
VERSION 21

Certification Manual

Adopted by the Governing Council

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The College of Pastoral Supervision and Psychotherapy, Inc. (CPSP) offers its programs in clinical pastoral training (CPT), pastoral psychotherapy, pastoral supervision, and psychotherapy supervision as a unique form of ministry and education. Respect for the trainee's person and his/her personal growth, professional development, and unique integration of the personal and professional functioning is central to the CPSP mission.

The *Standards* provide guidance to chapters and other CPSP structures as they do their work of accrediting programs, certifying and recertifying persons, and upholding ethical standards. They ensure consistency in practice and application to ensure the quality and effectiveness of CPSP-accredited training programs and proficiency of certified members.

The *Standards* should be read and applied in the light of the CPSP *Covenant* and *By-laws*, which they seek to implement; where the *Standards* fail to address specific individual circumstances, the spirit of The *Covenant*, informed by conversations with consultants, will govern.

In case of differences of interpretation, the English text will be authoritative.

The Standards Committee is the proponent for ongoing, systematic review of the *Standards*, in collaboration with the Standing Committees (*By-laws*, 7.04(f)); the Certification of Individuals Committee is the proponent for this document (hereinafter, *Certification*).

This *Certification Manual* constitutes a Standard of the College of Pastoral Supervision and Psychotherapy.

The Covenant of the College of Pastoral Supervision and Psychotherapy

We, the CPSP members, see ourselves as spiritual pilgrims seeking a truly collegial professional community. Our calling and commitments are, therefore, first and last theological. We covenant to address one another and to be addressed by one another in a profound theological sense. We commit to being mutually responsible to one another for our professional work and direction.

Matters that are typically dealt with in other certifying bodies by centralized governance will be dealt with primarily in chapters. Thus, we organize ourselves in such a way that we each participate in a relatively small group called a chapter consisting of approximately a dozen colleagues. Teaching or counseling programs directed by CPSP Diplomates are the primary responsibility of the chapter.

We commit ourselves to a galaxy of shared values that are as deeply held, as they are difficult to communicate. "Recovery of soul" is a metaphor that points toward these values. We place a premium on the significance of the relationships among ourselves. We value personal authority and creativity. We believe we should make a space for one another and stand ready to midwife one another in our respective spiritual journeys. Because we believe that life is best lived by grace, we believe it essential to guard against becoming invasive, aggressive, or predatory toward each other. We believe that persons are always more important than institutions, and even the institution of CPSP itself must be carefully monitored lest it take on an idolatrous character.

We intend to travel light, to own no property, to accumulate no wealth, and to create no bureaucracy. We, as a community, are invested in offering a living experience that reflects human life and faith within a milieu of supportive and challenging fellow pilgrims.

The College of Pastoral Supervision and Psychotherapy

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TABLE OF CONTENTS

THE COVENANT OF THE COLLEGE OF PASTORAL SUPERVISION AND PSYCHOTHERAPY.....11

TABLE OF CONTENTS

CERTIFICATION 1

100. Foundations.....1
110. General..... 1
120. Policy statement..... 1
130. Purpose 1
140. Applicability/scope..... 2
150. References..... 2

THE CHAPTER..... 3

200. The Work Task.....3
210. Establishing standards of practice..... 4
220. Establishing and enforcing ethics of practice and behavior..... 4
230. Negotiating boundaries..... 5

300. Chapter Certification Consultations (formerly, *Standards*, §640).....6
310. Candidate responsibilities 6
320. Review by a “qualified chapter” 6
330. Scope of consultation review 6
340. Chapter action upon completion of the consultation 7

400. Other Consultations.....8
410. Certification by reciprocity (formerly, *Standards*, §620)..... 8
420. Equivalencies (formerly, *Standards*, §630)..... 9
430. Entry into pastoral psychotherapy or supervisory training..... 9
440. Training supervisor’s chapter 11
450. Annual review of certifications 11
460. Restoration of certifications..... 12
470. *Emeritus/a* members (*By-laws*, Article I)..... 12

STANDING COMMITTEES 14

500. Standing Committees.....14
510. Certification of Individuals Committee 14
520. Certification and Promotion of Chapters Committee 14
530. Standards Committee 14
540. Ethics Committee 14

| | |
|---|-----------|
| CERTIFICATION STANDARDS | 16 |
| 600. Common Standards for Certification (formerly, <i>Standards</i>, §600) | 16 |
| 610. Overview | 16 |
| 620. Frames for Understanding | 16 |
| 630. Core Requirements for Certification | 16 |
| 700. Clinical Chaplain/Pastoral Counselor..... | 17 |
| 710. Competencies of Clinical Chaplain/Pastoral Counselor (formerly, <i>Standards</i> , §710) | 17 |
| 720. Chapter Certification Consultation – Documents | 18 |
| 730. Following Chapter Certification Consultation | 18 |
| 800. Pastoral Psychotherapist | 20 |
| 810. Requirements for Certification as Pastoral Psychotherapist | 20 |
| 820. Competencies of Pastoral Psychotherapists | 20 |
| 830. Chapter Certification Consultation – Documents | 21 |
| 840. Following Chapter Certification Consultation | 22 |
| 900. Diplomate in Pastoral Supervision | 23 |
| 910. Requirements for Certification as Diplomate in Pastoral Supervision | 23 |
| 920. Competencies of Diplomates in Pastoral Supervision..... | 23 |
| 930. Chapter Certification Consultation – Documents | 24 |
| 940. Following Chapter Certification Consultation | 25 |
| 1000. Diplomate in Pastoral Psychotherapy..... | 26 |
| 1010. Requirements for Certification as Diplomate in Pastoral Psychotherapy | 26 |
| 1020. Competencies of Pastoral Psychotherapy Supervisors | 26 |
| 1030. Chapter Certification Consultation – Documents | 27 |
| 1040. Following Chapter Certification Consultation | 28 |
| 1100. Hospice and Palliative Care | 29 |
| 1110. Requirements for Certification in Hospice and Palliative Care Subspecialty | 29 |
| 1120. Competencies in Hospice and Palliative Care Subspecialty | 29 |
| 1130. Chapter Certification Consultation – Documents | 30 |
| 1140. Following Chapter Certification Consultation | 31 |
| 1200. Substance Use and Addiction | 32 |
| 1210. Requirements for Certification in Substance Use and Addiction Subspecialty..... | 32 |
| 1220. Competencies in Substance Use and Addiction Subspecialty | 32 |
| 1230. Chapter Certification Consultation – Documents | 34 |
| 1240. Following Chapter Certification Consultation | 34 |
| 1300. Clinically Trained Minister..... | 35 |
| 1310. Requirements for Certification as Clinically Trained Minister | 35 |
| 1320. Competencies of Clinically Trained Minister..... | 35 |
| 1330. Chapter Certification Consultation – Documents | 35 |
| 1340. Following Chapter Certification Consultation | 36 |
| PROCEDURES | 37 |
| 1400. Certification Committee..... | 37 |
| 1410. Application Submission/Review | 37 |

| | |
|---|-----------|
| 1420. Certification Review Panel | 38 |
| 1430. Certification Review Process | 39 |
| 1440. Recommendations for Certification | 40 |
| 1450. Appeals Process | 40 |
| 1500. The Executive Chapter | 42 |
| 1600. General Secretary | 43 |
| 1610. Final decision..... | 43 |
| 1700. Annual Certification Renewal..... | 44 |
| 1710. Certification and Promotion of Chapters Committee Actions | 44 |
| 1720. Certification of Individuals Committee | 44 |

CERTIFICATION

100. Foundations

The College of Pastoral Supervision and Psychotherapy (CPSP) takes both its name and form from the Roman *collegium*, a group of peers functioning in an egalitarian manner to develop, share, and promote their expertise.

The mission of CPSP is the accreditation of programs in clinical pastoral training and pastoral psychotherapy training, the qualification and certification of supervisors, and continuing professional education.

The essence of CPSP is relationship.

The heart of CPSP is competence and caring.

The genius of CPSP is the chapter.

110. General

Certification provides a pattern for self-directed, life-long learning, and a frame for continuous engagement with the clinical learning process.

Certification is the chapter's work task, providing both the form and content for chapter life.

Within the community, certification provides the means for accountability – for mutual recognition of achievement and maintenance of high standards of personal and professional functioning.

120. Policy statement

The College of Pastoral Supervision and Psychotherapy (CPSP) exemplifies *The Covenant* in its support of members – through certification and accreditation, through establishing standards of practice, through establishing and enforcing ethics of practice and behavior – and admitting and dismissing members based upon such certifications, accreditations, and ethics. (Articles of Incorporation, Article II)

130. Purpose

The purpose of this *Manual* is to provide a frame for administration of certification from a life-cycle perspective, and to assign responsibility and prescribe procedures for administration of the certification of CPSP members.

140. Applicability/scope

140.1 This standard applies to all aspects of certification within CPSP, as described herein.

140.2 Scope

140.2.1 Applies to all members of CPSP, in their role as members of chapters.

140.2.2 Applies to the following Standing Committees (*By-laws*, §7.01), and their members, in their roles:

140.2.2.1 Certification of Individuals

140.2.2.2 Certification and Promotion of Chapters

140.2.2.3 Standards

140.2.2.4 Ethics

150. References

The following references are continually under review; where there are differences between the prescriptions in this *Manual* and the following, the most current version of the references will be authoritative.

150.1 *The Covenant of the College of Pastoral Supervision and Psychotherapy* (hereinafter, *The Covenant*)

150.2 Articles of Incorporation of The College of Pastoral Supervision and Psychotherapy (April 22, 1991)

150.3 *The By-laws of the College of Pastoral Supervision and Psychotherapy* (*By-laws*)

150.4 *The Standards of the College of Pastoral Supervision and Psychotherapy* (*Standards*)

150.5 *CPSP Code of Professional Ethics and Principles for Processing Ethical Complaints* (*Ethics*)

150.6 *Accreditation Manual* (*Accreditation*)

150.7 *Conveners' Handbook* (*Handbook*)

150.8 CPSP web site (CPSP.org), which updates frequently

THE CHAPTER

200. The Work Task

The chapter is the primary expression of CPSP – by intention and design, the primary group, the primary experience, and the primary authority. Within the chapter, *the ceaselessly reflexive use of a body of knowledge in interaction* creates the *reality* that is CPSP. (*Handbook*, §110)

The chapter's work task – certification – both forms and informs the chapter as a *community of practice*. Ongoing peer review and support – both giving and receiving – allows the members of the chapter to cultivate their personal and professional functioning in committed relationship.

The authority of the chapter, in certification, is subject to the consensus of the covenant community, expressed in our basic documents. (§§150.1-150.6, above)

200.1 The following responsibilities for certification apply to all chapters:

200.1.1 Ongoing peer review and consultation for personal and professional functioning (*Standards*, §1100; *Ethics*, §§100-140; 200-200.5),

200.1.2 Mentoring and consultation to candidates for certification,

200.2 The following functions within the certification process may be performed only by a “qualified chapter” (*Standards*, §§1110.2, 1130):

200.2.1 Providing chapter certification consultation (*Standards*, §1120.2.4)

200.2.2 Conducting annual re-certification review (*Standards*, §1130.1.2)

200.3 Individual responsibilities for the certification process reflect one's role.

200.3.1 The role of the convener is developed at length in the *Conveners' Handbook*.

200.3.2 The role of certified members is a function of their proven mastery of the competencies represented by their certifications, and familiarity with the certification process.

200.3.2.1 Certified members are responsible for maintaining awareness of current standards and processes.

200.3.2.2 Certified members actively engage in continual review of one another's personal and professional functioning (in the light of the *Covenant*, certification standards, and the *Code of Professional Ethics*).

200.3.2.3 Certified members actively engage with non-certified members' development and progress towards certification.

200.3.3 Non-certified members actively engage with their chapter to practice knowing and being known, to develop further their practice of the clinical learning process, and to develop the habit of self-directed, life-long learning.

210. Establishing standards of practice

The term, "standards of practice," is open to developments within the clinical pastoral movement – reflecting both the increase of knowledge and changes in the mission/ministry environment.

The Governing Council (representing the covenant community) establishes formal, authoritative standards for the accreditation and conduct of training, for certification and chapter life; the standards of practice set by the chapters represent the *de facto* standard of CPSP.

210.1 The standards for each certification are described in precise language; the level of learning for each competency is expressed in terms of Bloom's taxonomy (for the cognitive domain), and Krathwohl's (for the affective domain).

210.2 Both certified members and those preparing for certification are responsible for maintaining awareness and deepening their appreciation of certification standards.

210.3 Chapter participation in the ongoing dialogue concerning standards of practice, either through their cluster representative to the Chapter of Chapters or directly to the Standards Committee, is essential to the continuing development of the clinical pastoral field.

220. Establishing and enforcing ethics of practice and behavior

"The College of Pastoral Supervision and Psychotherapy (CPSP) seeks to maintain the highest standards of professional ethics. Therefore, members covenant to work together with colleagues, trainees, clients and institutions in an attitude characterized by respect, commitment and professionalism consistent with the CPSP Covenant." (*Ethics*, §100)

The Governing Council (representing the covenant community) establishes this formal Code of Professional Ethics; enforcement of professional ethics is principally the work of the chapter.

The ethical standard set by the chapters is the *de facto* ethical standard of CPSP.

220.1 Professional practice for CPSP is rooted in a true, sincere, and equal respect for all persons without special favor or discrimination based on race, ethnicity, class, religion, age, ability, sexual or gender identity, orientation or preference, or any other distinction.

220.2 CPSP provides for the inculcation and maintenance of professional ethics appropriate to the individual's stage of professional development.

220.2.1 Program standards for clinical pastoral training require that trainees be provided "A policy of ethical conduct of trainees and program staff consistent with the CPSP Code of Ethics." (*Accreditation*, §730.4.6)

220.2.2 The experience of chapter life provides members the ongoing consultation and support from peers committed "to being mutually responsible to one another for [their] professional work and direction." (*The Covenant*)

220.2.3 Certified members' ethical competence (as specified for each certification) is subject to review in both initial certification and annually, as chapters consider their certifications for renewal.

230. Negotiating boundaries

The certification process brings the candidate and their chapter into relationship with the Certification of Individuals Committee and the certification review panel.

The work of both the Committee and review panel depends on the candidate, and the candidate's chapter, fulfilling their responsibilities for presenting materials that fully and accurately communicate the candidate's having met the stated requirements for the certification sought, to include the report of the chapter certification consultation. (§300, below)

300. Chapter Certification Consultations (formerly, *Standards*, §640)

The purpose of the consultation is to establish that the candidate has achieved the competencies expected for the level of certification for which applying.

310. Candidate responsibilities

Prior to the consultation, the candidate shall submit to the chapter all written and video materials required by CPSP *Standards* for the level of certification sought. These materials shall reflect professional-level content, form, and organization.

310.1 Written requirements are designed expressly to exhibit the candidate's achievement of training objectives and competencies specific to each certification.

310.2 The chapter may decline to conduct the pre-certification consultation if, in their judgment, the candidate is not prepared.

320. Review by a “qualified chapter”

Candidates seeking certification first must be reviewed by their chapter to determine readiness to meet with the Certification Committee.

320.1 Certified chapters with no less than four members certified at the same level as the certification sought by the candidate shall conduct the initial stage of the consultation review.

310.2 Chapters with fewer than four members certified at the level sought by the candidate shall proceed to establish a consultation with a chapter certified to provide the consultation. (*Standards*, §1120.9).

330. Scope of consultation review

The consultation may address any issues covered in the candidate's written materials and other personal or professional matters that are relevant to the candidate's ability to function at the level for which he or she seeks certification.

330.1 Candidates previously certified at the Associate level, who subsequently apply for certification as Clinical Chaplain/Pastoral Counselor, shall receive consultation from their chapter as if applying *de novo*. The candidate is responsible for demonstrating, and the chapter for discerning, mastery of the competencies represented by certification as described in §710 (below).

340. Chapter action upon completion of the consultation

Upon completion of the chapter's deliberations, the candidate shall be immediately informed of their recommendation.

340.1 Candidates recommended to proceed to the certification review process will be reported to the Certification Committee., using the appropriate Chapter Consultation Report (available at CPSP.org).

340.1.1 The report narrative shall address, among other items, the chapter's understanding of the candidate's strengths, weaknesses, and clinical and professional functioning. Specific reference to the competencies pertaining to the certification is required.

340.1.2 The candidate's written materials (and video, if required) are submitted separately, by the candidate.

340.2 If the chapter's consultation committee determines, following its review, that the candidate needs further professional preparation and development, the chapter will continue to support and guide the candidate in addressing the deficiency.

340.2.1 When the chapter is satisfied with the candidate's progress in remediating all deficiencies, the chapter may invite the candidate to resume the consultation process at the initial stage (§310, above).

400. Other Consultations

“We commit to being mutually responsible to one another for our professional work and direction.”

“Matters that are typically dealt with in other certifying bodies by centralized governance will be dealt with primarily in chapters.” (*The Covenant*)

The chapter’s responsibility for discernment in these consultations is no less than in a member’s initial certification

The qualified chapter (§320, above) provides consultation and reports, as indicated, concerning the following requests from its members:

410. Certification by reciprocity (formerly, *Standards*, §620)

Persons who are certified as supervisors of clinical pastoral training, psychotherapy supervisors, psychotherapists, chaplains/pastoral counselors (pastoral care specialists), or clinically trained ministers in other cognate groups may qualify for certification in CPSP at the corresponding level by reciprocity, on a case-by-case basis, on the recommendation of one’s chapter, and the Certification of Individuals Committee. The Executive Chapter approves recommendations for certification by reciprocity.

410.1 Candidates seeking certification by reciprocity shall demonstrate full equivalence of the standards of the other certifying body with those of CPSP, or provide satisfactory evidence of having mastered the appropriate training objectives and competencies for the certifications sought.

410.1.1 Current certifications by the Association for Clinical Pastoral Education (ACPE) for former members of the American Association of Pastoral Counselors (AAPC) are considered equivalent, as are certifications by the American Association for Marriage and Family Therapy (AAMFT), and the Adventist Chaplaincy Institute (ACI) (clinicians only), on the chapter’s recommendation.

410.1.2 Certifications by other organizations may require further assessment of the candidate’s experience and competence before the chapter may recommend certification by CPSP.

410.1.3 Expired, suspended, or revoked credentials may be considered for reciprocity; circumstances must be thoroughly documented, and explanatory materials forwarded to the Certification Committee, with the chapter’s recommendation.

420. Equivalencies (formerly, *Standards*, §630)

Equivalency for training or education requirements for any certification shall be approved by the Executive Chapter, on the recommendation of the candidate's chapter and the Certification Committee.

420.1 Equivalencies for education or training requirements shall be substantively similar to the stated requirements for the desired certification.

420.1.1 Where a requirement for certification is expressed as a competency, an equivalency for education or training does not satisfy the requirement.

420.2. Equivalencies required for admission to training shall be requested by the member prior to engaging in that training.

420.2.1 Education or training requirements are specific to supervisory training or training in pastoral psychotherapy; no equivalency is required for entry into clinical pastoral training.

430. Entry into pastoral psychotherapy or supervisory training

The chapter provides consultation, and discerns a member's personal and professional readiness and validates satisfaction of prerequisites, for entry into advanced forms of clinical training, as a first step towards certification in advanced clinical or supervisory roles. (*Standards*, §1120.2.1)

430.1 Admission to Pastoral Psychotherapy Training (*Standards*, §320)

Admission to training in pastoral psychotherapy is based upon a face-to-face interview, which results in the endorsement of a CPSP chapter that the candidate has the vocational, academic and inner resources to become a pastoral psychotherapist. Admission also has the following formal requirements:

430.1.1 Master of Divinity, or master's or doctoral (or equivalent) level degree in theology, counseling, or related disciplines from an accredited college, university, or seminary or equivalent course of study particular to the candidate's faith tradition.

430.1.2 Fulfill the study requirements of sixty (60) semester hours or its equivalent in the core mental health and pastoral counseling disciplines. The academic credit must be supported by accredited colleges, universities, and programs of study. Equivalency credit can be given for consultation and subsequent examination by a CPSP-approved consultant. For equivalency, 15 contact hours will equal one semester hour.

430.1.3 Full-time pastoral experience.

430.1.4 Demonstrated personal maturity.

430.1.5 Completion of two units of clinical pastoral training or 800 hours of equivalent clinical training.

430.1.6 Acceptance into a program accredited by CPSP to offer training in pastoral psychotherapy.

430.2 Admission to Supervisory Training (*Standards*, §410)

The essential prerequisite for supervisory training is clinical competence; the candidate's record of pastoral, professional, and clinical experience must demonstrate his/her potential to learn the art and science of clinical pastoral supervision.

430.2.1 In order to enter training as supervisor-in-training,

430.2.1.1 The candidate shall establish a consultation with a qualified chapter to determine readiness to enter into a program of supervisory training.

430.2.1.2 The chapter may approve, may disapprove, or may recommend actions to the candidate to address concerns identified during the consultation.

430.2.1.3 The candidate shall provide documented evidence of the following:

430.2.1.3.1 Master of Divinity or masters- or doctoral-level degree (or equivalent) in theology, counseling, or related disciplines from an accredited college, university, or seminary, or equivalent course of study.

430.2.1.3.2 Completion of a minimum of four (4) units of CPT or 1,600 hours of equivalent clinical training.

430.2.1.3.3 Certification as Clinical Chaplain/Pastoral Counselor.

430.2.1.3.4 Significant full-time pastoral experience.

430.2.1.3.5 Personal maturity and a record of professional competence.

430.2.1.3.6 Acceptance for training by a Diplomat in Pastoral Supervision who is qualified as a training supervisor or training supervisor candidate (in consultation with his/her training supervisor). (*Standards*, §470)

430.3 Admission to Psychotherapy Supervisory Training (*Standards*, §510)

Requirements for admission to psychotherapy supervisory training are designed for qualified persons with demonstrated pastoral, professional and clinical experience to learn the art of pastoral psychotherapy supervision. Admission to supervisory training is contingent upon a face-to-face interview, which results in the conviction by a chapter that a given candidate has the resources to become a pastoral psychotherapy supervisor. Admission also requires the following:

430.3.1 Certification as a pastoral psychotherapist. (*Standards*, §300)

430.3.2 Significant full-time pastoral experience.

430.3.3 Personal maturity and a record of professional competence.

430.3.4 Acceptance for psychotherapy supervisory training by a Diplomate in Pastoral Psychotherapy, and subsequent endorsement by the diplomate's chapter.

440. Training supervisor's chapter

Approval of the supervisory relationship requires action by a qualified chapter (*Standards*, §§1130, 1110.2); for this action, the chapter must have at least four diplomates (in either Pastoral Supervision or Pastoral Psychotherapy) present and participating in the decision.

The following relationships require approval by the chapter of which the training supervisor is a member:

440.1 Training supervisor and supervisor-in-training (*Standards*, §410.1.3.6)

440.2 Training supervisor and training supervisor candidate (*Standards*, §460.2)

440.3 Pastoral psychotherapy supervisor and pastoral psychotherapist (*Standards*, §510.4)

450. Annual review of certifications

Annual review of certifications exhibits our members' "...being mutually responsible to one another for our professional work and direction." (*The Covenant*)

Chapters conduct an annual review of all certified members (*Standards*, §1130.1.2), either by chapter members, if the chapter has been authorized for the current year (*Standards*, §1130.2), or with the assistance and consultation of a sponsoring chapter (*Standards*, §1130.3). (The chapter actually conducting the review must have at least four

members certified at the same or higher level as the member being reviewed actually participating in the review process (*Standards*, §1100.2).)

This review is documented in the Annual Chapter Report.

CPSP certifications expire yearly on March 31; any certifications not approved for renewal by Governing Council are void, after that date.

460. Restoration of certifications

Members returning to CPSP following a break in paid membership or following a period during which they had not been positively recommended for renewal of their certification(s) by a qualified chapter may petition for restoration of their certification(s), as follows:

460.1 Members who have not participated actively in a CPSP chapter for two years must apply for certification, as provided in this *Manual*, as if applying for initial certification.

460.2 In cases where the member's certification had been lapsed for less than two years, the qualified chapter shall provide consultation and report to the Certification of Individuals Committee, as follows:

460.2.1 An attestation that there are no known ethical complaints,

460.2.2 A description of the issues underlying the candidate's loss of the certification,

460.2.3 An indication that the chapter had processed the dynamics surrounding the individual's failure to maintain certification, and

460.2.4 A report of the chapter's understanding of those dynamics.

460.2.4.1 Where the chapter itself is not certified, but must rely on a sponsoring chapter for this consultation, the consultation and report will address the dynamics of both the member's chapter and the sponsoring chapter.

470. Emeritus/a members (*By-laws*, Article I)

Members who are honorably retired from work in the category for which they have been certified may be designated *emeritus/a* by the chapter of which they are a member.

470.1 CPSP distinguishes between retirement from an institution and retirement from a profession. One must have withdrawn from stipendiary employment to be designated *emeritus/a*.

470.2 *Emeriti/ae* continue their commitment to participation in chapter life, as they are able. *Emeriti/ae* continue to be members of CPSP, and may continue to serve in volunteer/leadership roles.

Emeritus/a members count towards the “critical mass” requirement for chapter certification qualifications, in the category for which previously certified.

470.2.1 Expectations for annual renewal of certification should take into account their limited role.

470.2.2 Dues for *emeritus/a* members are set by Governing Council, currently at a 50% discount from their former certified category.

470.3 *Emeritus/a* members who return to stipendiary employment (either part- or full-time, not including consultative or “one-off” work), in their certified category/scope of practice will be returned to an active status, and billed for dues at the full rate as a regularly certified, active clinician.

STANDING COMMITTEES

500. Standing Committees

The work tasks of the Standing Committees (*By-laws*, Article VII) include functions that directly support CPSP and the chapters in their responsibilities for certification.

510. Certification of Individuals Committee

The Certification of Individuals Committee creates and recommends standards and procedures for certification of members, offers consultation and guidance to chapters for their work in certification, and recommends members to Governing Council for certification and for annual renewal of certifications. (*By-laws*, §7.04 (b))

520. Certification and Promotion of Chapters Committee

The Certification and Promotion of Chapters Committee supports the work of certification by offering consultation and guidance to chapters for their life and work, and authorizing chapters (annually), on the basis of the Standards. (*By-laws*, §7.04 (c))

530. Standards Committee

The Standards Committee supports the work of certification by regularly reviewing CPSP Standards to ensure the highest level of professional practice, collaborating with other standing committees to develop proposed revisions to the standards, and proposing amendments to *The Standards* to Governing Council for its approval. (*By-laws*, §7.04 (f))

530.1 Revisions to *The Standards*, including standards for certification, are developed and approved per *The Standards*, (§§1300-1310.8)

540. Ethics Committee

The Ethics Committee supports the work of certification by promoting high ethical standards, and providing consultation in support of chapters' exercise of their responsibilities for members' ethics. (*By-laws*, §7.04 (g))

540.1 "Members are committed and accountable to each other through Chapter participation. Therefore, members will be pro-active in issues of professional abilities, continuing education, pastoral concerns, ethics and personal integrity. This form of peer review is crucial to our covenant with one another." (*Ethics*, Introduction)

The chapter's responsibility for ethics is, first, proactive and consultative – “redemptive and problem-solving in nature and intent.” (*Ethics*, §220.2)

540.2 Any disciplinary action that results in either suspension (*Ethics*, § 330.3) or permanent removal (*Ethics*, § 330.4) of the member's credentials should be reported to both the Certification of Individuals Committee (as bearing on the certification function) and the Accreditation Oversight Committee (if the member undergoing discipline be a diplomate), because of possible impact on a program's accreditation.

CERTIFICATION STANDARDS

600. Common Standards for Certification (formerly, *Standards*, §600)

CPSP offers certification to qualified individuals in the following areas: Diplomate in Pastoral Supervision, Diplomate in Pastoral Psychotherapy, Pastoral Psychotherapist, Clinical Chaplain/Pastoral Counselor, Associate Clinical Chaplain/Pastoral Counselor, Hospice/Palliative Care, Substance Use and Addiction, and Clinically Trained Minister.

610. Overview

Standards for certification include standards that are common to all CPSP certifications as well as standards that are unique to each level of certification. Some of the requirements are objective. Other requirements are matters of subjective judgment regarding a candidate's level of functioning.

620. Frames for Understanding

In general, it should be clearly understood that

620.1 The certification process always emphasizes a candidate's ability to demonstrate the kind of profound personal and professional competence essential for clinical work in interpersonal relationships,

620.2 The completion of formal requirements is always seen in relation to such a demonstrated ability to function, and

620.3 Certification is always a matter of judgment of one's professional peers who are delegated representatives of CPSP.

630. Core Requirements for Certification

In order to seek certification in CPSP, candidates shall demonstrate the following:

630.1 Education consistent with the required educational level for the certification being sought.

630.2 Clinical training consistent with the required level of training for the certification being sought.

630.3 Documented accountability to the candidate's faith community, or endorsement (according to the faith group's regular practice), as pastoral clinician.

700. Clinical Chaplain/Pastoral Counselor

A candidate, in consultation with their chapter, may request a formal certification consultation to determine the candidate's readiness to present themselves and their work for certification as a Clinical Chaplain/Pastoral Counselor.

710. Competencies of Clinical Chaplain/Pastoral Counselor (formerly, *Standards*, §710)

710.1 Clinical competence, as evidenced by:

710.1.1 Ability to screen, assess, and diagnose the needs of persons and groups from a clinical/pastoral/spiritual perspective.

710.1.2 Ability to relate effectively to diverse persons and groups in their crisis, distress, loss, grief, or perplexity.

710.2 Theological competence, as evidenced by:

710.2.1 Demonstrated ability to reflect deeply on core themes in the theology and ethos of one's own belief system.

710.2.1.1 (For Associate Clinical Chaplain/Pastoral Counselor) Demonstrated ability to apply and analyze core themes in the theology and ethos of this belief system, with reference to pastoral care.

710.2.1.2 (For Clinical Chaplain/Pastoral Counselor) Demonstrated ability to synthesize and evaluate critically core themes in the theology and ethos of this belief system, with reference to pastoral care. Completion of a master's- or doctoral-level degree (or equivalent) in theology, religion, counseling, or a behavioral or social science discipline from an accredited college, university, or seminary, or equivalent course of study particular to the candidate's faith tradition may satisfy this requirement.

710.2.2 Ability to analyze the nature and quality of religious symbols and spiritual values from a wide variety of theological and cultural perspectives.

710.3 Conceptual competence, as evidenced by:

710.3.1 Completion of four-year degree.

710.3.2 Development, integration, and articulation of a consistent theory and practice of clinical pastoral care, incorporating insights from the behavioral and social sciences; familiarity with a bibliography that

informs and supports one's clinical practice. Ordinarily, achievement of suitable competence (proficiency) may require training, as follows:

710.3.2.1 (For Associate Clinical Chaplain/Pastoral Counselor) A minimum of 2 units of CPT or 800 hours of equivalent clinical training, or

710.3.2.2 (For Clinical Chaplain/Pastoral Counselor) A minimum of 4 units of CPT or 1,600 hours of equivalent clinical training.

710.4 Ethical competence, as evidenced by:

710.4.1 Ability to articulate and apply consistently in personal and professional functioning the principles of *The CPSP Code of Professional Ethics*.

720. Chapter Certification Consultation – Documents

Prior to the Chapter Certification Consultation, the candidate shall complete the candidate portion of the consultation report form online.

Candidates for Clinical Chaplain/Pastoral Counselor and Associate Clinical Chaplain/Pastoral Counselor must submit supporting materials as required by the chapter, which shall include but are not limited to the following:

720.1 A comprehensive autobiographical sketch.

720.2 Two case studies demonstrating recent clinical work.

720.3 A comprehensive theory paper of sufficient length to demonstrate the integration of personal, professional, and clinical competencies (§710, above), addressing theory and theology of pastoral care and counseling.

720.4 Documented accountability to the candidate's faith community, or endorsement (according to the faith group's regular practice), as pastoral clinician. (§630.3, above)

730. Following Chapter Certification Consultation

730.1 Complete payment of the required certification fee, no later than 60 days prior to the scheduled review panel date.

730.2 Consider the chapter's feedback from the certification consultation; revise your documents in the light of your best understanding. Be prepared to demonstrate continuing growth in proficiency.

730.3 Review your documents in their final form, and assemble for submission online.

730.4 Monitor your e-mail following the application deadline for the review panel for which you have registered; you should receive notice of your scheduled meeting with the review panel about two weeks after the application deadline.

730.5 When you receive notice of your appointment time, reply to confirm the appointment.

730.6 If meeting virtually, arrange for a time and space in which you can be free from interruptions and distractions and have reliable internet service. Practice the use of the conferencing application to be used for your certification review.

800. Pastoral Psychotherapist

A candidate, in consultation with their chapter, may request a formal certification consultation to determine the candidate's readiness to present themselves and their work for certification as a Pastoral Psychotherapist.

810. Requirements for Certification as Pastoral Psychotherapist

On the completion of required training and on the recommendation of the candidate's primary trainer, provide evidence of

810.1 Having completed a minimum of 1,650 hours of pastoral psychotherapy practice with a minimum of 250 hours of clinical supervision, preferably with two or more CPSP diplomates in pastoral psychotherapy.

810.2 Having completed a personal, psychodynamic-oriented psychotherapeutic investigation by a psychotherapist recognized and accepted by the candidate's trainer. This investigation shall be of no less than twelve months and its efficacy shall be measured by the candidate's subsequent ability to articulate and demonstrate integration of personal and professional strengths and weaknesses, personal integrity and pastoral identity, and emotional maturity.

820. Competencies of Pastoral Psychotherapists

820.1 Clinical competence, as evidenced by:

820.1.1 Ability to offer an in-depth psychotherapeutic relationship for changing, sustaining and healing those in need.

820.1.2 Effective application of differential diagnosis to the practice of pastoral psychotherapy.

820.2 Pastoral competence, as evidenced by:

820.2.1 Demonstrated ability to synthesize and evaluate critically diverse conceptual frameworks in pastoral theology and the behavioral and social sciences as these relate to pastoral functioning.

820.2.2 Demonstrated ability to synthesize and evaluate the contributions of various disciplines to the psychotherapy task; make appropriate use of professional collaboration.

820.3 Conceptual competence, as evidenced by:

820.3.1 Development, integration, and articulation of a consistent theory, theology, and practice of pastoral psychotherapy, to include, as a

minimum: personality and psychosocial development; intensive psychotherapy and counseling; psychopathology and diagnosis; group psychotherapy and dynamics; marriage and family counseling; group relations, and the psychology of religious experience.

820.3.2 Ability to articulate and demonstrate integration of personal and professional strengths and weaknesses with one's identity and function as a pastoral psychotherapist in all areas of pastoral and professional competence.

820.4 Ethical competence, as evidenced by:

820.4.1 Ability to synthesize and evaluate critically ethical perspectives that emerge in clinical practice.

820.4.2 Consistent organization of personal and professional functioning according to the principles of *The CPSP Code of Professional Ethics*.

830. Chapter Certification Consultation – Documents

Prior to the Chapter Certification Consultation, the candidate shall complete the candidate portion of the consultation report form online.

Candidates for Pastoral Psychotherapist must submit supporting materials as required by the chapter, which shall include but are not limited to the following:

830.1 A comprehensive autobiographical sketch, not to exceed ten pages, outlining the candidate's own pilgrimage, including how his/her psychotherapeutic journey impacts his/her understanding and practice of pastoral psychotherapy.

830.2 Audio or video recordings of two complete psychotherapy sessions along with the candidate's brief assessment of each session.

830.3 A comprehensive theory paper of sufficient length to demonstrate the integration of personal, professional, and clinical competence, addressing theories of personality, psychology, and theology.

830.4 Final evaluations of the candidate's training process written by the candidate and the training supervisor.

830.5 Documented accountability to the candidate's faith community, or endorsement (according to the faith group's regular practice), as pastoral clinician. (§630.3, above)

840. Following Chapter Certification Consultation

840.1 Complete payment of the required certification fee, no later than 60 days prior to the scheduled review panel date.

840.2 Consider the chapter's feedback from the certification consultation; revise your documents in the light of your best understanding. Be prepared to demonstrate continuing growth in proficiency.

840.3 Review your documents in their final form, and assemble for submission online.

840.4 Monitor your e-mail following the application deadline for the review panel for which you have registered; you should receive notice of your scheduled meeting with the review panel about two weeks after the application deadline.

840.5 When you receive notice of your appointment time, reply to confirm the appointment.

840.6 If meeting virtually, arrange for a time and space in which you can be free from interruptions and distractions and have reliable internet service. Practice the use of the conferencing application to be used for your certification review.

900. Diplomate in Pastoral Supervision

910. Requirements for Certification as Diplomate in Pastoral Supervision

On the completion of required training and on the recommendation of the candidate's Training Supervisor, the candidate for Diplomate in Pastoral Supervision shall provide evidence of having completed a personal, therapeutic, psychodynamic journey in the service of self-understanding.

920. Competencies of Diplomates in Pastoral Supervision

920.1 Clinical competence, as evidenced by:

920.1.1 Ability to establish effective supervisory relationships with trainees, taking into account their personal psychological development, individual learning patterns, and diverse religious histories.

920.1.2 Ability to evaluate trainees' pastoral work, and provide consultation.

920.2 Pastoral competence, as evidenced by:

920.2.1 Demonstrated ability to synthesize and evaluate critically diverse conceptual frameworks in pastoral theology and the behavioral and social sciences as these relate to pastoral functioning.

920.2.2 Demonstrated ability to analyze and evaluate critically pastoral care and counseling competence.

920.3 Conceptual competence, as evidenced by:

920.3.1 Demonstrated ability to conduct a program of Clinical Pastoral Training.

920.3.2 Familiarity with and ability to utilize group relations theory in practice.

920.4 Supervisory competence, as evidenced by:

920.4.1 Demonstrated integration of one's unique history, theory, and theology with one's practice of clinical pastoral supervision.

920.4.2 Demonstrated ability to choose methods of individual and group supervision appropriate to specific individuals and groups.

920.4.3 Demonstrated ability to evaluate trainees' pastoral and personal strengths and challenges.

920.5 Administrative/leadership competence, as evidenced by:

920.5.1 Demonstrated ability to plan and administer a program of Clinical Pastoral Training.

920.6 Ethical competence, as evidenced by:

920.6.1 Ability to synthesize and evaluate critically ethical perspectives that emerge in clinical practice and in supervision.

920.6.2 Consistent characterization of the principles of *The CPSP Code of Professional Ethics* in personal and professional functioning.

930. Chapter Certification Consultation – Documents

Prior to the Chapter Certification Consultation, the candidate shall complete the candidate portion of the consultation report form online.

Candidates for certification as a Diplomate in Pastoral Supervision must submit supporting materials as required by the chapter, which shall include but are not limited to the following:

930.1 A comprehensive autobiographical sketch, not to exceed ten pages (double spaced), outlining the candidate's journey and insights gained from the psychodynamic process.

930.2 A comprehensive theory paper of sufficient length to demonstrate the integration of personal, professional, theoretical, theological, and clinical competencies in compliance with academic writing standards.

930.3 Exhibits from a single unit of supervised training, as follows:

930.3.1 Video recording of one complete group supervisory session where a clinical case is presented.

930.3.2 An analysis of the session (not to exceed five pages) that reflects the candidate's use of self and one's integrated use of theory and theology in their practice of supervision.

930.3.3 The syllabus of the training unit presented for review.

930.3.4 Evaluations written by the candidate of all trainees participating in the unit, and all evaluations written by trainees.

930.3.5 Narrative of one trainee's progressive development through the unit, with candidate's assessment of the impact of both individual and group supervision.

930.3.6 Training supervisor's evaluation of candidate's supervised unit.

930.4 Documented accountability to the candidate's faith community, or endorsement (according to the faith group's regular practice), as pastoral clinician. (§630.3, above)

940. Following Chapter Certification Consultation

940.1 Complete payment of the required certification fee, no later than 60 days prior to the scheduled review panel date.

940.2 Consider the chapter's feedback from the certification consultation; revise your documents in the light of your best understanding. Be prepared to demonstrate continuing growth in proficiency.

940.3 Review your documents in their final form, and assemble for submission online.

940.4 Monitor your e-mail following the application deadline for the review panel for which you have registered; you should receive notice of your scheduled meeting with the review panel about two weeks after the application deadline.

940.5 When you receive notice of your appointment time, reply to confirm the appointment.

940.6 If meeting virtually, arrange for a time and space in which you can be free from interruptions and distractions and have reliable internet service. Practice the use of the conferencing application to be used for your certification review.

1000. Diplomate in Pastoral Psychotherapy

1010. Requirements for Certification as Diplomate in Pastoral Psychotherapy

1010.1 Demonstrated achievement in at least three of the following areas: academic (doctoral-level degree), research, publication, leadership in CPSP, contribution to faith group and/or community, or contribution to another mental health discipline.

1010.2 Evidence of having completed a personal, psychodynamic-oriented psychotherapeutic investigation by a psychotherapist recognized and accepted by the candidate's training supervisor. This investigation shall be of no less than twelve months and its efficacy shall be measured by the candidate's subsequent ability to articulate and demonstrate integration of personal and professional strengths and weaknesses, personal integrity and pastoral identity, and emotional maturity.

1010.3 Recommendation for certification by the candidate's primary training supervisor and the sponsoring chapter.

1020. Competencies of Pastoral Psychotherapy Supervisors

1020.1 Clinical competence, as evidenced by:

1020.1.1 Certification as a pastoral psychotherapist by CPSP or another cognate group, or

1020.1.2 Meeting the criteria for pastoral psychotherapist certification (§§ 820-830, above).

1020.2 Pastoral competence, as evidenced by:

1020.2.1 Demonstrated ability to synthesize and evaluate critically diverse conceptual frameworks in pastoral theology and the behavioral and social sciences as these relate to pastoral functioning.

1020.2.2 Demonstrated ability to analyze and evaluate critically pastoral care and counseling competence.

1020.3 Conceptual competence, as evidenced by:

1020.3.1 Demonstrated fulfillment of the objectives of Psychotherapy Supervisory Training (*Standards*, §520).

1020.3.2 Familiarity with and ability to utilize group relations theory in practice.

1020.4 Supervisory competence, as evidenced by:

1020.4.1 An understanding of how one's person is integrated with professional identity and function as a pastoral psychotherapy supervisor.

1020.4.2 Demonstrated ability to choose methods of individual and group supervision appropriate to specific individuals and groups.

1020.5 Administrative/leadership competence, as evidenced by:

1020.5.1 Demonstrated ability to plan and administer a program of pastoral psychotherapy training.

1020.6 Ethical competence, as evidenced by:

1020.6.1 Ability to synthesize and evaluate critically ethical perspectives that emerge in clinical practice and in supervision.

1020.6.2 Consistent characterization of the principles of *The CPSP Code of Professional Ethics* in personal and professional functioning.

1030. Chapter Certification Consultation – Documents

Prior to the Chapter Certification Consultation, the candidate shall complete the candidate portion of the consultation report form online.

Candidates for certification as a Diplomate in Pastoral Psychotherapy must submit supporting materials as required by the chapter, which shall include but are not limited to the following:

1030.1 A comprehensive autobiographical sketch, not to exceed ten pages, outlining the candidate's own pilgrimage, including how his/her psychotherapeutic journey impacts upon his/her understanding and practice of pastoral psychotherapy supervision.

1030.2 A comprehensive theory paper delineating his/her supervisory theory, in compliance with academic writing standards.

1030.3 Evidence of current state licensure or certificate to supervise, OR be approved by a cognate group to supervise in specific mental health disciplines, OR receive fifty (50) hours supervision of supervision.

1030.4 Evidence of having completed a minimum of 30 contact hours of graduate-level course work in clinical supervision.

1030.5 Evidence of having provided at least 150 hours of pastoral counseling supervision.

1030.6 Exhibits from a single unit of supervised training, as follows:

1030.6.1 Video recordings of one complete group supervisory session.

1030.6.2 The syllabus of the unit in pastoral psychotherapy training supervised by the candidate.

1030.6.3 Evaluations written by the candidate of all trainees who participated in the candidate's supervised pastoral psychotherapy program.

1030.6.4 Narrative of one trainee's progressive development through the unit, with candidate's assessment of the impact of both individual, group supervision.

1030.6.5 Training supervisor's evaluation of candidate's supervised unit.

1030.7 Documented accountability to the candidate's faith community, or endorsement (according to the faith group's regular practice), as pastoral clinician. (§630.3, above)

1040. Following Chapter Certification Consultation

1040.1 Complete payment of the required certification fee, no later than 60 days prior to the scheduled review panel date.

1040.2 Consider the chapter's feedback from the certification consultation; revise your documents in the light of your best understanding. Be prepared to demonstrate continuing growth in proficiency.

1040.3 Review your documents in their final form, and assemble for submission online.

1040.4 Monitor your e-mail following the application deadline for the review panel for which you have registered; you should receive notice of your scheduled meeting with the review panel about two weeks after the application deadline.

1040.5 When you receive notice of your appointment time, reply to confirm the appointment.

1040.6 If meeting virtually, arrange for a time and space in which you can be free from interruptions and distractions and have reliable internet service. Practice the use of the conferencing application to be used for your certification review.

1100. Hospice and Palliative Care

1110. Requirements for Certification in Hospice and Palliative Care Subspecialty

1110.1 Candidates for certification in the hospice and palliative care subspecialty must complete a qualifying program of training or experience, either

1110.1.1 An accredited formal unit of or fellowship in clinical pastoral training in a hospice or palliative care setting, including palliative care/hospice interdisciplinary team case conferences, or

1110.1.2 A mentoring/case conference/group process model under mentoring of one or more chaplains or pastoral counselors certified in the subspecialty of hospice and palliative care, to include palliative care/hospice interdisciplinary team case conferences.

1110.2 Candidates for certification as a Clinical Fellow in Hospice and Palliative Care must

1110.2.1 Be currently certified as Clinical Chaplain/ Pastoral Counselor by CPSP.

1110.2.2 Have completed 400 hours of training (to include 40 hours in interdisciplinary team case conferences) as described in §1100.1 (above).

1110.3 Candidates for certification as Associate Clinical Fellow in Hospice and Palliative Care must

1110.3.1 Be currently certified as Clinical Chaplain or Associate Clinical Chaplain by CPSP.

1110.3.2 Have completed 200 hours of training (to include 20 hours in interdisciplinary team case conferences) as described in §1100.1 (above).

1120. Competencies in Hospice and Palliative Care Subspecialty

The candidate for certification must provide evidence for having mastered the theory and practice of pastoral care in hospice and/or palliative care settings, as follows:

1120.1 Demonstrated understanding of the nature, scope, and process of care delivery of the subspecialty of hospice and palliative care.

1120.2 Demonstrated understanding of the process for identifying patients for whom hospice and palliative care is appropriate.

1120.3 Demonstrated understanding of rights and responsibilities of hospice and palliative care patient and family.

1120.4 Demonstrated understanding of and participation in the team process for involving patients and family in decision making, including exploring treatment options, making end of life decisions, completing advance directives, and the role of surrogate decision makers.

1120.5 Demonstrated ability to facilitate communication between members of the care team and the patient/family, especially during patient/family conferences.

1120.6 Demonstrated understanding of and ability to assess the patient's and family's values and beliefs, and religious, spiritual, and cultural practices, along with the ability to incorporate these into the care plan.

1120.7 Demonstrated understanding of and participation in the interdisciplinary care team, including ongoing evaluation of the care plan, integration of pastoral care into it, along with adapting the care plan to the changes in the spiritual, cultural, pastoral, and religious needs of the patient and family.

1120.8 Demonstrated ability to facilitate the participation of the patient's and family's faith group.

1120.9 Demonstrated understanding of and the ability to facilitate the bereavement support and follow-up process, along with the knowledge of appropriate referral resources.

1120.10 Demonstrated basic, minimum understanding of the dying process, along with symptom and pain management goals and methods.

1120.11 Demonstrated understanding of the psychological, social, and emotional aspects of the disease process, the dying process, and the process of coping with pain, along with the ability to integrate these concepts into the plan of care as it relates to providing pastoral care.

1120.12 Demonstrated understanding of information-keeping procedures including privacy and security of health information, completeness and accuracy of record keeping, and continuity of information across the palliative care or hospice team.

1130. Chapter Certification Consultation – Documents

Candidates for subspecialty certification in palliative care or hospice and palliative care must submit supporting materials as required by the chapter, which shall include but are not limited to the following:

1130.1 Completed Hospice and Palliative Care Subspecialty Form.

1130.2 Appropriate supervisor's, mentor's, or official's evaluation.

1130.3 Candidate's self-evaluation of participation in CPT subspecialty unit or alternative mentoring program.

1130.4 An integration paper written by the candidate addressing his or her competence in each of the standards (§§1110.1-1110.12, above), including clinical examples.

1140. Following Chapter Certification Consultation

1140.1 Complete payment of the required certification fee.

1140.2 Consider the chapter's feedback from the certification consultation; revise your documents in the light of your best understanding.

1140.3 Review your documents in their final form, and assemble for submission online.

1140.4 Await notice of the decision on your application by the Certification of Individuals Committee.

I200. Substance Use and Addiction

1210. Requirements for Certification in Substance Use and Addiction Subspecialty

1210.1 Candidates for certification in the substance use and addiction subspecialty must complete a qualifying program of training or experience, either

1210.1.1 An accredited formal unit of or fellowship in clinical pastoral training in a substance use and addiction setting, including substance use and addiction interdisciplinary team case conferences, or

1210.1.2 A mentoring/case conference/group process model under mentoring of one or more chaplains or pastoral counselors certified in the subspecialty of substance use and addiction, to include substance use and addiction interdisciplinary team case conferences.

1210.1.3 In individual cases, candidates with appropriate training and/or clinical experience can be considered as demonstrating an equivalent to this requirement.

1210.1.4 Plus at least six hours of ethics training and six hours of HIV/other pathogens training within the past three years.

1210.2 Candidates for certification as a Clinical Fellow in Substance Use and Addiction must

1210.2.1 Be currently certified as Clinical Chaplain/Pastoral Counselor by CPSP.

1210.2.2 Have completed 400 hours of training (to include 40 hours in interdisciplinary team case conferences) as described in §1210.2.1 (above).

1220. Competencies in Substance Use and Addiction Subspecialty

The candidate for certification must provide evidence for having competence in the theory and practice of pastoral care in trauma-informed substance use and addiction settings, as follows:

1220.1 Demonstrated understanding of the nature, scope, and process of care delivery within the subspecialty of substance use and addiction.

1220.2 Demonstrated understanding of the process for identifying clients for whom pastoral care with regard to substance use and addiction is appropriate.

1220.3 Demonstrated understanding of the rights and responsibilities of the substance use and addiction client and family.

1220.4 Demonstrated understanding of and participation in the team process for involving clients and families in decision making, including exploring treatment options, crisis management, cultural awareness, and an understanding of ethics/issues in addiction services.

1220.5 Demonstrated ability to facilitate communication between members of the care team and the client/family, especially during client/family conferences.

1220.6 Demonstrated understanding of and ability to assess the client's and family's values and beliefs, and religious, spiritual, and cultural practices, along with the ability to incorporate these into the care plan.

1220.7 Demonstrated understanding of and participation in the interdisciplinary care team, including ongoing evaluation of the care plan, integration of pastoral care into it, along with adapting the care plan to the changes in the spiritual, cultural, pastoral, ethical, and religious needs of the client and family.

1220.8 Demonstrated ability to facilitate the participation of the client's and family's faith group.

1220.9 Demonstrated understanding of and the ability to facilitate the recovery support and follow-up process, along with the knowledge of appropriate referral resources.

1220.10 Demonstrated understanding of trauma-informed substance use and addiction treatment processes, along with symptom and mental health management goals and methods.

1220.11 Demonstrated understanding of trauma-informed care and the psychological, social, ethical, and emotional aspects of chemical dependency and addiction, and the process of coping with withdrawal and treatment, along with the ability to integrate these concepts into the care plan as it relates to providing pastoral care.

1220.12 Demonstrated understanding of information-keeping procedures including privacy and security of health information, completeness and accuracy of record keeping, and continuity of information across the care team while respecting the inherent worth and dignity of every client.

1220.13 Demonstrated understanding of the value of and plan for self-care.

1230. Chapter Certification Consultation – Documents

Candidates for subspecialty certification in substance use and addiction must submit supporting materials as required by the chapter, which shall include but are not limited to the following:

1230.1 Completed Substance Use and Addiction Subspecialty Form.

1230.2 Appropriate supervisor's, mentor's, or official's evaluation.

1230.3 Candidate's self-evaluation of participation in CPT subspecialty unit, alternative mentoring program, or workplace subspecialty experience.

1230.4 An integration paper written by the candidate addressing his or her competence in each of the standards (§920.1.1–920.1.12, above), including clinical examples.

1240. Following Chapter Certification Consultation

1240.1 Complete payment of the required certification fee.

1240.2 Consider the chapter's feedback from the certification consultation; revise your documents in the light of your best understanding.

1240.3 Review your documents in their final form, and assemble for submission online.

1240.4 Await notice of the decision on your application by the Certification of Individuals Committee.

I 300. Clinically Trained Minister

1310. Requirements for Certification as Clinically Trained Minister

1310.1 Evidence of a minimum of 400 hours of CPT and a Master of Divinity, or master's- or doctoral-level degree (or equivalent) in theology, counseling, or related disciplines from an accredited college, university, or seminary.

1310.2 Ordination, consecration, or other recognition as a minister by one's faith group.

1310.3 Intensive personal assessment by a sponsoring CPSP chapter.

1320. Competencies of Clinically Trained Minister

1320.1 Clinical competence, as evidenced by:

1320.1.1 Demonstrated ability to make a basic clinical/pastoral/spiritual assessment with special reference to understanding the nature and quality of religious symbols and spiritual values.

1320.1.2 Demonstrated ability to relate with personal and professional proficiency to persons in crisis who may represent a variety of theological and cultural perspectives.

1320.2 Conceptual competence, as evidenced by:

1320.2.1 Demonstrated knowledge of the core bibliography, including but not limited to: crisis intervention theory and practice; grief and loss; interdisciplinary and interfaith patient care; spiritual diagnosis; group and family systems theory and behavior; gender issues in pastoral care; and ethical issues and boundaries in pastoral care.

1320.3 Evidence of high ethical commitment, including absolute respect for the worth and rights of persons and an understanding and assent to *The CPSP Code of Professional Ethics*.

1330. Chapter Certification Consultation – Documents

Candidates for Clinically Trained Minister must submit supporting materials as required by the chapter, which shall include but are not limited to the following:

1330.1 Comprehensive autobiographical sketch.

1330.2 Two case studies demonstrating recent clinical work.

1330.3 A comprehensive theory paper of sufficient length to demonstrate the integration of personal, professional, and clinical competence, addressing the theory and theology of pastoral care and counseling.

1330.4 Documented accountability to the candidate's faith endorsement, as pastoral clinician. (§630.3, above)

1340. Following Chapter Certification Consultation

1340.1 Complete payment of the required certification fee.

1340.2 Consider the chapter's feedback from the certification consultation; revise your documents in the light of your best understanding.

1340.3 Review your documents in their final form, and assemble for submission online.

1340.4 Await notice of the decision on your application by the Certification of Individuals Committee.

PROCEDURES

1400. Certification Committee

The tasks assigned to the Certification of Individuals Committee (*By-laws*, §7.04 (b)) address chapters in their role in certification (§§200-460) and individual members (§§600-1340) throughout the certification life cycle.

The Committee provides, in addition, consultation and guidance to chapters in collaboration with other standing committees (§§500-540.1).

The principal task of the Committee is the administration of the certification of members.

1410. Application Submission/Review

1410.1 Candidates for certification submit their required documents according to the current instructions, posted at CPSP.org.

1410.1.1 Ordinarily, completed applications are due sixty (60) days in advance of scheduled certification review panels.

1410.1.2 In extraordinary cases, or for candidates endorsed by chapters having an exceptional record in preparing candidates for certification, this deadline may be extended by prior arrangement. Applications are received continuously.

1410.2 The chair designates a member of the committee to review the application, and to determine whether

1410.2.1 The applicant is a member of a qualified chapter, and

1410.2.2 The report of chapter certification consultation addresses the candidate's readiness for certification sufficiently, and

1410.2.3 Required documents, and media (if applicable) are in hand, and

1410.2.3.1 Ecclesiastical endorsement, or evidence of accountability to a faith community, has been issued by the proper authority, according to the practice of that faith community.

1410.3 The reviewer further assesses the application to form a preliminary judgment concerning whether the candidate should meet with a review panel.

1410.3.1 If the candidate's application appears satisfactory, the reviewer will notify the chair (who will proceed to schedule the candidate for the review panel).

1410.3.2 If the candidate's application appears seriously deficient (and the candidate unlikely to engage successfully with the certification review panel), the reviewer will notify the chair, who will designate a committee member to consult with both the candidate and their convener.

1420. Certification Review Panel

The certification review panel is a microcosm of CPSP – a sampling of the full range of diversity and inclusion from among our members – engaging with the *living human documents* who present themselves and their work for review.

Its purpose is to provide for consistency in the application of standards for certification.

Its method is dialogical – exploring the questions about who we are, and are becoming.

Its product is consultation, both directly to members and indirectly to their chapters.

Review panels are not required for subspecialty certifications, the candidates' readiness for clinical work having been validated already through certification as Clinical Chaplain/Pastoral Counselor (or Associate).

1420.1 Certified members are solicited for participation on review panels (in addition to members of the Certification of Individuals Committee) in order to

1420.1.1 Cultivate the habit of voluntary service to the community through time-limited, focused opportunities, that

1420.1.2 Develop understanding of and appreciation for CPSP standards for certification, and their underlying theoretical perspectives, and thus

1420.1.3 Support chapters in their *work task* through these members' enlarged capacity to offer insight and understanding.

1420.2 Review panels' composition should provide for

1420.2.1 A majority of members with previous experience in certification.

1420.2.2 Diversity and inclusion that reflects openness to the candidate's person and experience, primary language preference, etc.

1420.2.3 Scheduling of review panels at reasonable times, based on the both the candidate's and panel members' geographic locations.

1420.2.4 Designation, in advance, of one member to present a summary of candidate's life experience and application contents to the review panel.

1430. Certification Review Process

Panel members should be prepared to engage with candidates with full knowledge of both the standards against which they are to evaluate the candidates and the latter's application materials.

1430.1 Panelists should meet to discuss their procedures for conducting the certification review, and responsibilities for reporting their recommendations, in advance of the time scheduled to meet with the candidate; this meeting may take place at any time in advance of the time scheduled for the candidate's review.

1430.2 The schedule for review panels should allow for fifteen (15) minutes for the presenter's introduction, PRIOR to the time the candidate has been invited to meet with the review panel.

1430.3 The panel has three sources for its assessment of the candidate's readiness for certification, namely

1430.3.1 Candidate's required documents, which (through the framing of the requirements) provide guidance for the candidate's demonstration of the competencies required for the certification sought, to include

1430.3.1.1 Candidate's personal data form, which provides basic background information (education, training, etc.).

1430.3.1.2 Proof of equivalencies (if required).

1430.3.2 The report of the chapter's certification consultation, in which the chapter reports its findings concerning the candidate's fulfillment of the standards for certification.

1430.3.3 The panel's experience of the candidate's person, clinical competence, and congruence with the written documents.

1430.4 Members of the review panel shall each take notes on their impressions as the review progresses, in order to capture data for

1430.4.1 Their deliberations following the close of the interview, and

1430.4.2 Preparation of meaningful, data-driven feedback/consultation to the candidate.

1430.5 Once the panel members have been satisfied that the purpose of the meeting has been achieved, they shall

1430.5.1 Excuse the candidate,

1430.5.2 Deliberate until they have arrived at a consensus on whether to recommend or decline to recommend certification, and

1430.5.3 Prepare initial feedback for the candidate.

1430.6 The panel shall then invite the candidate to return, offer their feedback, and report their recommendation concerning certification.

1430.6.1 The convener of the review panel will report their recommendations concerning each candidate to the Chair of the Certification of Individuals Committee no later than 6:00 P.M. (local) on the day the review is conducted.

1430.6.1.1 The convener of the review panel shall designate a member to provide written feedback to each candidate not recommended for certification, within 72 hours of the adjournment of the panel, using the prescribed form.

1430.6.1.2 In addition to the candidate, the following will also be copied on the feedback: convener of the review panel before which the candidate appeared, Chair of the Certification of Individuals Committee, and Administrator.

1440. Recommendations for Certification

The names and certifications of candidates who are recommended for certification by their respective review panels shall be reported to the Administrator for reporting to the next meeting of the Executive Chapter or Governing Council, whichever meets first, for their approval.

1450. Appeals Process

Candidates who are not recommended for certification by their certification review panel may submit an appeal, within thirty (30) days of receipt of the report of the certification review panel.

1450.1 The candidate's response to the Certification of Individuals Committee must be clearly identified as an appeal, and provide a rationale for reconsideration of the review panel's recommendation. New or revised documents may be submitted, as the candidate may prefer.

Include the Administrator on distribution for this correspondence.

1450.2 The Certification of Individuals Committee shall respond to the request for appeal within thirty (30) calendar days from receipt. The Committee may choose

1450.2.1 To grant the appeal, and recommend the candidate be certified,

1450.2.2 To offer candidate an opportunity to meet with a second review panel via an agreed videoconferencing application, at no additional charge, within thirty (30) days.

1450.3 If the candidate is not satisfied with the subsequent review panel's recommendation, the Chair of the Certification of Individuals Committee shall forward the following documents to the General Secretary for review:

1450.3.1 The report of the initial certification review panel,

1450.3.2 The candidate's rationale for appeal, and

1450.3.3 The Certification Committee's response to the appeal (§1440.2).

1450.3.4 If the candidate had met with a second review panel, the panel's report on that meeting.

1460. Restoration of certifications

The Certification of Individuals Committee will review the report of consultation by a qualified chapter (§460.2), and recommend appropriate action to the Executive Chapter.

1500. The Executive Chapter

“The Executive Chapter shall be empowered to act on behalf of the Governing Council in matters of importance that must or prudently should be determined in periods between full meetings of the Governing Council. Decisions and actions taken on such urgent matters should ordinarily be communicated in a timely manner to the CPSP members and ratified by the Governing Council at its next meeting (*By-laws*, § 4.06).”

The Executive Chapter

1500.1 Ordinarily approves certifications as they are presented for action by the Certification of Individuals Committee, and

1500.2 Provides consultation to the General Secretary in the event of a candidate’s appeal of recommendations to deny certification.

1510. Restoration of certifications

The Executive Chapter will review the petition for the restoration of certifications, the report of consultation by a qualified chapter (§460.2), and the recommendation of the Certification of Individuals Committee (§1460.). The decision of the Executive Chapter is final.

1600. General Secretary

The General Secretary, in role, “offers consultation and guidance to the Chapters and the Committees (*By-laws*, § 6.01 b).”

On reviewing the record of a candidate’s appearance before a review panel and subsequent appeal, the General Secretary may

1600.1 Consult with the Executive Chapter,

1600.2 Offer consultation and guidance to either the candidate’s chapter, or the Committee, or both

1600.3 “Make and carry out necessary decisions in the best interest of CPSP when the Governing Council and Executive Chapter are reasonably unable to do so (*By-laws*, § 6.01 j).”

1610. Final decision

The General Secretary makes the final decision on appeal, and shall either communicate this decision directly to the candidate, or designate someone to do so.

1700. Annual Certification Renewal

1710. Certification and Promotion of Chapters Committee Actions

Following the annual certification review (within the chapters) and the reporting of their recommendations via the Annual Chapter Reports to the Certification and Promotion of Chapters Committee, that committee shall

1710.1 Validate the chapters' self-report of "critical mass," then

1710.1.1 Determine which chapters to recommend for authorization without condition.

1710.1.1.1 Report the names of members recommended for renewal of their certifications to the Certification of Individuals Committee.

1710.1.2 For chapters being recommended for authorization *with conditions*, determine whether, in their judgment, the members' certifications should be renewed.

1710.1.2.1 Report the names of members recommended for renewal of their certifications from these chapters separately to the Certification of Individuals Committee.

1710.2 Identify from the Annual Chapter Reports any members who are NOT recommended for renewal of their certifications; report these names to the Certification of Individuals Committee.

1710.3 Note, in the Annual Chapter Reports, any disciplinary action that resulted in either suspension (*Ethics*, § 330.3) or permanent removal (*Ethics*, § 330.4) of the member's credentials. Report these names, start and end dates, and chapters of which these persons are members, to the Certification of Individuals Committee.

1710.4 Note any members reported by their chapters as *emeriti/ae*; report these names to the Certification of Individuals Committee.

1720. Certification of Individuals Committee

1720.1 The Certification of Individuals Committee reviews the report of the Certification and Promotions of Chapters Committee, and proposes two lists for Governing Council action at the Spring meeting, as follows:

1720.1.1 A list of certified members, alphabetically, by name, with certifications indicated, to be renewed, and

1720.1.2 A list of *emeritus/a* members, alphabetically, by name, with former certifications indicated, to be renewed.

1720.2 The Committee ensures that members with certifications that are currently suspended or permanently removed do not appear on the list of those recommended for renewal.