

## Registering at AST for Academic Credit for Clinical Pastoral Education Unit(s)

AST students who wish to complete a CPE Unit for academic credit at AST will need to apply to the appropriate clinical pastoral education facility (e.g. Nova Scotia Health Authority) for acceptance to complete a CPE unit and then register for credit through AST at the Registrar's Office *before* the unit begins.

To register for credit through AST, students should indicate the course number PT 3901 (if this is a first basic unit) or PT 3902 (if this is a second basic unit) and the course name "CPE Unit" on their Course Indicator Form. For CPE units being completed during the Fall and Winter, this information should be recorded in the Fall Term 2017 *and* Winter Term 2018 sections of the Course Indicator Form and submitted to the Registrar's Office during Returning Student Registration. (The grade and credit for CPE units completed during the Fall and Winter Terms will appear on the student's transcript at the end of the Winter Term.) If a unit is being completed during the spring/summer months, then students should include the course number and name in the Summer Term 2017 section on their Course Indicator Form and submit it to the AST's Registrar during Returning Student Registration. *Please include supervisor's name under the "Course Instructor" section on the Course Indicator Form, if known.*

A CPE Unit is valued at two academic credits at AST at a cost of \$200.00 (\$100.00 per credit). *Students will pay AST \$200.00 for the credits. Students may also be required to pay AST the amount due to the pastoral education facility normally in the amount of \$1,175.00 per unit.* Payment for CPE units that begin in the Summer Term is due by May 1, 2017. Payment for CPE units that begin in the Fall Term is due at Fall Registration. Sponsored students will need to provide confirmation to the AST Business Office if their costs for the unit and credits will be paid by their sponsoring body.

The Nova Scotia Health Authority Application for Clinical Pastoral Education Form is available at the Spiritual Care web page at: <http://www.cdha.nshealth.ca/patients-clients-visitors/support-services/spiritual-care> and information about Student Learner Placements is available at <http://www.cdha.nshealth.ca/studentlearner-placement-service>. (*Proof of Immunization Requirements for Nova Scotia Health Authority form is in the "Documents & Forms" menu on left side of the page.*)

**Students registering for a CPE Unit with the Nova Scotia Health Authority need to provide their completed Proof of Immunization Requirements for Capital District Health Authority form and Criminal Records Check & Vulnerable Records Check (which is issued/dated within the last six (6) months) to the Registrar at AST by March 15<sup>th</sup> for a CPE Unit that begins in the Summer Term 2017 and by July 15<sup>th</sup> for a CPE Unit that begins in the Fall Term 2017.** (If you submitted a Criminal Records Check & Vulnerable Records Check to the Registrar at AST when you began your studies at AST, please contact the Registrar to confirm that the original CRC & VRC is on file at AST and is satisfactory for this verification.) **The original CRC & VSC and Proof of Immunization Form must be provided to the Registrar in person. Please make an appointment with the Registrar at least 2 weeks prior to the due date to review and submit the required CRC & VSC and Proof of Immunization Form.**

If you have questions about this information, please see the Registrar or call 902.425.3691 or email [registrar@astheology.ns.ca](mailto:registrar@astheology.ns.ca). For more information about Clinical Pastoral Education Units at AST please see *Course Descriptions* for 2017-2018.

(February 24, 2017)