-year college degree. Preference is given to those who are enrolled in graduate theological studies. In addition to these requirements, applicants for residency will have completed or are nearing completion of a graduate theological degree and have successfully completed one unit of ACPE at an accredited ACPE Center. Please clearly indicate the type of program for which you are applying. When a potential student meets the above requirements, the educator will review the application and, based on an assessment of the above, either schedule an admissions interview or inform the applicant they will not be interviewed.

Submission of an application does not guarantee an admissions interview, and no reason will be given when a prospective student is not interviewed or accepted. Applicants will be notified of the decision about their request for admissions after all applicants are interviewed.

Once accepted, you will enroll in ACPE. During orientation, time will be set aside for you to enroll in the unit of training. You will click on the "How to Enroll in a CPE

Unit” link and follow the directions: <https://acpe.edu/education/cpe-students/cpe-unit-enrollment-registration>. Your educator will provide you with a written final evaluation and, once you have signed off on the evaluation, register completion of the unit with ACPE within 21 days of the last day of the unit.

All students accepted in the program shall be able, with reasonable accommodation, to perform the duties contained in a position description for Chaplain Intern or Chaplain Resident. Each student must demonstrate the capacity to consistently establish and maintain relationships at significant levels and be open to learning, change, and growth. The CPE student must demonstrate an ability to function in and learn from the “chaos” that our patients find themselves facing.