

## Ridges and Hollers

Elizabeth Price was grinning from ear to ear. Back when she first proposed meeting at New Harmony, way off in the extreme southwest corner of Indiana, there were some groans. But it wasn't long before she began hearing from many of us that this was a terrific place for our gathering. It was a long drive for many, but the place was delightful quiet, interesting, and comfortable. The staff were friendly and helpful, and there was gourmet dining at the Red Geranium.



This was Elizabeth's last regional meeting as our chair person. Here she is presiding with our faithful secretary, David Koch. [Special thanks to Karen Morrow and her nifty iPhone for these pictures – I had a senior moment and came off without my camera.]



It was also a delight to welcome Denise Massey (left) back to the region as our plenary presenter. She seemed happy to be back in the East Central Region and we appreciated her gentle and effective way of involving us in our own stories as well as introducing many of us to the emerging discipline of *Coaching*.

Dana and Susan Robinson provided both our banquet entertainment and presented a workshop on "Interactions with the Landscape as Self-Discovery"



New Harmony also attracted our national ACPE leadership in the persons of Teresa Snorton, Executive Director, and Bill Scrivener, President (left). Teresa is another alumna from the East Central Region and it was good to hear from her.



A main concern in this meeting was a review of the proposed changes for Standards and Manuals. Joe Viti pulled together some excellent help as we did the best we could in

limited time to get comments and suggestions to share with the folk who are doing the writing.

As we enter October, I begin my fifth and final year as Regional Director (right). The personnel committee is now beginning the process of revising the position description in preparation for announcing the opening and inviting applications. It has been a good four years and I look forward to the year ahead. However, I have some hopes of doing



some CPE abroad before I get too old, so I did not want to agree to another five year term. I had mixed feelings about this and was honored by warm affirmations and encouragement from many of our members. Not surprisingly, everyone was comforted in the announcement that Joan Lyke has no intention for retiring from the ECR anytime soon. What would we do without her??? However, Esther Roach has announced that she will no longer be our webmaster after the end of this year. PLEASE look around and discover someone who would like to take up this important task. Esther has done a great job for us and we will miss her.

In offering my comments at our business meeting, I noted my sadness at the deaths of Bob Nace and Harold Nelson. Bob had chaired the committee that admitted me to supervisory CPE in the spring of 1970 in New York City. Over the years we sat at poker tables together and I had a pipe with him at our Dallas meeting last year. My first position as a new supervisor was with Harold Nelson at Swedish Covenant Hospital in Chicago (1971-76). I learned a lot with him and saw him a few times after his move to Arizona. Both made lasting contributions to the CPE movement.



As I completed my remarks, Ted Hodge rose to share his concern for Ed Thornton. I trust most of you know that Ed died less than a week after we returned home from New Harmony. I was able to attend his funeral service at the Crescent Hill Baptist Church in Louisville last Saturday, September 27. Like many of us, Professional Education for Ministry was an important resource for me to broaden my understanding of this movement I was joining. There were many present for the service who knew him much better, had received much more from him, learned with him, and grieved his death more personally. His daughter, Katherine Williams, and Frank Woggon shared reflections on their relationship with Ed which enhanced my understanding and appreciation for him.

Carol Green and Frank Nation were present but somewhat hobbled. Both had recently undergone knee surgery and seemed to be recovering well. John Peterson is recovering well from his heart surgery –he’s not running yet, but he looked great at New Harmony. Lin Barnett shared concern for having been diagnosed with the same form of cancer from which Susan Kyser is so well recovering. In a recent phone conversation he reported that his “numbers” have improved. David Hurst was not able to be with us because of the death of his youngest son’s mother-in-law. Please keep all these folk in your prayers.

*Peace, Cal Brand ☺*

## EAST CENTRAL REGION, ACPE

Indiana, Kentucky, Michigan, Ohio & Pittsburgh, PA.

[www.eastcentralacpe.org](http://www.eastcentralacpe.org)

October 2008

### ECR 2010 STANDARDS STUDY DOCUMENTS NEW HARMONY, IN

Joe Viti, Standards Chair

Hello Everyone: We got good feed back during our session at New Harmony on the 2010 Study Documents. Unfortunately some folks left early due to long distances to travel home on a Saturday, and could not be there for our session.

Many thanks to David Koch, Ruth Alpers, Beth Newton Watson, Ann Letson, Yoke Lye-Lim Kwong, and Connie Bonner for being part of the team to make it all possible. The feedback is below so you can read it, agree with it, disagree with it, and include your comments. This was not the only opportunity to give feed back on the 2010 Study Documents. You may give feed back through the website, [webmaster@acpe.edu](mailto:webmaster@acpe.edu) <mailto:[webmaster@acpe.edu](mailto:webmaster@acpe.edu)> You may continue to discuss the 2010 Study Documents with your ACPE Colleagues at your Centers, or you can continue the discussion when you meet with other CPE folks in your sub-regions.

As I read over the feed back, I see some hot buttons. In the Standards Document, lines 147 to 167. There were concerns raised that "to collaboratively formalize and standardize the consultation to assess readiness' and change the standards for the Supervisory Candidacy committee.....Standardize requirements on readiness consults across regions....require theology of pastoral care paper at readiness ....." There were concerns raised that we are creating a two tiered entrance into supervisory education.

Also, in the Certification Manual, lines 335-338....There were sharp differences raised here about, "After meeting a regional certification committee for Readiness Consultation the SES (Supervisory Education Student) may begin co-supervision of groups and individuals with an ACPE Supervisor being physically present during all of the time of supervision, evaluating and observing how the SES conducts supervision." There are concerns that this new standard has implications for the SES supervisory relationship, and how we view the training of supervisory students.

Some see this as placing excessive emphasis on observation at the expense of experiential learning. What is being proposed here undermines trust between the SES and the CPE Supervisor. There are other ways of being present, e.g. one way mirror, video equipment. Perhaps the wording could be changed to comprehensive direct supervision. This would give the ACPE Supervisor the option to decide which SES need close supervision and which ones do not. There are others who agree with this. Their concern is that we need to give priority to safety of CPE students while being supervised by an SES. Others counter this with the fact that we do not closely accompany our CPE students, observing them, when we release them for the first time to visit patient units. We need to give this one much reflection. It has broad sweeping implications.

If any of you would like to respond to my comments, please e-mail me at <[jviti@lutheran-hosp.com](mailto:jviti@lutheran-hosp.com)>

Many of you have expressed concerns about ACPE's relationship with the US Department of Education. At our Annual Conference in Richmond, VA, Deryck Durston is presenting a workshop entitled, "Revisiting Department of Education Recognition". It is being held at 2:15 PM on Friday, October 24th.

With much appreciation for the process,  
Joe Viti, Standards

***Below are the notes from the Panel Discussion of the 2010 Documents from our ECR Meeting in New Harmony, 13 September 2008***

Panel Members: Joe Viti, representing Standards, Ann Letson, representing Certification, Yoke Lye Lim Kwong, representing Pilot Project for Professional Ethics, and Connie Bonner, representing Accreditation.

Joe welcomed all present and expressed thanks to all who enabled this gathering to happen. He discussed the process for offering feedback on the study documents and reminded the group of the **deadline of October 10, 2008 for feedback to be received by ACPE**. The e-mail address for feed back is [webmaster@acpe.edu](mailto:webmaster@acpe.edu)

Each member of the Panel described the process for writing the individual study documents.

Joe –Standards Document- Joe provided the names of the members of the study group who authored this document for consistency and clarity. There is a proposal for the new Definition of Terms to replace the Glossary. All of the glossary definitions are combined in one document and placed at the beginning of the new Standards and Manuals. The bolding function will no longer be used for the terms.

Ann Letson-Certification Document- The study group addressed the problem with incongruencies between the manual, polices and procedures. Certain policies and procedures were available only on line. Now, in the study document, everything is aligned in one manual that is all-inclusive, and hopefully eliminates the incongruencies.

Yoke Lye Lim Kwong-Ethics Document-described the two-day training with Ann Underwood, Esq. for the Pilot Program in Ethics. She gave information on resources available. There will be a workshop at Richmond that is mandatory for Ethics committee members, but all are welcome to attend this pre-conference workshop.

Connie Bonner-Accreditation Document-Appendix 19 was problematic. The writing team decided to eliminate Appendices 11 and 19 and create one Appendix (5) looking at curriculum, policy and procedures. In Accreditation there was the same problem as with Certification. The manual was separate from policies and procedures, the latter of which were available only on line. All are consolidated now in one manual.

**Feed Back and Discussion:**

\*\*\*\*A question was raised as to whether the bullet points in the new Accreditation manual Appendix 5 are required or suggested? We would like clarification on this point.

Discussion on Definition of Terms: \*\*\*\*Question was raised about what will be done with the feedback that is generated? Joe's response was that the questions and suggestions that are suggested will be collated and addressed in Richmond and voted on in Orlando.

In the Definition of Terms Document, support was voiced with acclamation for the definitions of Supervisory Observation #1 (line 489ff). Suggestion was made that there be the insertion of "ongoing" (line 491) with the various forms of supervision, so that tapes, etc. are not left until the end of the unit for observation.

Standards Document: There are three options for Supervisory Training (lines 189 to236). The first option (lines 189-204) seems to have more flexibility (Cal Brand's comment). Beth Newton Watson commented that she did not necessarily agree with Cal's comment.

A question was raised about how much of a core curriculum needs to be in place and the cost to the students when that is not present. A core curriculum was not included in the list (Standards Document, lines 155 to 167). Ambivalence in curriculum can cause issues later on in the process. Some concern was expressed about this process, given that some sweeping changes are being proposed.

\*\*\*\* There was concern expressed about the two-tiered entrance into supervisory education—readiness and candidacy. Since there is a movement to (lines 149-150) formalize and standardize the consultation to assess readiness and change the Standards for the Supervisory Candidacy, we seem to have two tiers of entrance into Supervisory CPE.

Concern was expressed about excessive rigidity in not being able to leave a student in supervisory education alone until after successfully meeting a candidacy committee. A comment was made that option two (lines 206-221) allows for greater flexibility of the student between readiness and candidacy and with greater clarity.

There are significant proposed changes in curriculum development (Standards Document, lines 318-323). Ann Letson highlighted this to read carefully because of both certification and accreditation implications. She commended this to the group to look at.

\*\*\*\*Comment was made that there are still differences between what the standards are saying and what the manuals are saying—there were grave concerns expressed about the difficulty in integrating and processing all of this information by Orlando. This time frame does not feel sufficient to adequately address the changes and offer substantive comment.

The group engaged in a fair amount of back and forth about what the language means—and devolved into arguing semantics. One opinion was expressed that the writing team had failed in its authoring the new manual. We need time to digest this vast amount of new information, not have it shoved down our throats.

\*\*\*\*What is the 100 hours of structured educational time in supervisory education referring to? (Standards Document, line 285).

There were sharp difference in interpretation to the presence of supervisor and inability to leave student alone with students between readiness and candidacy (Certification Manual, lines 335-338). Observation versus experiential is the big debate—and this is reflected in the standards for certification and creates confusion.

\*\*\*\*Question was raised about how the voting will be recorded? If the ECR raises a certain amount of concern about an issue or a change, will that be noted and addressed? How will the changes to be made be determined?

Yoke Lye Lim Kwong-Ethics Study Document-Ethics education included in supervisory education now as part of the Students in Supervisory Education proposed curriculum. \*\*\*\*Confusion about peer review every 5 years in ACPE(Standards of 2005, 411.6, page 20) and every 3 years in APC—need clarification on the time frames.

Ann Letson-Certification Study Document-on Pre-Certification-question about the difference between the blue and the red—blue in certification denotes changes where it is red in other documents.

Lines 217-219, page 5 and lines 340-349, pages 10 and 11 in The Certification Study Document. \*\*\*\*Which way are we going to do it? The Center sends someone to readiness and then goes back to the center, or a student goes to readiness in residency? Pages 5 and 10 in the Certification Study document are incongruent.

What of the student who is not in a residency? Pay attention to the documentation requirements and how that is going to look, lines 483ff.

The proposed new standards are challenging supervisory education to move forward earlier with the new requirement of a draft of theology paper as part of the readiness consultation. Ann Letson pointed out that there was an attempt for greater clarity in the guidelines for position paper writing. Page 16, item 5— (lines 532 to 539) what is the purpose of reviewing the theology paper separately from the committee process?

\*\*\*Question: What is the review mechanism and is it necessary—line 533, page 16, v. Comment made that our theory develops out of experience. If we are really measuring potential at the candidacy level, then what are we doing between readiness and candidacy? Readiness=strong pastoral identity and ability to conceptualize it. Are we talking about a theology of supervision paper or integration of pastoral care? This is confusing to many present, and needs clarification. There was a question about separating out the paper writing process for this theology paper from the committee process. Should this paper be optional? Seems clear that they want the first position paper—we want clarification on this issue.

Connie Bonner: Accreditation Study Document-\*\*\*We need clarification about the new Appendix for review—are the new bullet point requirements or suggested? We feel that review reports should be sent directly to center administrator and professional consultation committee chair in addition to the center supervisor.

If the new Appendix 5 is the new bible of Accreditation, why is it called an appendix? It is a worksheet for policies and procedures. Part I is Assessment of Student Handbook and Curriculum, and Part II is Assessment of CPE Program and Infrastructure—there is confusion about overlap (line 4 and line 996) and what in Part II needs to be in Part I?

\*\*\*A question about the two definitions of endorsement (lines 200 and 220 in Definition of Terms). There is a standing committee in place that is interdisciplinary and collaborative to create a standard that allows for flexibility.

## ANNOUNCEMENTS & REQUESTS FOR INFORMATION

- **Regional Web Manager Wanted:** J. Esther Roach, Regional Web Manager, recently submitted her resignation. She is willing to serve until December 1 or as soon as someone volunteers to take over the responsibilities. Esther indicated that it isn't too hard to manage the site and she is willing to provide assistance until the new manager is familiar with it. If you are interested in managing the regional web-site – please contact our Regional Chair, Karl VanHarn, <karl\_vanharn@ridgewood-crc.org> immediately. (cc Joan Lyke and Cal Brand <[hjoanlyke@yaoo.com](mailto:hjoanlyke@yaoo.com)> <[ecr-rd@sbcglobal.net](mailto:ecr-rd@sbcglobal.net)> )
- **Request for on-call student assignment information:** Sheryl Wurl would like to hear from other supervisors at Level I Trauma Centers about how they structure on-call student assignments. Thanks for whatever assistance you can provide to: Rev. Sheryl Wurl, PhD, ACPE Supervisor , Director of Clinical Pastoral Education, University of Tennessee Medical Center, 1924 Alcoa Highway, Knoxville, TN 37920. (865) 305-9707
- **Identity Theft & Request for funds:** Someone stole the e-mail address of CPE resident, Sheryl Nicholson and has sent e-mails to her contacts asking for money for an upcoming missionary trip. Sheryl wanted all regional members to know that she has not sent an e-mail asking for money.
- **Lost & Found:** Someone inadvertently picked up a 3 ring black binder containing sample Ideal Intervention Papers from the exhibit table at the New Harmony Conference. If you found the binder when you returned from the conference, please return it to Jack Gleason, 631 Gazebo Way, Greenwood, IN. 46142. Or, contact Jack at <[mariejohn50@att.net](mailto:mariejohn50@att.net)>

I was reminded by our Spiritual Care Director, Rev. Yoke Lye Kwong, that “in Chinese characters, “crisis” is made of the two words “Tragedy” or “Opportunity.” “Who was the founder of CPE?” she asked, “and what was he noted for?” Quoting from the book, *Ministry after Freud*, (Pilgrim Press, 1985), she read the following from page 39. “Late in the afternoon on Saturday October 9, 1920, six policemen escorted the Rev. Anton T. Boisen to Boston Psychopathic Hospital. He had suffered an acute psychotic disturbance while working intensively on a statement of religious belief, and his mother and sister were frightened. Doctors diagnosed the condition of the 43 year old bachelor minister as catatonic schizophrenia and said that there was no hope of recovery. Years later Boisen was to observe that being plunged as a patient into a hospital for the insane may be a tragedy or it may be an opportunity. How he dealt with this opportunity has affected the course of American religious history.”

The city of Kokomo, Indiana, is known as ‘the city of the Firsts!’ Interestingly, our director was quick to point out that the first founder of CPE was born in Indiana. He was also a pastor.

In commissioning us to service, our director impressed upon us to search deep down into our souls. She read from the book, *Out of the Depths: An Autobiographical Study of Mental Disorder and Religious Experience*, by Anton T. Boisen (Harper and Brothers, N.Y., 1960). In his *Epilogue: The Guiding Hand*, (pp.209-210) she made reference to the following content. “Through Alice Batchelder, Boisen was led into the Christian ministry. His love for her was interwoven with his religious faith.” He states that “making this confession was not easy for him.” “He continued to say that “it felt like a judgment day.” Boisen contends that “the succession of blunders and failures were his doing.” He claims that “his painful memory of Ponemah and the ill-starred expedition after arbutus brought with it special pain” (p.209). He however reveals that “he has no regrets.” He believes that “their evil was overcome for good” (p.209).

That morning, I took with me the following point. Boisen claims that “if it had not been for his failure (on that occasion), he and Alice probably would have been married. “With her help” he continued to contemplate, “the possibility exists where he could have become a ‘passably successful minister’.” However, he was quick to say that “there would have been no new light shed on the interrelatedness of mental disorder and religious experience.” In closing that paragraph, Boisen stated that “most of all, there would have been no clinical-training movement for him” (p.209).

As our director commissioned us to go forth, she encouraged us that we should never be afraid to enter into areas that have been unexplored. We should dig deep into our souls to discover what is there. Like Boisen, she concluded, deep searching of the heart could reveal the truth and most of all could be our best insight ever. And a possible new horizon that changes and transforms a world that needs healing care.

Sheryl Nicholson, Howard Regional Health System, Department of Spiritual Services, 3500 S. Lafountain St., Kokomo, IN 46904-9011. E-mail <sherylnicholson203@hotmail.com

## REM NETWORK REPORT

Vickie Johnson, ECR/REM Chairperson

[Note: Highlights of the REM 2008 Invitational experience as presented for Vickie Johnson by Sheryl Nicholson at the New Harmony Conference].

The 2008 REM Invitational held in Memphis, Tennessee was a success. Combining REM with the ACPE Spring Conference on the anniversary of Martin Luther King's death was a symbolic and practical way of addressing some of the concerns voiced at the pre-conference dialogue, and a way of attracting more ACPE leaders to participate in REM.

The REM Network decided at the 2007 REM Invitational to begin planning the REM Invitational 3 years in advance. After completing REM 2008 in Memphis, we are now looking forward to **REM 2009** and participating in the "Spiritual Care Collaboration." Meeting dates are scheduled for **January 31 - February 4, 2009**, at Disney's Coronado Springs Resort & Convention Center Walt Disney World, Florida. Conference Theme: *The Hard Reality of Living Intentionally in a Village of Care.* Information regarding reservations is available at the SCC Web site: <http://www.soiritualcarecollaborative.org/summit-hotel.asp>.

The REM Network is privileged to have as Pre-Conference, Plenary, and Worship Presenter, Dr. Stacy Floyd-Thomas, associate professor of ethics and director of black church studies, Brite Divinity School, Texas Christian University. Her recent work is entitled **Deeper Shades of Purple: Womanism in Religion and Society**. This is an important collection of the leading scholars in Womanist religion, ethics and theology. Dr. Thomas will contribute mindfully of the theme for the 2009 Summit: ***Health and Hope: The Hard Reality of Living Intentionally in a Village of Care.***

The spirit of the Summit 2009 conference is family unity. Many of the events planned are separate, however, the conference objectives are about having as many meetings together as possible. To achieve this goal REM is working together to embrace the spirit of the gathering and not hold its traditional stand-alone conference. This year the REM Invitational will be offered in conjunction with the Spiritual Care Collaborative comprised of six cognate groups. (APC), (AAPC), (NACC), (NAJC), (CAPPE), and (ACPE). We expect the experience to be rewarding, having a unique group of professionals all committed to spiritual care.

The Southwest Region will host **REM Invitational 2010**. Meeting dates are **February 4 – 6, 2010** in San Antonio, Texas. The Conference theme is still to be announced. [vickielynn.2@juno.com](mailto:vickielynn.2@juno.com)

### ACCREDITATION NEWS, NOTES AND – DEADLINES FOR 10-YEAR REVIEWS, SITE VISITS, ETC.

**Accreditation Deadlines:** For 10 year reviews and any other Accreditation Site Visit requests (e.g., Satellite to Accredited Center) contact Connie Bonner for deadline information.

- Reminder: Satellite Materials (see pages 32-34 in the Accreditation Manual) need to be in at least 30 days before beginning a program at the Satellite center and that a provisional letter must be received from the Accreditation Chair prior to recruiting students.

Questions regarding Accreditation Issues Contact: The Rev. Connie Bonner, CPE Supervisor, Pastoral Care Department, St. Vincent Mercy Medical Center, 2213 Cherry St., Toledo OH 43608. (Phone: 419-251-8609); (Fax: 419-251-0890); E-mail: [connie\\_bonner@mhsnr.org](mailto:connie_bonner@mhsnr.org)

## CERTIFICATION COMMITTEE DEADLINES

The next opportunity to meet the ECR Certification Committee will be Thursday, February 26, 2009.

- **Application to meet a committee** along with the certification fee must be **postmarked by Tuesday, January 13, 2009** to: The Rev. Beth Newton Watson, Director, Spiritual Care & Chaplaincy Services, Clarian West Medical Center, 1111 N. Ronald Reagan Parkway, Avon IN 46123
- Materials to committee members must be postmarked by Friday, February 6, 2009.

Questions regarding regional Certification to: Beth Newton Watson, Certification Co-Chair 317-217-3192; [bwatson@clarian.org](mailto:bwatson@clarian.org)

Questions/inquiries regarding the National Certification Commission to: Ann Letson, Certification Co-Chair 502-636-8085; [ann.letson@nortonhealthcare.org](mailto:ann.letson@nortonhealthcare.org)

## JOB/EDUCATIONAL OPPORTUNITIES

- **Professional Chaplaincy in Health Care Conference – Monday, 11/3/08:** One day conference at the OSU Medical Center. Larry VandeCreek's presentation will include the following topics: 1) Advocating for chaplaincy in health care settings; 2) Patient satisfaction with the ministry of chaplains; and 3) Spiritual care research and publishing symposium. For more information contact the OSU Medical Center, Department of Chaplaincy & CPE, 614-293-8791, <[Jacqueline.Gruesser@osumc.edu](mailto:Jacqueline.Gruesser@osumc.edu)>
- **Spiritual Care Summit '09** – "Health and Hope: The Hard Reality of Living Intentionally in a Village of Care," – **February 1-4, 2009**, Disney's Coronado Springs Resort, Orlando Florida. New plans are being made each day for the Summit. ACPE is excited about the collaborative conference. New information will continue to be posted to the SCC Web site, [www.spiritualcarecollaborative.org](http://www.spiritualcarecollaborative.org) as it becomes available. Although the summit is scheduled for 02/1-4/09- a number of pre-conference activities are being scheduled for **January 29-31**, including traditional events and meetings for each participating association.

### **DEADLINE FOR NEXT NEWSLETTER**

The deadline for the November newsletter is: Friday, October 31. Send to: [hjoanlyke@yahoo.com](mailto:hjoanlyke@yahoo.com) or via mail: 7672 Cottonwood Lane, Dexter MI 48130. For more information contact: 734-426-5099

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### **CALENDAR OF EVENTS**

- **10/22-25/08**-ACPE Annual Conference, Richmond, VA
- **01/29-31/09**-Preconference Association meetings, Disney Coronado Springs Resort
- **01/31-02/04/09**-2009 REM Invitational, Disney Coronado Springs Resort, Florida
- **02/1-4/09**-Spiritual Care Summit, Disney Coronado Springs Resort, Florida
- **02/27-28/09**-East Central Region Conference, Hueston Woods, College Corner, OH
- **11/3-8/09**-ACPE Board, Committees & Commissions, Atlanta, GA.
- **02/04-06/10**-REM Invitational, San Antonio, TX

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Martha Amann, Clinical Members  
Stan Mullin, Clinical Members  
Lin Barnett, Nominations  
David Hurst, History  
Carl Buxo, Professional Ethics  
Victoria Johnson, REM  
Dave Koch, Secretary  
Joe Viti, Standards

**SUPERVISORY EDUCATION  
IN THE REGION**

Associate Supervisors  
Don Chase  
Laurie Hearn

Supervisory Candidates  
Jose Albovias  
Ron Compton  
Bill Foster  
Susan Harthon  
Vickie Johnson  
Wayne McKenney  
Frank Nation  
Jon Paulus  
Yerachmiel Rabin  
Sarah Reed  
Mark Scheffers  
Kurt Stutz  
Jim Wright



**ASSOCIATION FOR  
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EDUCATION, INC.**

**Teresa E. Snorton, D. Min.**  
Executive Director  
**Deryck Durston, M.Div., S.T.M.**  
Associate Director

### **Directions for using the On-line Student Unit Reporting System:**

Go to the ACPE website: [www.acpe.edu](http://www.acpe.edu)

Log into Members Only!

Above the Welcome! Message is a link called Communities.

Click on Communities and look for the Supervisors Community.

Click on Supervisors. (This is restricted to CPE Supervisors, Associate Supervisors, and Retired Active Supervisors.)

Click on Entry to Student Unit Reporting.

Do not worry about the date displayed – It will always show Wed, August 22, 2007 2:27PM as the moment the page was first uploaded.

Click in the yellow box where it says Click Here. Please be patient – it will take several moments for the page to load.

The Input page has many drop-down choices for your convenience. The end date cannot be more than one week into the future. All fields regarding a student must be completed.

When you are done, the Submit button is in the lower right hand corner. A copy will be submitted automatically via email to both the National Office and the Regional Director for that Center.

Go to “Did it go through?” to Search your Reports and look at or print your submission.

Although Standards require that unit reports be signed by the Supervisor, this submission is tied to the Supervisor’s personal login, which is equivalent to his/her signature. Please do not send an extra signed copy to the National Office – we are trying to save time and paper with this process!

Regional Directors will utilize the procedures of their respective regions to invoice or receive payment for student units. The ACPE national office will continue to invoice centers annually for the Annual Accreditation Fee that is based on the number of student units offered.

Contact the National Office for assistance with your login and password for Members Only!