

Clinical Requirements

Students will be required to do the following as part of their 400 hours per CPE Unit.

Hours are broken down as 300 hours Clinical & 100 hours Didactic per CPE Unit.

NOTE: Failure to complete the required clinical hours will be cause for credit for the unit to be withheld.

Examples of clinical hours:

- Bible Studies in care centers
- Sunday Services in care centers
- One-on-One visitation in care centers
- Memorial Services
- Funeral Services
- Office duty to become familiar with overall ministry
- Ride-along with Sheriff/Police
- Jail visitation

The **required 300 hours of clinical ministry** during the course of your unit may be completed at your current place of ministry (if you are currently employed as a chaplain or pastor of a church), or any number of institutions including but not limited to: hospitals, hospice houses, corporate settings, prison systems, skilled nursing facilities, nursing homes, assisted living facilities, and community services. Your hours may be paid or volunteer.

Each student is responsible for keeping track of these hours on the "Crossroads School of Chaplaincy CPE Weekly Clinical Hours Log" form provided in this manual and having this form signed by the supervisor at your clinical site unless other arrangements have been made with your supervisor. Use a separate form for each facility you are logging in for hours.

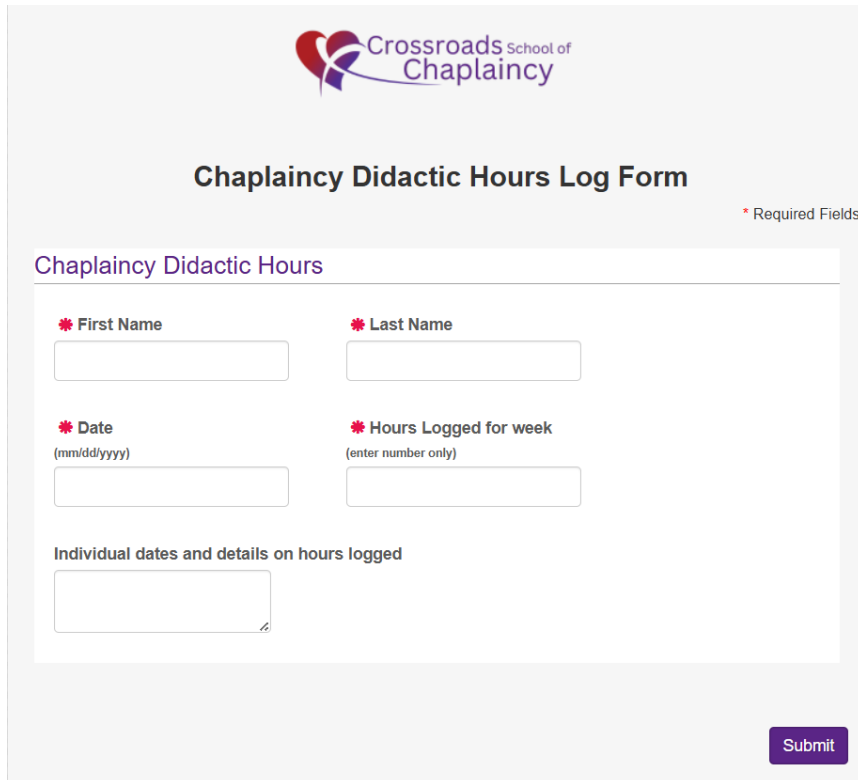
Once complete, please email your form weekly to chaplaincyschool@crossroadsusa.org for your hours to be processed.

Examples of didactic hours:

- Class discussions
- Homework
- Personal Bible study
- Prayer walks
- Reflection papers

The **100 didactic hours requirement** is expected to come from the completion of the requirements listed above (e.g. all the time spent reading, writing, and in supervision). Since there is no way this can be measured or verified, APCC will accept your word as a Christian that you have fulfilled this part of the requirement.

Please log your hours weekly using the online log form found on the **Students page in the templates section** or by using this QR code. (You will be directed to a Donor Perfect webform to fill out when you click on the log link at the top of the student page on the website).



 Crossroads School of Chaplaincy

Chaplaincy Didactic Hours Log Form

* Required Fields

Chaplaincy Didactic Hours

* First Name	* Last Name
* Date (mm/dd/yyyy)	* Hours Logged for week (enter number only)
Individual dates and details on hours logged	

Please log your name, the date you are turning the hours in, the total didactic hours for the week, and the dates and details of the hours you are turning in.

Ex:

John Smith	September 28, 2025	5 hours
9/21/25 Class discussion 1 hour		
9/23/25 Homework 2 hours		
9/25/25 Bible study 1 hour		
9/27/25 Prayer walk 1 hour		

Crossroads School of Chaplaincy

CPE Weekly Clinical Hours Log

Clinical Pastoral Education

(Student completes form for **EACH** facility: Proctor or designee signs.)

Dates Covered: _____

Facility: _____

Student: _____

Proctor Name and Title (Print) _____

Signature: _____

Date	Time IN	Time OUT	Total Hours	Proctor/Designee's Initials
Day 1:				
Day 2:				
Day 3:				
Day 4:				
Day 5:				
Day 6:				
Day 7:				
TOTAL HOURS				

Check each item below if the following tasks were completed:

- 1.The student maintained appropriate patient, staff, and personal safety standards. _____
- 2.The student appropriately engaged patients, family, and staff on a routine basis. _____
- 3.The student appropriately contributed to integrating spiritual care, beliefs, and values. _____

Proctor Comments _____

For Office Use:

Total Hours Clinical Engagement: _____

Feel free to use this log for your personal records to track what you have turned in on the CPE Weekly Clinical Hours Log sheets. This form will not be turned into your instructor.

Daily Clinical Training Activities Record

Date	(Visiting Care Center Jail, Ride Along & Hours)	Total Hours
Totals		

Feel free to use this log for your personal records to track what you have turned in on the online log form. This form will not be turned into your instructor.

Daily Didactic Training Activities Record

Date	In Office (Subject & Hours)	Home Study (Subject & Hours)	Total Hours
Totals			

