

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.