

ASSOCIATION FOR CLINICAL PASTORAL EDUCATION, INC.

SOUTHWEST REGION CERTIFICATION COMMITTEE

MEMORANDUM

Date: July 28, 2011
To: SWRACPE Supervisors, Associate Supervisors, Supervisory Education Students
From: Mark Grace, Certification Committee Chair
RE: **October 10-12, 2011 Meeting of the Certification Committee**

The Certification Committee will meet for business on October 10, 2011 and for certification on **October 11-12, 2011 in Oklahoma City**

Place: Renaissance Hotel and Convention Center
10 North Broadway
Oklahoma City, 73102

Rate: See our SWRACPE website for information on making reservations.

Deadline for Declaration of Intent: **August 19, 2011**
(An invoice will be sent to candidates from the Regional Office)

Deadline for materials to be postmarked: **September 9, 2011**

Deadline for payment of fees: **September 19, 2011**
(Persons who pay the fee and withdraw without meeting the Committee may apply the paid fee to a future appearance.)

Fees: **Voting Committee** - \$175 (Supervisory Candidate, Extension of Supervisory Candidate and Extension of Associate Supervisor)
Consultation - \$150 (Readiness or other review)

Declaration of Intent: The declaration of intent should state specifically what committee review is being requested. Declarations must be I print (no email or fax) to:

Mark Grace, Vice President
Office of Mission & Ministry
Baylor Health Care System
3500 Gaston Avenue
Dallas, TX 75246

Reminders:

- The Certification Commission procedure recognized the value of diverse representation. A person in the certification process may make a request for a person of a specific background for a regional committee appearance. Please contact me as early as possible. We make every effort, without guarantee, toward honoring such request.
- **CPE Supervisor Review:** If an associate Supervisor wants to be reviewed for CPE Supervisor at this meeting, please submit a completed Appendix 11. The fee for CPE Supervisor will be paid directly to the ACPE after receiving an invoice from that office.
- Make sure you are familiar with the new ACPE Standards related to your status and requirement for your materials.
- **I am hereby asking supervisory education supervisors to kindly share this memo with their Supervisory Education Students.**

Thank you.

If you have questions concerning this information or other Certification Committee concerns, please contact me. My phone number is (214) 820-2542, Fax number is (214) 820-2595 and my e-mail address is mark.grace@baylorhealth.edu