Certification Consultation Report Form –   
Diplomate in Pastoral Supervision

This form is to be completed and submitted by an appropriate member of the Chapter serving as one of the consultants. If the chapter has determined that the candidate is not yet prepared for certification (and is therefore not prepared to meet with the Review Panel) this report does not need to be submitted but may be used for the chapter’s consultative process with the candidate.

Please save the completed form to your computer, and please place the candidate’s last name in the name of the file. For example: “Jones – Chapter Consultation Report Form” or “Hernandez – Chapter Consultation Report Form”.

Send the completed form to Krista Argiropolis, Administrative Coordinator (krista@cpsp.org), and please keep a copy for your records.

Section 1.

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| 1.1 | Today’s Date: |
| 1.2 | Candidate’s Name:  *Please type it exactly as it should appear on the certificate* |
| 1.3 | Candidate’s Chapter: |
| 1.4 | Candidate’s Email: |
| 1.5 | Convener’s Name: |
| 1.6 | Convener’s Email: |
| 1.7 | Event name and date candidate is seeking for Review Panel:  *(If unknown, type “unknown”.)*  There are two training seminars in the East and one in the West. (NCTS-East, NCTS-West)  Additional reviews may be scheduled in the west, and elsewhere if needed.    If a candidate is not certified the Review Panel will inform the chapter convener within 30 days following the event. |
| 1.8 | Does the Chapter have Critical Mass?  Yes (skip to 1.10)  No (see 1.9)  *(Critical Mass is four or more members holding the same certification that the candidate is seeking.)* |
| 1.9 | If No, what is the name of the Chapter working with the candidate? |
| 1.10 | Date of Consultation Meeting with Chapter: |
| 1.11 | Candidate has paid dues and is listed in the CPSP Directory?  Yes  No |
| 1.12 | Candidate is in good standing and attends Chapter meetings?  Yes  No |
| 1.13 | Candidate is Board Certified with CPSP or cognate group?  Yes (see 1.14 and 1.15)  No (skip 1.14 and 1.15) |
| 1.14 | If candidate is certified with a cognate group(s), please list the name of the group(s)? |
| 1.15 | List certifications: |
| 1.16 | **Ethical and CPSP Commitment**  Evidence of high ethical commitment, including absolute respect for the worth and rights of persons.  Level of commitment to CPSP’s Covenant and Standards as a means to provide an exceptional CPT training program that represents CPSP well in the public domain.  RESPONSE: |

Section 2.  
Education and Training

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| 2.1 | Degree(s):  Master (M.Div or equivalent)  Doctorate |
| 2.2 | Dates(s) of graduation: |
| 2.3 | College or university, name and location: |
| 2.4 | Seminary or graduate school, name and location: |
| 2.5 | Other degrees:  Yes (see 2.6)  No (skip to 2.7) |
| 2.6 | If Yes, date of graduation, name of degree, area of study, name and location of college, university or seminary: |
| 2.7 | List CPT Units the Candidate supervised as an SIT |
| |  |  |  | | --- | --- | --- | | **CPT Center Name & Location** | **Training Dates** | **Supervisor’s Name** | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | | |
| 2.8 | Has the candidate demonstrated familiarity with and ability to utilize group relations theory in practice? (CPSP Standards **§**430.3.3)  Yes  No  Comments: |
| 2.9 | Has the candidate completed a personal, therapeutic, psychodynamic journey in the service of self-understanding? (CPSP Standards **§**440)   Yes  No |

Section 3.  
Faith Group Accountability/Endorsement

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| 3.1 | What is your faith group and denomination? |
| 3.2 | Are you ordained?  Yes  No  If Yes, name of ecclesiastical ordaining authority and contact information: |
| 3.3 | Are you endorsed?  Yes  No  If Yes, name of ecclesiastical endorsing authority and contact information:    *(In religious bodies where ecclesiastical endorsement is required, please attach a copy of the endorsement letter to this application. A list of the registered Endorsing Bodies is on our website at cpsp.org, in the section on Certification.)* |

Section 4.  
Standards

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| 4.1 | Does the candidate meet all CPSP Standards for the certification requested?   Yes  No |
| 4.2 | Read and initial:  *I, the candidate, understand that this certification must be renewed annually through Chapter affiliation. If I allow this certification to lapse, I will not present myself publicly as a CPSP certified person.  The CPSP Directory lists all certified and non-certified members of the College of Pastoral Supervision and Psychotherapy. Any persons representing themselves as CPSP certified and not listed in our directory are misrepresenting themselves.  Additionally, I do attest to the validity of all documents submitted in support of this certification.*  *Furthermore, I agree that if I am found now or in the future to have misrepresented my background, training, education, and/or credentials that any certification granted by CPSP is subject to revocation.*  ***Candidate’s Initials:***  *As convener of the Chapter, I concur that the candidate statement above is correct and true, and that all documents were reviewed and approved by the chapter.*  ***Chapter Convener’s Initials****:* |

Section 5.  
Supporting Documents

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| 5.1 | Certification materials will be submitted as one file, in PDF format, for the review panel. |
| **CPSP Diplomate in Pastoral Supervision**  (See Certification Manual on cpsp.org website for current list of required documents.)   * + - A comprehensive autobiographical sketch, not to exceed ten pages, outlining the candidate’s journey and insights gained from the psychodynamic process.     - A comprehensive theory paper of sufficient length to demonstrate the integration of personal, professional, theoretical, theological, and clinical competency in compliance with academic writing standards.     - Exhibits from a single unit of supervised training, as follows:       * Recent video recording of one complete group supervisory session where a clinical case is presented.       * A paper, not to exceed five pages, is to accompany the video that provides an analysis of the session and reflects the candidate’s use of self and one’s integrated use of theory and theology in their practice.       * The syllabus of the training unit presented for review.       * Evaluations written by the candidate of all trainees who participated in the candidate’s supervised unit and all evaluations written by the trainees.       * Narrative of one trainee’s progressive development through the unit, with candidate’s assessment of the impact of both individual and group supervision.     - Training supervisor’s evaluation of candidate’s supervised unit.     - Evidence of faith group endorsement if appropriate (CPSP Standards **§**610.3). | |

Section 6.  
Chapter’s Report

**The Chapter Convener or appropriate designee may complete this next section:**

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| 6.1 | Required Materials  Did the candidate provide all of the written materials and required by the Standards and the Supporting Documents checklist (Section 5, of this form)?  Yes, the candidate provided all of the certification materials.  No, the candidate did not provide all of the certification materials  If No, then why not? |
| 6.2 | Quality of Written Materials  From the review of the candidate’s written and recent video materials, please describe how the candidate integrates (or fails to integrate) their unique personal history, use of self, theology, theory of supervision, and their clinical practice of CPT Supervision:    Are the written materials well organized and reflective of graduate level of professionalism?    Critique the strength and weakness of candidate’s ability to provide Clinical Pastoral Training via the required materials: |
| 6.3 | Quality of Demonstrated Competence:  Describe how the candidate demonstrated, during the face-to-face certification review process, congruence between their submitted materials and their ability to integrate theory, theology, unique personal history, and use of self in their clinical practice:    What were the strength and weakness of the candidate during the give-and-take process of the consultation? |
| 6.4 | Clinical Functioning  Briefly describe how the candidate demonstrates their ability to integrate their theory, theology, and unique personal history in their clinical practice: |
| 6.5 | Theoretical Comprehension  Report your assessment of the candidate’s demonstrated proficiency, competencies and skills required for the level of certification for which he/she is applying. Your assessment of the candidate’s knowledge of the literature relating to the field of clinical pastoral supervision, including, but not limited to: mastery of theories related to supervision, using conceptual models from theology, social and behavioral sciences, and education. |

Section 7.  
Recommendation for Certification

The       Chapter has thoroughly reviewed and recommends       for Diplomate certification. We attest that all of the candidate’s documents are complete and ready for submission to the Review Panel, and that it is the chapter’s determination that the candidate meets the certification standards and is prepared to meet with the Review Panel.

Candidate’s Signature: Date:

Convener’s Signature: Date:

Supervisor’s Signature: Date:

*Continued, next page.*

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| **Diplomates Participating in Consultation (Name/Chapter):** | **Date:** |
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