

## NCR Certification Committee Guidelines for Subcommittee Meetings

1. Sub-Committee Consultation Prior to Candidate's Appearance: When time is scheduled for committee formation, members are encouraged to take a few minutes for team building and then to process any experiences or hearsay that may prejudice their objectivity towards the candidate. The presenter may then take a few minutes to speak to any issues that she or he might wish to highlight, being careful to guard against prejudging the candidate. In the event that dialogue seems to be required that may delay the starting of the committee appearance, the candidate is to be informed of the delay.
2. Hosting and Orienting the Candidate: Seek to be welcoming, respectful, and collegial with the candidate and his/her training supervisor, if present, indicating where to sit and offering water. As the meeting with the Candidate begins, ascertain that s/he has received her/his Presenter's Report and orient the Candidate to the procedure and time frame which the Committee will observe. Begin the process by inviting the Candidate to initiate. Please tell the Candidate that all Committee members may jot notes as a routine part of the Committee meeting; and that the "Process Recorder" is a participating, voting member of the Committee. Whoever serves as process recorder will need to document times and nature of pertinent interactions which may help document the interview process.
3. Be clear about reasonable expectations: For persons seeking Candidate status, the aim is to examine the student's *potential* and *readiness* to become a CPE Supervisor. At this point it is the student's entry level competencies which are to be assessed. The expertise which will be evaluated in this review is the student's compliance with the formal requirements of CPE, and the student's professional maturity, including his/her pastoral competence, conceptual competence, and supervisory potential. Supervisory Candidate status is conferred on persons who demonstrate readiness to provide direct supervision of students in existing programs of CPE under the supervision of an ACPE Supervisor.
4. Voting: Straw votes, using the "4 option" ballots provided are to be taken immediately upon the candidate's departure from the room and without benefit of discussion. The breakdown of this vote should be shared with the subcommittee. After sufficient discussion, a final vote should be taken by secret ballot with only two options, **Grant** or **Deny**. Individual votes are not to be shared with the Candidate. **The decision is the decision of the Committee as a whole.**
5. Writing the Commission Action Report: Write out the Commission Action Report immediately following the final vote and before the candidate is invited back into the room. **Please use black ink and print or write legibly.** When a candidate is denied, site the applicable Standards that have not been met.
6. Reporting Your Action to the Candidate: The meeting with the candidate, after the committee has deliberated and made its decision, is for the purpose of announcing the committee's decision. It is not intended to be, and should not become, a continuing discussion with the candidate. Notations or recommendations can be explained, and

pastoral concern should be expressed. Some candidates may want to talk with the chair or individual members after the meeting. Be cautious. A pastoral response which listens to the candidate's anger, hurt, etc. may be helpful and in order; processing the committee decision is not, since an appeal may be forthcoming. Once the Committee Action Report has been received by the candidate and the period for appeal has expired, (thirty days) then more in-depth consultation and conversation may become helpful and in order.

7. Consulting With the Training Supervisor: In the event of a denial, feedback may be provided to the supervisor, as requested, for no more than 30 minutes. The student is welcome to stay or depart at the supervisor's discretion.
8. Documents for File: Following the committee, a copy of the Presenter's Report, the handwritten copy of the Committee Action Report (signed), the duly signed signature sheet, and the Process Notes are given to the regional committee chair.
9. If appropriate, take time to debrief the process, to promote the learning of all members.