

# The Intern Program | Perkins School of Theology

## The Clinical Pastoral Education (CPE) Internship

The Clinical Pastoral Education (CPE) Residency is an excellent option for students whose vocation is hospital chaplaincy, pastoral care or some other field where this type of training is of value. In this case the Perkins Internship requirement may be satisfied by successful completion of an introductory unit of CPE for the Master of Arts in Ministry (M.A.M.) degree, and a CPE residency for the Master of Divinity (M.DIV.) degree.

The Association for Clinical Pastoral Education, Inc. ([www.acpe.org](http://www.acpe.org)) is the accreditation agency for Clinical Pastoral Education centers that are accepted by Perkins School of Theology to fulfill the Internship requirement.

### Master of Arts in Ministry (M.A.M.)

The M.A.M. Perkins Internship receives 6 academic credit hours. This requirement may be fulfilled by the successful completion of either:

1. An introductory unit of CPE (Level 1).
2. An extended unit of CPE (Level 1). Each hospital has its own schedule for extended units. In most cases the unit schedule is 20 hours a week between 7 to 9 months between August and May.

M.A.M. students choosing this option to fulfill the Perkins Internship requirement may not be allowed to also receive academic credit in Pastoral Care (PC 7639).

### Master of Divinity (M.DIV.)

The M.DIV. Perkins Internship receives 9 academic credit hours. This requirement may be fulfilled by the successful completion a CPE Residency that consists of 3 units of CPE (Level II) and that begins in August and ends in May.

*Eligibility* for consideration into a CPE Residency *requires* the completion of the introductory unit of CPE (Level 1).

M.DIV. students who choose the CPE residency to fulfill the Perkins Internship requirement are advised to:

1. Complete the summer introductory unit of CPE to fulfill ACPE's eligibility requirement for consideration of a CPE residency.
2. Complete 3 units of CPE from August to May for the fulfillment of the Perkins Internship requirement.

M.DIV. students have the option to receive academic credit in Pastoral Care (PC 7639) for the summer introductory unit of CPE.

**If you choose the CPE internship, please follow these steps listed below.**

1. Complete the internship application and enter the placement process as directed by the Perkins Intern Program. At the initial placement conversation with the Intern Faculty, discuss how your learning needs and vocational goals can best be addressed by a CPE

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option. If you both conclude that a CPE introductory unit or a CPE residency could provide the kind of learning experience you are seeking, you are ready to begin the CPE placement process.

2. Check with your conference or denominational judicatory to make sure that a CPE option will meet its internship requirement for ordination.
3. Contact the accredited centers in your area to get information about available programs and openings. Prerequisites, tuition and stipends vary from program to program.
4. Apply for a CPE introductory unit and/or CPE residency through the standard ACPE process as instructed on its website, [www.acpe.edu](http://www.acpe.edu). Submit an application to the accredited CPE centers to which you wish to apply. (Note: The application includes essay questions to which you are expected to respond at some length and with evidence of a good capacity for self-reflection.) We recommend that you apply at several centers to increase your chances of being accepted. As a general rule, you should apply no later than the end of November for a residency beginning the following August. Finally, interview with one or more of the CPE supervisors at the center.
5. **Keep your intern faculty supervisor apprised of your progress.**
6. Once you are accepted into a residency program, **immediately notify your Intern Faculty Supervisor.** The Intern Faculty needs the following:
  - A copy of the communication from the CPE program stating that you have been accepted and giving the beginning and ending dates of your residency. This will confirm your placement. (If you do not receive such a letter or email, please ask the CPE office for one.)
  - If you will be doing a summer CPE unit before beginning the residency, we would like to have a copy for your permanent file of that acceptance letter as well.
7. **Register for your CPE internship at Perkins and pay for the same number of hours of academic credit as any other intern.** Perkins will then pay the fees and tuition charged by your CPE center. **After you have paid your fall tuition to SMU, ask the CPE program's financial officer to send a bill for the total annual CPE fees and tuition to:**

Perkins Intern Program  
Perkins School of Theology/SMU  
PO Box 750133  
Dallas, TX 75275-0133

If you have to pay some CPE fees and tuition before you pay your SMU tuition, ask for a receipt clearly showing the items and amounts and indicating that you have paid them, and submit the original receipt to the Intern Program for reimbursement.