

Board of Chaplaincy Certification Inc.
 an affiliate of Association of Professional Chaplains
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Written Recollection of CPE Evaluation(s)

Name:	
Address:	
E-mail:	
Equivalency Fee:	\$50.00 (Equivalency fees are non-refundable)

All decisions made by the Commission on Certification are final.

You must attach this sheet to your written recollection:

Candidates who do not have copies of their CPE Supervisor Final Evaluation(s) and/or corresponding Self-Evaluation(s) should make efforts to obtain copies by:

- ① Contacting the CPE Supervisors (supervisors may keep copies of the evaluations)
- ② Checking to see if the CPE center has retained copies of the evaluations. If the supervisor is retired, the CPE center's national office may be able to supply a phone number, an address, or an e-mail address for your use.

Candidates who are unable to obtain copies of the reports and cannot provide proof of the CPE Supervisor Final Evaluation(s) or corresponding Self-Evaluation(s) must send a letter to the Board of Chaplaincy Certification Inc. providing the following documentation. Please make sure all items are checked off before you send your recollection.

_____ Letter stating reason why the CPE Supervisor Final Evaluation(s) and or corresponding Self-Evaluation(s) cannot be submitted

_____ Certificate of Completion for the unit must accompany the Written Recollection

_____ Explanatory letter from former CPE Supervisor(s) regarding missing evaluation

_____ List date(s) when the unit(s) were taken and successfully completed

_____ List where the unit(s) were taken and center's accreditation

_____ List the name(s) of the CPE supervisor(s)

_____ For each missing CPE Supervisor Final Evaluation and/or Self-Evaluation, submit a full "Written Recollection" of candidate's experience and learning, which should include:

- Information that would have been included in the CPE Supervisor Final Evaluation(s) including learning goals development, and/or information that would have been included in the corresponding Self-Evaluation.
- Type of institution
- Unit responsibilities
- Interaction with staff, patients, and families
- Relationship to CPE peers and supervisor