CPE Equivalency Application Process

DETERMINATION of a CPE EQUIVALENCY

If a MID believes he/she has met the equivalency for CPE:

1) MID sends a request in writing to his /her advisor.
2) The advisor ensures MID has information and three part forms.
3) MID sends to advisor names and addresses of five individuals (evaluators) who will complete Part I. COM:P must receive five completed reference evaluations in order to make a determination as to an equivalency. The MID also acknowledges that information shared with COM:P by these evaluators will not be shared directly with MID.
4) MID sends documents to the five persons who will evaluate, along with the address where they shall be sent. That address is:
   Committee On Ministry: Preparation
   St. Louis Association
   Missouri Mid-South Conference UCC
   483 E. Lockwood Ave., Suite 15
   St. Louis, MO 63119
5) COM: P Co-chairs will pick up forms from the Conference Office.
6) MID completes Part II: Self-Evaluation.
7) MID completes Part III: Two Written Verbatims (using form/template provided).
8) MID submits Parts II and III to advisor.
9) Advisor submits completed forms to co-chairs of COM:P
10) Members of the COM:P sub-committee review documents and narratives.
11) Information is shared with COM:P members.
12) COM:P members vote for/against recognition of CPE equivalency.
13) Advisor informs MID of the decision.

****IMPORTANT: If a MID is granted by COM:P an equivalency to CPE, MID needs to be aware he/she has not actually earned a unit of CPE. Some institutions (government, hospitals, etc.) require enrollment in an actual CPE program and receiving a certificate of completion through ACPE.

This Process Approved by St. Louis Association Committee On Ministry: Preparation 12/3/2020