

THE STANDARDS

OF CPSP-Philippines

2023

(Revision C)

2015	-	Original
2017	A	Add CPO certification
2019	B	Combined Clinical Chaplain and Pastoral Counselor into a single certification Added subspecialty of Corporate Chaplain. Additional details to CPO, and minor format corrections
2023	C	Minor changes throughout. Added Appendices A and B

CPSP-Philippines is an organization established to certify individuals for various levels of clinical pastoral care, and accreditation of Clinical Pastoral Education/Training (CPE/CPT) programs. The respect of the trainee's person and his/her personal growth, professional development and unique integration of the personal and professional is central to the CPSP-Philippines mission.

The Standards shown here draw heavily on the standards of The College of Pastoral Supervision and Psychotherapy (International) 2014 edition. This is intentional, seeking to maintain the professional standards of that organization while contextualizing certain aspects of the standards and procedures to the specific circumstances of the Philippines and Southeast Asia.

CPSP-Philippines Standards provide guidance to chapters, accredited training centers, and certifying board and other CPSP-Philippines structures as they do their work of certifying and recertifying persons, accrediting programs, and upholding ethical standards. They assure sufficient consistency in practice and application to ensure the quality and effectiveness of certified individuals and accredited training programs. It is understood that the Standards will not address all possible situations involving individuals, and in cases where the Standards fail to address specific individual circumstances, the spirit of the Standards, informed by conversations with consultants and by the CPSP-Philippines Covenant, will be applicable. CPSP-Philippines Standards are reviewed and updated as necessary. No two people and no two situations are absolutely identical; and so standards are guidelines, not law. There are exceptions that may be made on a case-by-case basis. Where the Standards may be in conflict or contradiction with the CPSP-Philippines Covenant, the spirit of the CPSP-Philippines Covenant takes precedence.

It is primarily the responsibility of the CPSP-Philippines Standards Committee to maintain these standards, since it is their responsibility to ensure standards have equivalency with those of The College of Pastoral Supervision and Psychotherapy. However, all members and chapters of CPSP-Philippines are encouraged to provide feedback to ensure the standards are appropriate. These standards will also be reviewed by the Governing Council and the Board of Trustees.

The Covenant of the CPSP-Philippines

We, the CPSP-Philippines members, see ourselves as spiritual pilgrims seeking a truly collegial professional community. Our calling commitments are, therefore, first and last theological. We agree to address and to be addressed by one another in a profoundly 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 twelve colleagues. Teaching or counseling programs directed by CPSP-Philippines 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 sustain, guide, heal, and reconcile 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-Philippines itself must be carefully monitored lest it take on an idolatrous character.

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

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100. ACCREDITATION

Accreditation is an authorization granted by CPSP-Philippines to conduct training programs in clinical pastoral education/training. Accredited centers are authorized to conduct training programs in settings where they are in full compliance with CPSP-Philippines Standards.

110. The CPSP-Philippines Accredited Program

A CPSP-Philippines accredited center may be established wherever appropriate structures for clinical pastoral training exist, including but not limited to; public and private hospitals and mental health centers, parishes and congregations, counseling and psychotherapy centers, state and government health and welfare institutions, drug rehabilitation centers, hospice centers, nursing home facilities, and urban inner-city programs. The broad variety of venues reflects the reality that clinical chaplaincy and pastoral counseling are needed in a wide range of structures and locations. The CPSP-Philippines accredited center provides a specific description of its administrative structure and lines of authority within the setting, and its compliance to all CPSP-Philippines Standards. The CPSP-Philippines accredited center should have the following essential program components:

110.1 Financial, human, and physical resources sufficient to support the training programs.

110.2 A sufficient number and variety of persons in need of pastoral care and counseling so as to ensure opportunities for ministry and learning.

110.3 Formal written agreements that specify the relationship and operational agreements between the CPSP-Philippines accredited center and any other agencies, which utilize the services of the center.

120. Educational Resources

The CPSP-Philippines Accredited Program shall provide comprehensive educational resources including:

120.1 A training staff of sufficient size to fulfill program goals. The number of trainers may be as low as one, as long as that one is qualified and has appropriate peer support and supervision.

120.2 The training staff shall include at least one:

-Diplomate (also termed "Supervisor") who is CPSP-Philippines certified and has appropriate peer support, **or**

-Supervisor-in-Training (SIT) who is CPSP-Philippines certified to the level of Clinical Chaplain and Pastoral Counselor (BCCC and BCPC), has a formal training and supervision relationship with a CPSP-Philippines or CPSP Supervisor, and maintains appropriate peer support. An SIT may not run a program unsupervised.

In addition the Supervisor or Supervised SIT may utilize other training assets inside of

our outside of the training center. They may be involved in teaching, consulting, evaluating, and supporting in the various activities in the program. However, However, it is understood that the Supervisor of the program (either directly or in supervision of the SIT in charge) is ultimately responsible for administration and supervision of the program. This include all support trainers and staff.

120.3 A training curriculum congruent with the growth and education needs of the trainees, the CPSP-Philippines Standards, and the CPSP-Philippines Covenant.

120.4 Individual and peer group supervision, assuring that the peer group shall be composed of no less than three persons in training.

120.5 Access to library and training facilities adequate for CPSP-Philippines Standards. Training facilities, as well as library resources, may be physical, virtual, or a combination. However, they should be conducive for group learning and interaction.

130. Written Policies and Procedures

All CPSP-Philippines accredited program policies and procedures shall be written and available to the public, and all trainees and program staff shall be fully informed of their content. These documents shall include, but not be limited to, the following:

130.1 An admission policy that does not discriminate against persons because of race, gender, age, faith group, national origin, sexual orientation or physical disability.

130.2 A financial policy, which states fees, payment schedules, refunds, stipends and benefits.

130.3 A complaint and grievance procedure. Such a process should be fully understood by all parties, allowing for fair fairness, safety, and justice for those involved.

130.4 A procedure for maintaining confidential trainee records for three to five years, which addresses confidentiality, access, and content and custody of records. Confidential records would include cases, consultations, evaluations, disciplinary processes, and other records of a similar type.

Non-Confidential records should be maintained by the training center as long as the organization is extant. Non-confidential records are information regarding the trainee as far as:

- When the trainee was trained under the training center.

- Who was the one who acted as the trainee's supervisor.

- What units of training were completed. If a unit of training was terminated (due to decision of trainee, discipline, failure to complete requirements, etc.) only the fact that the training was not completed would be part of the non-confidential records, not the reason.

130.5 A procedure for the discipline, dismissal and withdrawal of trainees (or staff).

130.6 A policy of ethical conduct of trainees and program staff consistent with the CPSP-Philippines Code of Ethics.

130.7 A statement of trainees' rights and responsibilities.

130.8 An agreement for training at the ministry site(s) that includes, but is not limited to: authorization to meet with patients, parishioners or clients; informed consent with regard to teaching materials; and agreement by the trainees to abide by center policies which protect confidentiality and the rights of clients, patients and parishioners.

130.9 A policy and procedure that provides for the completion of a unit or program in process should the supervisor be unable to continue. Every reasonable, and legal, effort will be made to ensure continuation of the unit for trainees that seek it.

130.10 A policy dictating that Trainee Unit Verification Form will be forwarded to the CPSP-Philippines administrative assistant/registrar at the conclusion of each unit.

140. Public Statements

The CPSP-Philippines accredited center shall accurately describe the work and function of the center and its programs. All statements in advertising, publications, recruitment and academic calendars shall be accurate and current. A list of such accredited centers will be maintained and made available in a public setting, such as website.

150. Accreditation Process for CPSP-Philippines Accredited Programs

150.1 An institution is immediately accredited, provisionally, as a clinical pastoral education training center by virtue of a certified CPSP-Philippines diplomate holding a position in the institution, or having a contract/MOA with the institution to provide such a program. Note: A CPSP diplomate who is serving in a formal supervisory supportive role for a training institution is considered to meet this requirement.

150.2 Within one year of such employment or contract a self-study and accreditation site visit must take place in order for accreditation to be continued.

150.3 The self-study shall be an examination and evaluation of the program by a committee within the institution comprised of persons appointed by the CPSP-Philippines Standards Committee. The self-study will document the manner in which the program conforms to the minimal requirements for a training program under published CPSP-Philippines Standards. The report will be forwarded to the Standards Committee.

150.4 The accreditation site visit will be organized by the CPSP-Philippines Standards Committee in concert with both the Chapter to which the diplomate is accountable and the Chair of the CPSP-Philippines Standards Committee. The latter will appoint a representative to the site visit team.

150.5 Expenses for the site visit will be borne by the institution that is being reviewed.

150.6 A summary of the site visit in the form of a site visit report will be forwarded to the responsible chapter and to the chair of the CPSP-Philippines Standards Committee, who will in turn report the findings to the CPSP-Philippines Board of Trustees.

150.7 The Standards Committee will accept and approve the report of the site visit or send the report back to the chapter for further review.

150.8 Duration of Accreditation: Formally accreditation is for seven years. There are no automatic extensions. However, If the center has maintained the standards and the bases for accreditation over the seven years, and maintains the recommendation of its associated chapter, an application may be made to extend accreditation for another seven years.

The Standards Committee may choose to accept this and authorize another seven years of accreditation. Alternatively, they may believe that enough changes have occurred in the training center to warrant another formal accreditation process. Such reasons may include major changes of ministry venue, changes in supervisors, the training center being shutdown for a lengthy period of time, etc.

200. STANDARDS FOR CLINICAL PASTORAL EDUCATION/ TRAINING

CPSP-Philippines requires that all accredited CPSP-Philippines programs that offer clinical pastoral education/training function in accordance with CPSP-Philippines Standards which address admission to training, program content and structure, and objectives for the various levels of training.

210. Program Standards for Clinical Pastoral Education/Training (CPE/CPT)

Clinical pastoral education/training was conceived as a method of learning pastoral practice in a clinical setting under supervision. The concept was promoted by Anton T. Boisen to include a case study method of theological inquiry through a study of “living human documents.” For over eighty years CPE/CPT has developed, enhancing its methodology by close interaction with persons from the disciplines of medicine, psychology, the behavioral sciences, as well as with theology.

210.1 Program standards for CPE/CPT include the following:

- No less than 400 hours (over a minimum of 8 weeks) of supervised learning for a unit of CPE/CPT. At least 200 hours (over at least 6 weeks) of supervised learning is required for a half unit of CPE/CPT.
- The actual practice of ministry to an appropriate variety of persons.
- Pastoral supervision by a CPSP-Philippines diplomate in CPE/CPT supervision or by a supervisor-in-training who receives peer supervision, as well as supervision from a CPSP or CPSP-Philippines diplomate in CPE/CPT supervision.
- Detailed reporting and evaluation of the practice of ministry.
- Participation of trainees in a peer group of sufficient size (at a minimum of three trainees) to allow for a variety of creative, interpersonal relationships that facilitate growth and learning.
- Didactic instruction to enable the trainee to understand the particular

needs of persons receiving ministry and the variety of ways of helping those persons. Material is utilized from all sources and disciplines which assist the trainees' integration of theological understanding and knowledge of behavior sciences with personal and pastoral functioning

- A curriculum that enables trainees to meet the objectives of CPE/CPT, utilizes the unique resources of the center, takes into account the trainees' interests, gifts, learning and growth needs and areas of specialization, if applicable. A final written evaluation of the experience both by the trainee and by the CPE/CPT supervisor.

220. Admission to CPE/CPT

An applicant's suitability for admission to any CPSP-Philippines program of CPE/CPT is a matter of judgment by the CPSP-Philippines accredited program in accordance with its admission policies. Requirements for admission to CPE/CPT include but are not limited to:

220.1 A completed application.

220.2 An admission interview with a qualified interviewer for persons for an initial unit of CPE/CPT to determine readiness for clinical learning.

220.3 Graduation from high school and participation in a faith community to whose authority the trainee is accountable.

220.4 Fulfillment of any pre-requisites that might be required by a center for a particular program. Provisions regarding pre-requisites may be made by centers to encourage diversity of trainees.

220.5 Ecclesiastical endorsement or formal permission from the potential trainee's denomination or faith community are welcomed but not required. However, it is the goal that the trainee is doing this training to be more effective within their faith community. Therefore, it is desirable that the trainee's faith community is aware and supporting of the training. *If it is known that the trainee's faith community, or religious supervisor opposes training, that would normally be a reason to reject the application.*

230. Objectives of CPE/CPT

CPE/CPT is designed to provide theological and professional training utilizing the clinical method of learning in diverse contexts of ministry. There are professional benchmarks of expected outcomes from CPE/CPT, which formulate the competency objectives. They include:

230.1 To develop the ability to make use of the clinical process and the clinical method of learning. This includes the formulation of clinical data, the ability to receive and utilize feedback and consultation, and to make creative use of supervision.

230.2 To develop the self as a work in progress and to cultivate the understanding of the self as the principal tool in pastoral care and counseling. This includes the ability to reflect and interpret one's own life story, both psychologically and theologically.

230.3 To demonstrate the ability to establish a therapeutic pastoral bond with

persons and groups in various life situations and crisis circumstances.

230.4 To demonstrate basic care and counseling skills including listening, empathy, reflection, analysis of problems, conflict resolution, theological reflection and the demonstration of a critical eye so as to examine and evaluate human behavior and religious symbols for their meaning and significance.

230.5 To demonstrate the ability to make an appropriate pastoral diagnosis with special reference to the nature and quality of religious values.

230.6 To demonstrate the ability to provide an objective analysis of one's own religious tradition.

230.7 To demonstrate an understanding of the dynamics of group behavior and the variety of group experiences, and to utilize the support, confrontation and clarification of the peer group for the integration of personal theology and pastoral functioning.

230.8 To demonstrate the ability to communicate and engage in ministry with persons across cultural and religious boundaries.

230.9 To demonstrate the ability to utilize individual supervision for personal and professional growth and for developing the capacity to evaluate one's ministry.

230.10 To demonstrate the ability to work as a pastoral member on an interdisciplinary team.

230.11 To demonstrate the ability to make effective use of the behavioral sciences in pastoral ministry.

230.12 To demonstrate increasing leadership ability and personal authority.

230.13 To demonstrate familiarity with the basic literature of the field: clinical, behavioral, and theological.

300. COMMON CERTIFICATION STANDARDS

CPSP-Philippines offers certification to qualified individuals in the following areas:

- Diplomate in Clinical Pastoral Supervision (DPS)
- Board Certified Clinical Chaplain (BCCC)
- Board Certified Associate Clinical Chaplain (BCACC)
- Board Certified Pastoral Counselor (BCPC)
- Board Certified Associate Pastoral Counselor (BCAPC)
- Clinically Trained Minister.

Note: At the present time, CPSP-Philippines chooses to hold boards for Clinical Chaplain and Pastoral Counselor as a single entity. That means passing a board for BCCC means that one is also certified for BCPC, or passing a board for BCACC means that one is also certified for BCAPC. CPSP-Philippines may change this policy in the future, but any such change would have no bearing on past certifications.

Standards for certification include standards that are common to all CPSP-Philippines 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. In general it should be clearly understood that:

- (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;
- (2) the completion of formal requirements is always seen in relation to such a demonstrated ability to function; and
- (3) certification is always a matter of judgment of one's professional peers who are delegated representatives of CPSP-Philippines.

310. Requirements for Certification

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

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

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

310.3. Ecclesiastical endorsement from the candidate's faith group for the ministry for which certification is sought when ecclesiastical endorsement is a normal practice of the candidate's faith group. However, it is the responsibility of the candidate to seek such out if it is needed, and to be held accountable to that faith group. It is not the responsibility of CPSP-Philippines to know which faith groups require this, nor enforce that groups' policies. See 220.5.

Note: There may be unique circumstances where CPSP-Philippines may go against the wishes of a candidate's ecclesiastical body. For example, CPSP-Philippines may choose to hold a board for a female candidate, who is a member of a religious group that opposes credentialing of women. CPSP-Philippines seeks to respect all religious thought and organizing bodies, so any action that such as this would definitely be done with caution on a case-by-case basis.

320. Equivalencies

Candidates may request equivalent training or education for the stated requirements for the certifications being sought.

320.1 Equivalencies for education or training requirements should be substantively similar to the stated requirements for the desired certification.

320.2. The acceptability of equivalent training or education will be determined by the candidate's chapter and ad hoc certifying board committee, subject to the review of the Standards Committee.

330. Certification Reviews

330.1 Candidates for certification shall be reviewed by an ad hoc certification committee appointed by the candidate's chapter.

330.2 Certification review committees shall always include an outside consultant certified at the level for which the candidate is seeking certification or higher. Outside consultants shall be approved by the chair of the CPSP-Philippines Standards Committee in consultation with the President of the Board of Trustees. The outside consultant provides personal expertise, and objectivity, in the review, acting on the behalf of the Standards Committee.

Note: "Outside" means neither a member of the candidate's chapter or training center, nor the candidate's supervisor. In some cases, when necessary, a candidate may have had the outside consultant as a supervisor in the past. However, the latest unit completed by the candidate should not have been supervised by the outside consultant.

330.3 The purpose of the review is to establish that the candidate has reached the competencies expected for the level of certification for which he/she is applying.

330.4 Prior to the review the candidate shall complete the written materials required for the level of certification for which he or she is applying. These materials shall be distributed to the certification committee members and the outside consultant prior to the certification review.

330.5 The certification review shall not exceed two hours and 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.

330.6 Upon completion of the review, the candidate shall be excused for the purpose of allowing the committee to deliberate on its recommendations.

330.7 Upon reaching a decision, the candidate shall be immediately informed of the committee's recommendation.

330.8 A favorable recommendation will be forwarded to the candidate's Chapter for ratification.

330.9 The Chapter convener will forward the certification request form to the Standards Committee within 30-days of the Chapter's ratification.

330.11 An unfavorable recommendation may be appealed by the candidate to the Standards Committee.

340. Reciprocity

CPSP-Philippines recognizes the certification work of other credible cognate groups in the pastoral care field. Persons who are certified as CPE supervisors, chaplains, clinically trained ministers, or pastoral counselors in other cognate groups qualify for certification in CPSP-Philippines at the corresponding level by reciprocity.

Note: While we recognize certifications by other bodies as well as training units by other bodies, this does not necessarily mean that all recognitions are automatic. As an example, if a person is credentialed by AACPE or CSCPF as a Supervisor, we recognize their competency and accept them as collegial equals. However, if this person wishes to be recognized as a CPSP-Philippines certified Supervisor, a review will have to be done to ensure equivalency of program. Additional steps may be required, such as acting as a Supervisor-in-Training for one or more units under a CPSP-Philippines certified Supervisor, or have a formal board. An exception to this is certified members from CPSP, and any other certifying organization we have a Memorandum of Agreement (MOA) with. In that case, recognition will be based on the MOA and their standing with that organization.

400. STANDARDS FOR DIPLOMATE IN PASTORAL SUPERVISION

CPE/CPT Supervisors are specialists in supervising programs of CPE/CPT who have integrated the disciplines of theology and the social/behavioral sciences personally and in clinical practice. The trainee in supervisory CPE/CPT will learn the art of clinical pastoral education/training in a setting and with a curriculum, which enables the following:

- 400.1 Establishment of a unique, valued, respected, intensive mentoring relationship with a CPSP-Philippines diplomate in CPE/CPT supervision who will support the modeling and personal and professional integration of the candidate.
- 400.2 Mastery of theories related to supervision using conceptual models from theology, the behavioral sciences and education.
- 400.3 Practice of supervision under the supervision of a CPSP-Philippines (or CPSP) diplomate in CPE/CPT supervision.
- 400.4 Demonstration of the integration of theory and practice of supervision into one's personal and pastoral identity and development of his or her identity as an educator.
- 400.5 Ongoing consultation with other CPSP-Philippines diplomate supervisors-in-training, adjunct faculty and the trainee's chapter.

410. Requirements for Admission to CPE/CPT Supervisory Training

Supervisory training is designed for qualified persons with demonstrated pastoral, professional and clinical experience to learn the art of clinical pastoral supervision. Admission to supervisory training is contingent upon a face-to-face interview, which results in the conviction by a CPSP-Philippines chapter that a given candidate has the resources to become a CPE/CPT supervisor. Admission also depends upon the following requirements:

- 410.1 Master of Divinity, or Masters 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.
- 410.2 Significant regular pastoral experience.

Note: Pastoral experience means serving pastorally. Serving pastorally is not in any way the same as serving in the office of a pastor.

410.3 Personal maturity and a record of professional competence.

410.4 Completion of a minimum of four (4) units of CPE/CPE or 1,600 hours of equivalent clinical training.

410.5 Acceptance for supervisory CPE/CPT by a CPSP or CPSP-Philippines diplomate in CPE/CPT supervision.

Note: One cannot be accepted into the supervisory training program, as an SIT, without formal acceptance of a Diplomate Supervisor in Pastoral Supervision, who will act as supervisor/mentor in the training process. Also note, that over the life of the supervisory training (minimum of five units to qualify for Diplomate/Supervisor board), it is strongly recommended, and could even be required by the ad hoc board committee, the trainee has had at least two supervisors.

420 Objectives of Supervisory CPE/CPT

The objectives of supervisory CPE/CPT are to provide all the resources needed to develop the uniqueness of the trainee's persona, to be a mentor to trainees, and to learn to live and work in the dynamic and in-depth relationship milieu that characterizes CPE/CPT.

These objectives shall include the following:

420.1 Attaining competence as a clinical pastoral supervisor:

- Establishing relationships with trainees.
- Developing appropriate curricula.
- Learning to present one's own unique personality and history as an instrument to facilitate the trainee's growth, learning and healing.

420.2 Attaining competence in using conceptual models from theory and practice to understand and articulate pastoral supervisory methodology. This includes becoming increasingly knowledgeable of and critically conversant with the literature relating to the field of clinical supervision. Attaining competence in individual supervision which includes:

- The ability to supervise the trainee's pastoral work, giving attention to unique patterns of personal and professional development; facilitating movement toward personal and pastoral identity;
- Demonstrating sensitivity to the trainee's psychological development, individual learning patterns, and diverse religious histories
- Developing competence in the process of defining and evaluating the trainee's pastoral and personal resources.

430. Competencies of CPE/CPT Supervisors

430.1 Demonstrated pastoral competence

430.2 Demonstrated pastoral care and counseling competence as evidenced by certification as a clinical chaplain by CPSP-Philippines or another cognate group or by meeting the criteria for clinical chaplaincy certification in these Standards.

430.3 Demonstrated conceptual competence

430.4 Demonstrated fulfillment of the Objectives of Supervisory CPE/CPT (§420).

430.5 Completion of an intensive, process-oriented group-training event such as a Tavistock Group Training seminar.

Note: This is highly desired but can be waived if no opportunity is available to the candidate.

430.6 An understanding of how one's person is integrated with professional identity and function as a CPE/CPT supervisor. Demonstration of this is both in action and written theological integration.

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

430.8 Demonstrated ability to plan and administer a program of CPE/CPT.

430.9 Familiarity with diverse conceptual frameworks in pastoral theology and the behavioral sciences as these relate to pastoral functioning.

430.10 Demonstrated professional competence in pastoral counseling and clinical chaplaincy.

430.11 Recommendation for certification by the candidate's primary training supervisor and the sponsoring CPSP-Philippines chapter.

430.12 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.

Note: This is highly recommended. However, this may be waived if opportunity or cost makes this unavailable to the candidate. The ad hoc board committee will decide whether this will be required on a case-by-case basis.

430.13 Evidence of high ethical commitment, including respect for the worth and rights of persons and an understanding and assent to the CPSP-Philippines Code of Ethics.

440. Certification as CPSP-Philippine Diplomate in Pastoral Supervision

A candidate who completes requirements for CPE/CPT supervisor is eligible to meet with his/her CPSP-Philippines Chapter for examination of competency and proficiency (see §330).

If the candidate fulfills criteria for supervisory status, and if the candidate is fully informed and committed to all expectations of participation in CPSP-Philippines chapter life, then the CPSP-Philippines chapter shall call for an ad hoc board committee.

The board will consist of CPSP-Philippines Diplomates. Up to one diplomate can come from a certifying organization (such as CPSP) that has a MOA with CPSP-Philippines. Supervisors-in-Training may serve on the board as long as they are less than half of the board. Only Diplomates have voting privilege to certify. This decision shall then be presented to the Standards Committee. See 440.11 for details.

Candidates for certification as a CPSP-Philippines diplomate in CPE/CPT supervision must submit supportive materials as required by the chapter, which includes but is not limited to the following:

440.1 An 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 clinical pastoral supervision.

440.3 A comprehensive theory paper of sufficient length to demonstrate the integration of personal, professional, and clinical competencies. This is done through two separate papers. The first is a Theological Integration paper addising the theology of the addressing theology of the candidate in terms of practical ministry, self-understanding, suffering, and social sciences. The second is a Philosphy of Supervision paper that addresses the role and process of supervision in general, and what theoretical perspective the candidate seeks to follow.*at theoretical perspective the candidate seeks to follow.*

440.5 Recommendation of the final supervisor of the candidate. It is understood based on this recommendation that the Supervisor has the following items from the candidate:

- Final evaluations written by the candidate for all of the trainees of the final unit of the candidate as SIT.

- The syllabus of an CPE/CPT final unit supervised by the candidate.

- Final evaluations written by the candidate of all trainees who participated in the candidate's supervised CPE/CPT unit.

- Final evaluations written by the trainees who participated in the final candidate's supervised CPE/CPT unit.

- Final evaluation of the candidate's SIT process written by the candidate and the training supervisor.

440.9 Evidence of ecclesiastical endorsement if appropriate (see 310.3)

440.10 Three fresh case studies done by the candidate. One of the three will be presented at the board.

Note: Fresh implies two things:

- The case has been written recently from a conversation or incident recently, such as the last six months.*

- The case has never been presented to a group, peer, or supervisor.*

440.11 The certification board consists of one or two reviews:

- (a) The Paper Review. Boardmembers will review the papers submitted. After this

review, they can choose one of three responses:

- Pass. In this case a Personal Review is unnecessary.
- Fail. Either the candidate is rejected or (more likely) needs more information in their paperwork included. No Personal Review is (yet) needed.
- Personal Review.

(b) The Personal Review is a face-to-face board, much like for the lower certifications, but with greater focus on supervisory understanding and practice. It is to be, at most, 2 hours long. This is only done for those in which the Paper Review did not result in a "Pass" or "Fail."

450 Qualifications for Diplomates in Pastoral Supervision to Function as Training Supervisors

450.1 All diplomates conducting or proposing to conduct supervisory training (also known as, training supervisors,) must be experienced supervisors, with at least five years of supervisory experience.

450.2 A diplomate commencing supervisory training must have approval of his or her chapter and Standards Committee.

450.3 A regular Supervisor (one qualified to oversee CPE training groups without formal supervision) may oversee the supervisory training, only if he or she is in turn being supervised by a Training Supervisor.

500. STANDARDS FOR DIPLOMATE IN PASTORAL COUNSELING

The Diplomate in Pastoral Counseling is not a supervisory diplomate. Rather, it is a designation that shows proficiency in the role of pastoral counseling. That being said, Board Certified Pastoral Counselors who are seeking to eventually become a Diplomate in Pastoral Counseling, should have a Diplomate in Pastoral Counseling as a mentor. Therefore, a Diplomate in Pastoral Counseling should have personal experience as well as willingness to serve as a mentor. The candidate in pastoral counseling will pursue mastery of this art and science, as follows:

500.3 To embrace the mentor-mentee relationship as part of personal and professional growth.

500.4 Demonstration of the integration of theory and practice of pastoral counseling and how it interacts with one's personal and pastoral identity, and development of his or her identity as a counselor. Understand how the term "pastoral" in its historical and theological understand, creates the uniqueness in roles and methods of a pastoral

counselor.

500.5 Ongoing consultation with other CPSP diplomates, consultants, adjunct faculty and the trainee's chapter.

510. Admission to Psychotherapy Supervisory Training

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:

510.1 Certification as a pastoral counselor. (See 300). *<Note: In unusual circumstances, this can be waived--- particularly where the individual has considerable training in a different program that integrates theology and psychology for the purpose of care.>*

510.2 Significant pastoral counseling experience.

510.3 Personal maturity and a record of professional competence.

510.4 Endorsement by the candidate's chapter or training center, or from at least two members of the Standards Committee.

520. Objectives of Diplomat in Pastoral Counseling Training

The goal of training is to develop the uniqueness of the trainee's persona, to be a mentor to trainees, and counselor to clients and to learn to live and work in the dynamic and in-depth relationship milieu that characterizes pastoral counseling. Specific objectives include the following:

520.2 Attaining proficiency in pastoral counseling.

520.3 Attaining competence which includes:

520.3.1 The ability to supervise the trainee's pastoral psychotherapy work, giving attention to unique patterns of personal and professional development; facilitating movement toward personal and pastoral identity.

520.3.2 Demonstrating sensitivity to the trainee's psychological

development, learning patterns, and diverse religious histories.

520.3.3 Developing competence in the process of defining and evaluating the trainee's pastoral and personal resources

530. Competencies of Diplomates in Pastoral Counseling

530.1 Demonstrated pastoral competence.

530.2 Demonstrated pastoral care and counseling as evidenced by certification as a pastoral counselor by CPSP or another cognate group, or by meeting the criteria for pastoral counseling certification in these Standards.

530.3 Demonstrated conceptual competence.

530.4 Demonstrated fulfillment of the objectives of Diplomate in Pastoral Counseling Training (520)

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

530.6 An understanding of how one's person is integrated with professional identity and function as a Diplomate in Pastoral Counseling.

530.7 Demonstrated ability to choose methods of individual and group mentoring appropriate to specific individuals and groups.

530.8 Demonstrated ability to plan and administer a program of pastoral counseling training.

530.9 Familiarity with diverse conceptual frameworks in pastoral theology and the behavioral sciences as these relate to pastoral functioning.

530.10 Professional competence.

530.12 Recommendation for certification by the candidate's primary training mentor and sponsoring chapter, or at least two members of the Standard's Committee.

530.13 Evidence of having completed a personal psychotherapeutic investigation by a Psychotherapist or Diplomate in Pastoral Counseling, recognized and accepted by the candidate's training mentor. 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.

540.14 Ability to synthesize and evaluate critically ethical perspectives that emerge in clinical practice and in mentoring/training, consistent characterization of the principles of the CPSP-PH Code of Professional Ethics in personal and professional functioning.

540. Qualification of Diplomates in Pastoral Counseling to Function as Training Supervisors

<This is something that will be addressed in the future. At present time, all Diplomates in Pastoral Counseling can serve in developing new Diplomates in Pastoral Counseling through mentorship. At a future time, it is hoped to develop a full supervisory training program with standards.>

600. STANDARDS FOR CLINICAL CHAPLAIN/PASTORAL COUNSELOR

CPSP-Philippines requires that all CPSP-Philippines Accredited Training Centers that offer training leading to certification in Clinical Chaplaincy/Pastoral Counseling function in accordance with CPSP-Philippines Standards, which address admission to training, program content and structure, and objectives for the various levels.

Certification as Clinical Chaplain/Pastoral Counselor represents mastery of broad-spectrum pastoral counseling; it does not signify competence to offer psychotherapy, but rather competence to offer supportive and crisis-oriented pastoral counseling, informed by in-depth clinical and cognitive understandings of the principles found in psychodynamic psychotherapy.

The Clinical Chaplain/Pastoral Counselor is equipped to distinguish the boundaries, authority, role and task that correspond to these respective roles. The chaplain role is defined by its context in the institution – religious, healthcare, military or civic – in which it is found; the pastoral counselor role is specific to a ministry setting, within a faith community.

Those seeking this certification commit to developing their skills and wisdom through continuing education and ongoing clinical review of their work as pastoral care specialists.

A candidate, in consultation with his/her chapter, may request a formal certification consultation (an ad hoc certifying board) to determine the candidate's readiness to present themselves and their work for certification as a Clinical Chaplain/Pastoral Counselor.

610. Competencies of Clinical Chaplains

610.1 Clinical Competence, as evidenced by:

- Ability to screen, assess, and diagnose the needs of persons and groups from a clinical/pastoral/spiritual perspective.
- Ability to relate effectively to diverse persons and groups in their crisis, distress, loss, grief, or perplexity.

610.2 Theological competence, as evidenced by:

- Demonstrated ability to reflect deeply on core themes in the theology and ethos of one's own belief system
- For Associate Clinical Chaplain/Pastoral Counselor, this means demonstrated ability to apply and analyze core themes in the

theology and ethos of this belief system, with reference to pastoral care.

- For Clinical Chaplain/Pastoral Counselor, this means 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.
- Ability to analyze the nature and quality of religious symbols and spiritual values from a wide variety of theological and cultural perspectives.

610.3 Conceptual competence, as evidenced by:

- Completion of a four-year degree.
- Development, integration, and articulation of a consistent theory and practice of 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:
 - For Associate Clinical Chaplain/Pastoral Counselor, a minimum of 2 units of CPE/CPT or 800 hours of equivalent clinical training.
 - For Clinical Chaplain/Pastoral Counselor, a minimum of 4 units of CPE/CPT or 1,600 hours of equivalent clinical training.

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

620. Certification of Clinical Chaplains/ Associate Clinical Chaplains

A candidate who completes requirements for Clinical Chaplain/Pastoral Counselor or Associate Clinical Chaplain/Pastoral Counselor is eligible to meet with his/her CPSP-Philippines Chapter for examination of competency and proficiency (see ¶330). If the candidate fulfills criteria for certification, and if the candidate is fully informed and committed to all expectations of participation in CPSP-Philippines Chapter life, then the CPSP-Philippines Chapter shall recommend the candidate as a CPSP-Philippines Clinical Chaplain/Associate Clinical Chaplain. An ad hoc certification board will be established for this purpose. This decision shall then be presented to the Standards Committee for certification.

Note: The board will normally have one outside consultant who is a Diplomat who has not supervised the candidate (or at least has not supervised the most recent unit of the candidate). Other members may be Diplomates, Supervisors-in-Training, and certified clinicians (pastoral counselors/clinical chaplains). The board should not be for more than two

hours, and the decision to pass or fail will be based on consensus.

Candidates must submit supportive materials as required by the Chapter and Board, which includes but is not limited to the following:

- 640.1 A comprehensive autobiographical sketch.
- 640.2 Two case studies demonstrating recent (fresh) clinical work.
- 640.3 A comprehensive theory paper of sufficient length to demonstrate the integration of personal, professional, and clinical competency addressing theory and theology of pastoral care and counseling.
- 640.4 Evidence of ecclesiastical endorsement if appropriate(see310.3)

700. FELLOWSHIP. SUBSPECIALTY: HOSPITAL AND PALLIATIVE CARE CHAPLAINCY

710 Standards for Certification in Hospice and Palliative Care Chaplaincy

- 710.1 Demonstrates understanding of the nature, scope, and process of care delivery of the subspecialty of hospice and palliative care.
- 710.2 Applies an understanding of the process for identifying patients for whom hospice and palliative care is appropriate.
- 710.3 Applies an understanding of rights and responsibilities of hospice and palliative care patient and family.
- 710.4 Applies an understanding of and participates 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.
- 710.5 Exemplifies the ability to facilitate communication between members of the care team and the patient/family, especially during patient/family conferences.
- 710.6 Exemplifies understanding of and the 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.
- 710.7 Exemplifies an understanding of and participates 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.
- 710.8 Exemplifies the ability to facilitate the participation of the patient's and family's faith group.
- 710.9 Exemplifies the understanding of and the ability to facilitate the bereavement support and follow-up process, along with the knowledge of appropriate referral resources.

710.10 Exemplifies a basic, minimum understanding of the dying process, along with symptom and pain management goals and methods.

710.11` Exemplifies an 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.

710.12 Applies an 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.

720. Requirements for Subspecialty Certification in Hospice and Palliative Care

720.1 The candidate for certification in the hospice and palliative care subspecialty must complete a qualifying program of training or experience, either:

- An accredited formal unit of Clinical Pastoral Education in a hospice or palliative care setting, including palliative care/hospice case conferences, or
- A mentoring/case conference/group process model under mentoring of one or more chaplains or pastor counselors certified in the subspecialty of hospice and palliative care, to include palliative care/hospice team case conferences.

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

- Be currently certified as a Clinical Chaplain and/or Pastoral Counselor by CPSP-Philippines.
- Have received specific training as described in 720.1.

730. Process for subspecialty certification in Hospice/Palliative Care

730.1 The candidate must submit an application for certification in the subspecialty to his or her own CPSP-Philippines chapter. Application materials must include:

- List of trainings and experience in hospice or palliative care.
- Appropriate supervisor's, mentor's, or official's evaluation.
- Candidate's self-evaluation of participation in CPE subspecialty unit, alternative mentoring program, or work place subspecialty experience.
- An integration paper written by the candidate addressing his or her competence in each of the above standards (including clinical examples).

730.2 The candidate's chapter will attest to the applicant's clinical competency

730.3 Those certified in the subspecialty of hospice and palliative care may use the title of “CPSP-Philippines Clinical Fellow in Palliative Care,” in addition to the title of Board Certified Clinical Chaplain or Board Certified Pastoral Counselor.

Note: A formal certification board is not required for a Fellowship. However, all recommendations from the candidate's chapter must be approved by the Standards Board. The Standard's Board has the right to call for a formal board to be held.

800. FELLOWSHIP SUBSPECIALTY: CORPORATE CHAPLAINCY

810 Standards for Certification in Corporate Chaplaincy

810.1 Demonstrates understanding of the nature, scope, and process of care delivery of the subspecialty of corporate chaplain.

810.2 Applies an understanding of the process for identifying clients in a corporate setting for whom chaplaincy care is appropriate.

810.3 Applies an understanding of rights and responsibilities of members in a corporate setting as well as their families. This includes an understanding of relevant Philippine law and rules for corporate human resources.

810.4 Applies an understanding of and participates in the team process for involving employees and family in decision making, in a wide variety of scenarios that commonly occur in the corporate setting.

810.5 Exemplifies the ability to facilitate communication between members of corporate leadership and the employee/family,.

810.6 Exemplifies understanding of and the 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.

810.7 Exemplifies an understanding of and participates 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 client and family.

810.8 Exemplifies the ability to facilitate the participation of the patient's and family's faith group.

810.9 Exemplifies the understanding of and the ability to facilitate bereavement or change of employment support and follow-up process, along with the knowledge of appropriate referral resources.

810.11` Exemplifies ability to assist the employer in effective human resource management as it relates to the spiritual, psychoemotional, and overall well-being of employees and their families.

810.12 Applies an understanding of information keeping procedures including privacy

and security of health information, completeness and accuracy of record keeping, and continuity of information across the corporate chaplaincy team..

820. Requirements for Subspecialty Certification in Corporate Chaplaincy

820.1 The candidate for certification in corporate chaplaincy subspecialty must complete a qualifying program of training or experience, either:

- An accredited formal unit of Clinical Pastoral Education in a corporate setting, including corporate chaplaincy-related case conferences, or
- A mentoring/case conference/group process model under mentoring of one or more chaplains or pastor counselors certified in the subspecialty of corporate chaplaincy, to include corporate chaplaincy team case conferences.

820.2 Candidates for certification as a Clinical Fellow in Corporate Chaplaincy must:

- Be currently certified as a Clinical Chaplain and/or Pastoral Counselor by CPSP-Philippines.
- Have received specific training as described in 720.1.

830. Process for subspecialty certification in Corporate Chaplaincy

830.1 The candidate must submit an application for certification in the subspecialty to his or her own CPSP-Philippines chapter. Application materials must include:

- List of trainings and experience in corporate chaplaincy setting.
- Appropriate supervisor's, mentor's, or official's evaluation.
- Candidate's self-evaluation of participation in CPE subspecialty unit, alternative mentoring program, or work place subspecialty experience.
- An integration paper written by the candidate addressing his or her competence in each of the above standards (including clinical examples).

830.2 The candidate's chapter will attest to the applicant's clinical competency

830.3 Those certified in the subspecialty of Clinical Chaplaincy may use the title of "CPSP-Philippines Clinical Fellow in Corporate Chaplaincy," in addition to the title of Board Certified Clinical Chaplain or Board Certified Pastoral Counselor.

Note: A formal certification board is not required for a Fellowship. However, all recommendations from the candidate's chapter must be approved by the Standards Board. The Standard's Board has the right to call for a formal board to be held.

900. STANDARDS FOR CLINICALLY TRAINED MINISTERS

Clinically Trained Minister is a category of ordained clergy who have received basic clinical training in addition to their theological education and who, in their pastoral work, integrate the insights of clinical training into their pastoral care, counseling, and assessment of parishioners or congregants.

The trainee in Clinically Trained Ministry will pursue mastery of this art and science in a setting and with a curriculum to enable the following:

900.1 Establish a unique, valued, respected and personal relationship with a CPSP-Philippines Diplomate who will supervise and support the modeling and the personal and professional integration of the candidate.

900.2 Complete a supervised clinical internship as a clinically trained minister, which normally will be 1 unit of CPE/CPT.

900.3 Receive didactic instruction to enable the trainee to understand the particular needs of persons receiving ministry and the variety of ways of helping such persons.

910. Admission to Clinically Trained Minister Training

An applicant's suitability for admission to clinically trained minister training is a matter of judgment by the CPSP-Philippines Accredited Program in accordance with its admissions policies. The requirements for admission to training are outlined in ¶220.

920. Objectives of Clinically Trained Minister Certification

920.1 Evidence of a minimum of 400 hours of CPE/CPT and a Master of Divinity, or Masters or Doctoral (or equivalent) level degree in theology, counseling, or related disciplines from an accredited college, university, or seminary.

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

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

920.4 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.

920.5 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.

920.6 Recommendation of the candidate's supervisor to the candidate's chapter.

920.7 Evidence of high ethical commitment, including absolute respect for the worth and rights of persons and an understanding and assent to the CPSP-Philippines Code of Ethics.

930 Certification of Clinically Trained Ministers

For Clinically Trained Minister, typically no board is required. In most cases the recommendation of the candidate's CPE supervisor to the chapter for evaluation is enough. However, in some cases a board may be sought. For example, if the candidate was trained in a program that is not accredited by CPSP-Philippines. In that case the following applies.

A candidate who completes requirements for Clinically Trained Minister is eligible to meet with his/her CPSP-Philippines Chapter for examination of competency and proficiency (see ¶330). If the candidate fulfills criteria for certification, and if the candidate is fully informed and committed to all expectations of participation in CPSP-Philippines Chapter life, then the CPSP-Philippines Chapter shall recommend the candidate as a CPSP-Philippines Clinically Trained Minister. This decision shall then be presented to the Standards Committee.

Clinically Trained Minister candidates must submit supportive materials as required by the Chapter, which includes but is not limited to the following:

- 930.1 Comprehensive autobiographical sketch.
- 930.2 Two case studies demonstrating recent clinical work
- 930.3 A comprehensive theory paper of sufficient length to demonstrate the integration of personal, professional, and clinical competency addressing the theory and theology of pastoral care and counseling.
- 930.4 Evidence of ecclesiastical endorsement will normally be submitted if the candidate is a member of a clerical body where such endorsements are important. (see 310.3)
- 930.5 The approval of the candidate's chapter either through concensus or formal board.

1000. STANDARDS FOR CLINICAL PASTORAL ORIENTATION (CPO)

CPSP-Philippines has a program available for individuals who have not taken Clinical Pastoral Education/Training. It has reduced hours and requirements than CPE/T but mimics in many ways the learning process associated with CPE/T. It is designed primarily for three types of individuals.

- Seminarians or Bible School students who can take this course much like other courses in the school curriculum during normal semesters or quarters.
- Individuals curious about CPE/T but desire a "taste" of the program before being ready to commit.
- Laypersons or those in ministry who seek to gain from the experience of CPE/T but are unable to be involved with the full program.

The program will maintain the standards:

- Utilize the five basic “modules” of learning associated with CPE (didactic, practical ministry, case presentation, group work process, and individual supervision)
- Meet at least the minimum requirements:
 - 40 hours of group time for didactics, group work, and cases
 - 100 hours of total time logged
 - 4 cases presented
 - 3 individual supervisions, minimum
 - Practical ministry experience in a “chaplain setting” such as hospital, jail, corporate, hospice, etc.

Standards for certification of CPO facilitator

- Completed two units of CPE, or one unit with experience as an instructor at the college level.
- Be considered qualified to serve as an instructor by the educational or ministerial setting.
- Be an active member in good standing of CPSP-Philippines.

1100. STANDARDS FOR CPSP-PHILIPPINES CHAPTERS

CPSP-Philippines members organize themselves in such a way that each participates in a small group called a Chapter consisting of six to twelve colleagues. A Chapter in Formation is required to have the active involvement of an outside consultant, and established by the Board of Trustees and the Governing Council. The essential spirit of CPSP-Philippines is to know others and to be known by others. Full accountability for both professional practice and personal conduct is assured. Members monitor the professional competency of all activities, provide consultation whenever needed, and assess certification and membership requirements.

Chapters will function freely, creatively and with autonomy while working with the CPSP-Philippines Governing Council for the good of all chapters and members.

Chapters have some specific recognized duties and responsibilities, which include the following:

1110. Membership in Chapters

- 1110.1 Chapter membership shall, ideally, consist of between six and twelve persons.
- 1110.2 Chapters may admit other pastoral persons into their membership as the Chapter sees fit.
- 1110.5 Persons in training will be accountable to the training supervisor’s sponsoring Chapter. Trainees shall not be considered members of the trainer’s chapter.

1110.6 While in general diversity in chapters is promoted--- two exceptions may exist. First, it is recommended that Chapters are divided by level in CPSP. That is, some chapters should consist of Diplomates/Supervisors, some of Supervisors-in-Training, and some of Clinicians.

1120. Duties of Chapters

Each Chapter will function in response to the needs for ministry and training of the community. Chapters have the following duties and obligations:

1120.1 To select a convener to oversee the scheduling of chapter meetings, coordination and general operation of the Chapter, including Accreditation site reviews, and communication with the Standards Committee, Registrar, and Board of Trustees.

1120.2 To provide support, guidance, full accountability, and consultation for its members.

1120.3 To provide timely consultation to trainees functioning under their auspices.

1120.4 Submit an Annual Chapter Report, as required, to be forwarded to the Standards Committee Leader, and copy the Administrative Coordinator/Registrar.

1200. THE CPSP-Philippines CODE OF PROFESSIONAL ETHICS

All CPSP-Philippines certified and non-certified members, trainees are required to maintain the highest level of personal, professional, moral and ethical standards. When moral and ethical standards are in question, the Chapter will initiate a meeting for engaging the person and issue. These engagements are expected to be redemptive and problem solving in intent and nature.

Professional ethics for CPSP are rooted in respect for all persons regardless of their race, gender, religion, ethnic origin, age, abilities or sexual orientation. In other words, who they are is the reason for our respect. Members agree to commend the call, vocation and personal lives of coworkers, patients, counselees, students, supervisees, and parishioners. Members respect each other. When there is an allegation of misconduct, all responses will be intentional while maintaining an attitude characterized by forgiveness, humility, and an empowering love. All responses to allegations will focus on accountability, education, redemption, reconciliation, and growth. Respect includes issues of confidentiality.

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 each other.

CPSP members recognize those who have gone before us, endeavoring to preserve, create and implement the body of knowledge in the fields of pastoral education,

pastoral care and counseling. CPSP members maintain professional relationships with other persons in their institutions, their community, and with members of other professional organizations.

CPSP recognizes that not all ethical issues can be detailed through this or any other code. Therefore, we depend on the professional judgment of our colleagues and agree to abide by and to engage their decisions.

The CPSP Code of Professional Ethics

Respect

Colleagues, students, clients, parishioners, and patients deserve our respect. Therefore, CPSP members will not:

1. Discriminate on the basis of race, gender, age, religious background, cultural background, sexual orientation, or physical abilities.
2. Proselytize or impose their particular theology on those they minister to and with in a professional pastoral care capacity.
3. Exploit relationships or use relationships to their own advantage. Exploitation includes and is not limited to:
 - a. Emotional
 - b. Sexual
 - c. Financial
 - d. Social gain

Records, evaluations, personal notes, and conversations of those supervised or served will be kept confidential to the extent permitted by law, or other applicable regulations.

Commitment

CPSP members will maintain their commitment and remain in good standing with their:

1. CPSP Chapter
2. Faith group
3. Endorsing agencies or licensing body
4. Employing institution

CPSP members will take concerns of impairment, incompetence, or behavioral problems seriously. Concerns for such are required to be addressed within each Chapter.

Professionalism

CPSP members will continue to use their Chapters, as well as other resources, for

professional and personal growth.

This includes such matters as:

1. Professional functioning
2. Religious or Spiritual wellbeing
3. Family and personal health

1300. THE CPSP-PHILIPPINES ETHICS COMPLAINT PROTOCOL

Complaint Procedure

Any charge of an ethical and/or professional violation will be processed in the following manner:

1. Before entering into the formal CPSP-Philippines Ethics and Complaint Protocol, all efforts must be made by the chapter, the complainant and the accused that a serious attempt was made to resolve the matter in a relational manner. Redemption and restoration of all parties concerned are incorporated into our ideas of justice. If an informal process fails the following formal complaint procedure is to be followed under a strict adherence to the code of privileged information as a means to protect all parties.
2. The convener of the Chapter of the accused will be notified in writing of the charge of a violation by the complainant, and the President of the Board of Trustees will be notified as well (by the convener of the Chapter. (If the President is the object of complaint, the Vice-President should be notified in lieu of the President. If the convener of the Chapter is the one accused, the matter may be forwarded to the presiding member of the Governing Council).
3. The complaint will be reviewed by the Chapter and settled within forty-five days. Both parties should be heard in full. The Chapter may use consultants to assist in this process, and are encouraged to do so. Every attempt should be made to settle a complaint in a manner that respects and honors the dignity of both parties. The President of the Board of Trustees may grant an - extension of thirty days with good cause.
4. If a settlement is reached, the Chapter convener will notify the President of such, and of any terms that may have been agreed to.
5. Either party in the complaint may appeal a Chapter decision within thirty days of the settlement.
6. If either the accuser or the accused is not satisfied with the Chapter's judgment, he or she may, within thirty days, again notify the President of the Board of Trustees, or President, who will together create a Panel to review the complaint and the Chapter's decision. The Panel may confer with the Leadership Team for counsel. The Panel is to convene within thirty days of the request. The Panel may sustain the Chapter's decision or overrule it and make its own decision, and notify the complainant and the person against whom the complaint has been made. The decision of the Panel is final.

Appendix A

Glossary of Common Terms

Accreditation: This is formal recognition of a training center that it meets the standards of CPSP-Philippines to carry out training in Clinical Pastoral Education/Training

Accreditation Board: This is a board established for accreditation of training centers of CPSP-Philippines. Like Certification Boards, is is an “Ad Hoc” group in that it forms to do an evaluation for accreditation and disbands afterwards.

Certification: This is formal recognition that members of CPSP-Philippines have meet established standards for various certified roles including CTM, BCACC, BCAPC, BCCC, BCPC, Fellow, and DPS.

Certification Board: This is a board established for certification of members of CPSP-Philippines. It is sometimes called an ‘Ad Hoc Certification Board’ to emphasize that this board is established at the time it is needed and is dissolved after. The board is consists of **Committee Members** and **Outside Consultant**. The latter is a person from outside of the chapter and outside of the training supervision of the candidate who helps to provide an outside voice to the board.

Board of Trustees: The group that oversees the relationship between CPSP-Philippines.

Candidate: An individual who is applying for a certification.

Chapter: A collegial group, normally of 6 to 12 members who support each other personally and professionally. It is the “backbone” of CPSP-Philippines.

Clinically Trained Minister: This is the lowest certification under CPSP-Philippines. (Designation: CTM)

Clinical Chaplain: This is a major certication of CPSP-Philippines. This is formal recognition of competence to serve as a clinical chaplain in a formal institution. **Associate Clinical Chaplain** is one who has been certified and has completed half of the units required to be a clinical chaplain.

Clinical Pastoral Education/Training: Also known as Clinical Pastoral Education or Clinical Pastoral Training. This is the backbone of training with CPSP-Philippines. It is a training program established and modified since 1925 to provide training in clinical chaplaincy and pastoral counseling. (It can be abbreviated as CPE, CPT, or CPE/T.)

Clinical Pastoral Orientation: Also known as CPO. It is a preparatory training to prepare for CPE. It is not required for CPE but gives a taste of the program. It is loosely equivalent to an extended quarter unit of CPE (100 hours).

Clinician: A general term for anyone who has completed at least one full unit of CPE. This person is considered competent to minister in a pastoral, clinical setting. It is not a certification term. A clinician may be certified formally as a Clinical Trained Minister, Pastoral Counselor, Clinical Chaplain, or Higher.

Diplomate in Pastoral Counseling. Sometimes simply called Diplomate. This is a person certified in Pastoral Counseling who has completed a mentorship and passed a board. Beyond the title, this position also gives one the right to mentor future diplomates as well as carry out “pastoral psychotherapy” sessions used for advancement and self-understanding in CPSP-Philippines.

Diplomate in Pastoral Supervision. Sometimes simply called Diplomate or Supervisor. This is a person who has successfully served as a Supervisor-in-Training, and passed a board to supervise CPE/T trainees without formal supervision. (Designation: DPS)

Fellow: This is a certified clinical chaplain/pastoral counselor who has met the standards to be recognized for a sub-specialty. Two fellowships exist at this time. They are “**Clinical Fellow in Corporate Chaplaincy**” and “**Clinical Chaplain in Palliative Care**.”

Pastoral Counselor: This is a major certification of CPSP-Philippines. This is formal recognition of competence to serve to provide psychospiritual counseling to those in need. Associate Pastoral Counselor is one who has been certified and has completed half of the units required to be a pastoral counselor. (Designation: BCPC or BCAPC)

Standards Committee: This is the group that formally approves all certifications. It is composed of all of the Diplomates/Supervisors of CPSP-Philippines.

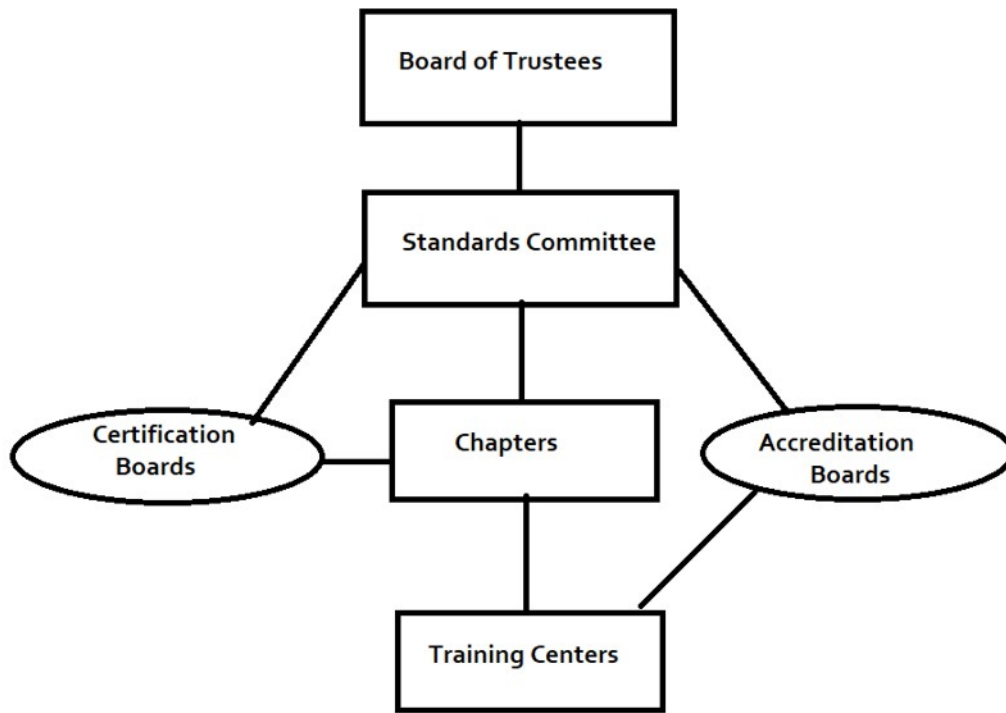
Supervisor-in-Training: Also known as SIT. This is a person who is certified clinical chaplain and pastoral counselor, and is able, when supervised by a training supervisor, to supervise a CPE/T unit of trainees.

Training Center: This is an organization that is accredited to carry out CPE/T under CPSP-Philippines

Training Supervisor: This is the highest level for CPSP-Philippines. This is one who has successfully worked as a certified Diplomate in Pastoral Supervision for at least five (5) years. This person can supervise an SIT (Supervisor-in-Training) Program.

Appendix B

Organization of CPSP-Philippines



Rectangular shapes are long-term groups, while oval shapes are temporary (ad hoc) groups.

Despite what first appear looking at the diagram, organizationally, there is little hierarchy.

- Training Centers oversee training and trainees.
- Chapters oversee (and consist of) members.
- Standards Committee serves as the primary center for organizational policies and quality control.
- Board of Trustees (BOT) ensure that the policies and activities of the organization are consistent with the Constitution and Bylaws, and the government requirements.

Specific positions (not including those within the Board of Trustees such as Corporate Secretary and Corporate Treasurer) will be established through agreement between the BOT and the Standards Committee. These positions, such as Administrative Assistant or Registrar, would serve the members, training centers and chapters as needed.