

CPE Quick Reference Guide

1. Make an appointment with Dr. Clay Barrow for authorization to enroll in an approved CPE program.
2. Apply directly to appropriate CPE center(s) following consultation with Dr. Barrow.
3. Following confirmation of admission to a CPE program, determine whether you will register for 6 credit hours for one semester or for 3 credit hours for two semesters. Include PTH 350 CPE on your registration form for the applicable number of credit hours.
4. Obtain Dr. Barrow's initials in addition to those of your Faculty Advisor before submitting your registration form to the Registrar.
5. Do not make any tuition payment to the CPE center. Request that the administrator at your site submit an invoice to Hood Theological Seminary for payment. The invoice should be sent to Dr. Regina Dancy.

Hood Theological Seminary requires that students registering for CPE enroll for a total of 6 credit hours (One (1) unit of CPE). Students may earn the 6 credit hours by one of the following formats, depending on the length of the CPE curriculum (e.g. full-time intensive or part-time extended unit):

1. Take 1 unit (6 credit hours) in one semester.
2. Take ½ unit (3 credit hours) for two semesters. You will receive an "I" grade for the first semester which will be changed to an "S" when the second semester is successfully completed. **If the second semester is not successfully completed, the grade will become a "U".**

Students who complete 1 unit of CPE have the option to substitute the unit for the Supervised Ministry requirement. To do so, complete a Supervised Ministry Substitution Form which can be found on the Forms/Policy tab of myHood. If you have any questions or need more information, contact Dr. Clay Barrow.

Office #326

cbarrow@hoodseminary.edu

704-636-7611 Ext 326