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**ASSOCIATION FOR
CLINICAL
PASTORAL
EDUCATION, INC.**

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Directions for using the On-line Student Unit Reporting System:

Go to the ACPE website: www.acpe.edu

Log into Members Only!

Above the Welcome! Message is a link called Communities.

Click on Communities and look for the Supervisors Community.

Click on Supervisors. (This is restricted to CPE Supervisors, Associate Supervisors, and Retired Active Supervisors.)

Click on Entry to Student Unit Reporting.

Do not worry about the date displayed – It will always show Wed, August 22, 2007 2:27PM as the moment the page was first uploaded.

Click in the yellow box where it says Click Here. Please be patient – it will take several moments for the page to load.

The Input page has many drop-down choices for your convenience. The end date cannot be more than one week into the future. All fields regarding a student must be completed.

When you are done, the Submit button is in the lower right hand corner. A copy will be submitted automatically via email to both the National Office and the Regional Director for that Center. After you submit your report, there is an option to print a copy for your records.

Although Standards require that unit reports be signed by the Supervisor, this submission is tied to the Supervisor's personal login, which is equivalent to his/her signature. Please do not send an extra signed copy to the National Office – we are trying to save time and paper with this process!

Regional Directors will utilize the procedures of their respective regions to invoice or receive payment for student units. The ACPE national office will continue to invoice centers annually for the Annual Accreditation Fee that is based on the number of student units offered.

Contact the National Office for assistance with your login and password for Members Only!