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Policy 8 – ACPEWA Inc. Registered Centres - Compliance with Insurance Policy and ACPEWA Inc. Standards

The Rationale:

ANZACPE and its Member Associations have a combined insurance policy. Any claims against an ANZACPE Member Association, will affect all our premiums and our insurability in the future. Therefore, it is each Member Association's responsibility to ensure good governance and minimise insurance risk.

CPE Supervisors/Educators conducting CPE programmes in ACPEWA Registered Centres are required to comply with the ACPEWA Inc Standards, which include the ANZACPE Common Standards. To document compliance with the ACPEWA Inc Standards, the attached form provides evidence for meeting minimum requirements for each programme conducted under the ANZACPE/ACPEWA Inc. Common Standards.

Further, in accordance with ANZACPE Common Standards all Supervisors up to and including Provisional Clinical Pastoral Educator receive at least ten [10] hours of personal supervision per CPE programme conducted. CPE Supervisors accredited at Clinical Pastoral Educator and above are recommended to receive at least five [5] hours of professional supervision per CPE programme conducted.

ACPEWA Inc. has adopted the form attached for all CPE Educators conducting CPE programmes under the ACPEWA Inc. Standards.

**Notification of Intention to Conduct a CPE Programme
according to ACPEWA Inc. Standards**

CPE Centre: [Click here to enter text.](#)
CPE Centre Director: [Click here to enter text.](#)
CPE Educator: [Click here to enter text.](#)
Any Co-Educators/Supervisors: [Click here to enter text.](#)
Course dates: [Click here to enter text.](#)
Number of Participants: Foundational: [Click here to enter text.](#)
Advanced: [Click here to enter text.](#)

Participants will engage in:

- At least 90 hours of group supervision, and seminars/didactic presentations
- At least 10 hours of one-to-one supervision (or equivalent)
- At least 200 hour of practicum of which at least 100 hours is actual face-to-face pastoral/spiritual care
- Participate in a student/participant peer group of no fewer than 3 participants and no more than 6 participants with 1 CPE Educator or 8 participants with 2 or more CPE Educators/Supervisors.

Participants will prepare and present at least:

- 1 Personalised Learning Contract/Learning Goals Statement
- 1 Description of what their received theology/spirituality teaches about pastoral/spiritual care and how their own journey impacts the pastoral/spiritual care they offer
- 9 Pastoral/Spiritual Encounter Reviews (PERs) (or equivalents)
- 1 Mid-Term Evaluation
- 1 Final Evaluation
- At least 8 of the above papers will be presented to the group

I have arranged to be supervised by Professional Supervisor (name) [Click here to enter text.](#)
with the focus on Clinical Pastoral Education. I anticipate I will be supervised [Click here to enter text.](#)
times over the duration of this course.

Signed: _____

Date: [Click here to enter text.](#)

Please send this completed form to Secretary ACPEWA Inc.
at least 30 days prior to the CPE Programme commencement.

Office Use Only Received _____
ACPEWA Inc. Compliant _____