

SOUTHEAST REGION CERTIFICATION COMMITTEE

REGIONAL CERTIFICATION MANUAL

(Addendum to National Certification Manual)

TABLE OF CONTENTS

I. Introduction	1
II. Regional Certification Fee Structure	2
III. Regional Certification Procedure For Requests	3
IV. Meeting Dates / Schedule for Declaration	4
V. Regional Certification Committee Member Roster	5
VI. Consultation for Readiness for Supervisory Training	6
VII. Guidelines for Committee Process.....	7
VIII. Sub-Committee Checklist.....	8
IX. Regional Guidelines for Presenter's Report	9
X. Request for General Consultation.....	10
XI. Request for Consultation / Readiness for Supervisory Training	11
XII. Request for Consultation / Review of Supervisory Status.....	12
XIII. Request for Consultation / Reinstatement from Inactive Status	13
XIV. Request for Supervisory Candidate Status.....	14
XV. Request for Extension of Supervisory Candidate Status	15
XVI. Request for Extension of Associate Supervisor Status	16

REGIONAL CERTIFICATION FEE STRUCTURE

1. Current fee structure for meeting Southeast Region Certification Committee at regularly scheduled meetings:

Consultations General Consultation; Readiness for Supervisory Training; Review of Supervisor Status)	\$100.00	(Includes
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Request for Candidate Status	\$150.00
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Request for Extension of Candidate	\$150.00
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Request for Extension of Associate	\$200.00
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2. For a special meeting to be held at a time other than the scheduled spring or fall meetings, and called at the request of the Candidate or Consultee, the fee will be at the scheduled rate PLUS travel-related expenses of all members of the Committee.
3. No person requesting a meeting with the Committee will be placed on the docket schedule until the Regional office has received the fee and notified the Certification Chairperson of such receipt. Invoices will NOT be sent, instead it is the responsibility of the person requesting a committee appearance to send the appropriate fee amount by the payment deadline.
4. Fees are to be paid by check and made payable to Southeast Region ACPE and mailed to the Regional office by the deadline designated by the Regional Certification Chairperson. If your center or institution is paying the fee, please allow for the extra processing time required by most account payable departments to ensure your fee is received at the regional office by the deadline.

Mailing address for payment:

Jasper Keith
Southeast Region ACPE Office
15 Berkeley Road
Avondale Estates, Georgia 30002
Office: 404-378-1777; Home: 404-501-0842
Fax: 404-636-5340; E-mail: jnkjr@aol.com

5. Refunds: A person must notify the Committee Chairperson of his/her decision to withdraw no less than fourteen days prior to the scheduled meeting in order to obtain a partial (75 %) refund of the fee. A person deciding to withdraw after that deadline will forfeit the entire fee. (The Chairperson has discretionary power to consider extenuating circumstances).

REGIONAL CERTIFICATION PROCEDURE FOR REQUESTS

1. Current membership on ACPE is required of all persons meeting with the Regional Certification Committee.
2. The Regional Certification Committee generally meets twice a year (Spring and Fall). Dates of meetings and a schedule for declaration and payment of fees will be posted in the SE Regional ACPE Newsletter.
3. Persons planning to meet a Regional Certification Committee must declare their intent in writing to the Regional Certification Chairperson by the designated "Deadline to Declare" date. Please include your phone number, e-mail address, fax number and the name of your supervisor.
4. The Chair will acknowledge receipt of your declaration of intent with a letter outlining the required fee and the schedule of deadlines of payment of fee, issuance of a docket, and time-table for sending materials to Committee Members and your Presenter.
5. Requests for a meeting at a time other than regularly scheduled Certification Committee meetings will be considered by the Chair on a case-by-case basis. If the Chairperson can arrange a special meeting, a schedule for materials/payment of fees, etc. will be determined. A reminder that the fee will be the base fee plus any additional expenses of Committee members for travel.
6. Person's meeting the Regional Certification Committee are responsible for submitting the materials required for their type of committee request as outlined by the current National Certification Manual. (2001) Please follow guidelines for page limits, quality and content.
7. Each person meeting a Regional Certification Committee will be assigned a Presenter. The Presenter will receive a full set of material and write a summary report presenting the person to the committee. The person will receive a copy of the Presenter's report no later than the evening before their scheduled Committee appearance. Materials must be received by the presenter no later than the designated due date in order to be accepted.

UPCOMING MEETING DATES/SCHEDULE

2003 FALL NATIONAL CERTIFICATION COMMISSION

November 9 - 12, 2003
Declare by:

Lake Geneva, Wisconsin
August 1, 2003

ADDRESS FOR NATIONAL DECLARATION OF INTENT:

Declaration must be in writing; can be mailed or e-mail to:

Teresa E. Snorton, M.Div., Th.M.

Association For Clinical Pastoral Education, Inc.

1549 Clairmont Road - Suite 103

Decatur, GA 30033

2003 FALL REGIONAL CERTIFICATION COMMITTEE:

HICKORY KNOB, SC

October 5 - 7, 2003

Deadline to Declare:

Deadline for payment of Fee:

Docket ready by:

Material due to Presenter:

Hickory Knob, S.C.

August 15, 2003

August 22, 2003

August 29, 2003

September 5, 2003

ADDRESS FOR REGIONAL DECLARATIONS OF INTENT:

Declarations must be in writing; can be mailed or e-mailed to:

Charles F. Berger, Regional Certification Chair

Palmetto Health Richland

Chaplaincy and Pastoral Education

Five Richland Medical Park

Columbia, SC 29203

Fax: 803/434-6877 ; E-mail: Charles.Berger@palmettohealth.org

ADDRESS FOR REGIONAL PAYMENT OF FEES:

Invoices are NOT mailed from the office; therefore you are responsible for mailing the appropriate fee so that received prior to the deadline:

SEND FEE TO:

Jap Keith, Regional Director

15 Berkeley Drive

Avondale Estates, Georgia 30002

**REGIONAL CERTIFICATION COMMITTEE MEMBER ROSTER
2003**

Committee Members Mailing Address

Chairperson: Charles Berger (class of '03)
Palmetto Health Richland Hospital
Chaplaincy and Pastoral Education
5 Medical Park
Columbia, SC 29203
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Alternates for '03

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CONSULTATION FOR READINESS FOR SUPERVISORY TRAINING

Goal: To facilitate an on-going dialogue of support and accountability between the training supervisor and the Regional Certification Committee regarding training and development of regional SIT's.

Methodology: The Regional Certification Committee will change the format of the Readiness Consultation both in time and in scope to allow for more feedback to and from the committee and the training supervisor regarding particular training/certification needs of the student.

Format: The consultation will last for ninety minutes. The first hour will be a joint consultation with the student, his/her supervisor and the committee, focusing on the readiness of the student to begin supervisory training and proposed timetable for entering the certification process. The last thirty minutes will be a consultation with the training supervisor, focusing on his/her supervisory goal and strategy, strengths and limits of the supervisor and/or center for this particular student's training needs. The student remains in the room as observer. At the conclusion of the Consultation dialogue, the student and supervisor will then observe as the Committee writes its report and recommendations regarding the assessment of the student's readiness for Supervisory CPE. The report will then be read and discussed as needed to provide support and encouragement for the student and the supervisor.

Written Requirements: Materials are outlined in the 2001 National Certification Manual on pages four through six under "Pre-Certification" process. #6 to be prepared jointly by the student and the supervisor. In addition, we have added the following under #8.

- # 8) A paper written by the training supervisor addressing:
- a) His/her goals for working with this student in Supervisory CPE.
 - b) His/her perceived strengths and limits as this person's training Supervisor.
 - c) Areas of interest and/or concern where dialogue/consultation with the Regional Certification Committee would be helpful in working with this student in Supervisory CPE.

SUBCOMMITTEE CHAIR GUIDELINES FOR COMMITTEE PROCESS

READINESS

1. Both the aspirant and supervising supervisor are there for consultation. Concern is to make sure all formal requirements stipulated in ACPE Standards 311.1 are met or being met. Also note adequate addressing of Level II Outcomes.
2. Time for consultation is one and one half-hours with the first hour **focusing primarily on the aspirant and his/her readiness to begin the supervisory process**. A consultation report may be written at this time with aspirant and supervisor present. The second half-hour is for the supervising supervisor to receive consultation on issues listed on submitted paper and/or issues that arose during time with aspirant. During the last half-hour the aspirant is to be an **observer**, both to hear issues raised and to see his/her supervisor model meeting the committee. If the supervisor requests a written report also write in aspirant and supervisor's presence.
3. The chair makes sure the aspirant has met all committee members and that the environment of the meeting is conducive for the task at hand. Two copies of the Request For Consultation/Readiness For Supervisory Training are signed in appropriate place by members in black ink. The chair outlines the structure of the hour and one half; asks if Presenter's Report was received the night prior; checks to see if any clarifications are needed; then turns over time to the aspirant. The chair is also responsible for managing safety during the time as well and timekeeper or so designate. The taking of notes (descriptive of process and comments i.e. change of subject, emotional out burst, etc. not interpretive, with time indicators) is optional because it is a consult with not vote taken yet notes may be helpful for writing the report.
4. A copy of the face sheet, presenter's report, notes (if anything problematic about consult occurs); and two signed copies of the Request For Consultation/Readiness For Supervisory Training are to be turned in to the Regional Chair of the Certification Committee.

CANDIDACY

1. The aspirant present him/her self before the committee to assess entry level competencies. This review evaluates the aspirant's compliance with the requirements of CPE as well as the aspirant's professional maturity including his/her pastoral competence, conceptual competence, and supervisory potential. The supervising supervisor is to be present as a nonparticipating, nonvoting observer of the process. If documentation of formal requirements are not in hand, the committee is not obligated to meet with the aspirant.
2. The committee meets for one and one half-hours. The focus is aspirant's ability to do and reflect on pastoral care plus supervisory potential. At the end of the time both the aspirant and supervising supervisor are asked to leave. An initial vote is taken of "Grant", "Barely Grant", "Barely Deny", and "Deny". If not decisive, it might be helpful to write the report as a way of coming to a decisive vote. Following writing of the report, both aspirant and supervising supervisor are invited back for the reading of the Committee Action Report. Additional time is to be granted by the subcommittee with the supervising supervisor (aspirant may be present as an observer if decided upon by aspirant and supervising supervisor) to address clarification of the report and future direction of the process only. There is to be NO discussion of the committee process.
3. The chair makes sure the aspirant has met committee members and that the room is conducive for the task at hand. Two copies of the Request For Supervisory Candidate Status or Request for Extension of Supervisory Candidate Status are signed in appropriate places by member. A scribe is designated to take notes that are descriptive of process and comments i.e. change of subject or emotional outbursts etc. not interpretive, with time indicators. The chair outlines the structure of the hour and one half; asks if the Presenter's Report was received the night prior. checks to see if any clarifications are needed; and turns over the time to the aspirant. The chair is responsible for managing safety during this time as well as is timekeeper. After the session ends, the chair is responsible for managing the writing and reading to the aspirant the report plus the one half-hour consultation.
4. A copy of the face sheet, formal requirements, presenter's report, notes taken and two signed copies of the Committee Action Report are to be turned in to the Regional Chair of the Certification Committee if the vote is granted.
5. If a paper is included to be evaluated, committee is to decide if the theology paper is adequate/satisfactory or inadequate/unsatisfactory. This decision is to be added to the Committee Action Report.
6. If a decision is denied, remind committee members to hold onto materials in the event that the aspirant chooses, after thirty days, to contact committee members to discuss their committee appearance.

EXTENSION OF CANDIDACY

1. The aspirant and supervising supervisor meet with the committee for one hour. This is an important meeting to evaluate how the process is going because the National Commission wants to rely more on the Regions to be the gate keeper in the certification process. Following the hour's committee meeting, aspirant and supervisor are asked to leave. A vote is taken of "Grant", "Barely Grant", "Barely Deny", and "Deny". Writing the committee action report may help in coming to a decisive vote if one does not take place the first vote.
2. The chair makes sure the aspirant has met committee members and that the room is conducive for the task at hand. Two copies of the Request For Extension Of Supervisory Candidacy are signed in appropriate places by members. A scribe is designated to take notes that are descriptive of process and comments not interpretive, with time indicators. The chair outlines the structure of the hour and one half; asks if the presenter's report was received the night prior; checks to see if any clarifications are needed; and turns over the time to the aspirant. The chair is responsible for safety during the time as well as timekeeper. After the session ends, the chair is responsible to manage the writing and reading to the aspirant.
3. After the Committee Action Report is read, up to one half hour is to be given to the supervisor to receive consultation. Consultation is to focus on clarification of the action report and direction of the supervisory process. There is to be NO discussion of the committee process.
4. A copy of the face sheet, presenter's report, notes taken and two signed copies of the certification action report are to be turned into the regional chair of the certification committee. If the vote is deny, all materials sent to the presenter are to be included with the before mentioned materials.
5. If the decision is denied, remind committee members to hold onto materials in the event that the student chooses, after 30 days, to contact members to discuss their committee appearance.

CONSULTATION

1. Consultation is to last one hour with aspirant and when appropriate, supervising supervisor. Both may be present for the writing of the consultation report and the committee have the option to provide consultation with the supervising supervisor if requested.
2. A copy of the face sheet, presenters report, notes taken, and two signed copies of the consultation report are to be turned into the regional chair of the certification committee.

EXTENSION OF ASSOCIATE

1. The aspirant presents him/her self before the committee to assess work on any notations or recommendations from a previous committee appearance. It also evaluates continued meeting of expectations set up in the 2002 Standards for the functioning of an associate.
2. The committee meets for one hour. At the end of the time the aspirant is asked to leave. An initial vote is taken. If not decisive, it might be helpful to write the report as a way of coming to a decisive vote. Following writing of the report the aspirant is invited back for the reading of the committee action report. If this process takes longer then the usually allotted time, please advise the aspirant that more time is needed to complete the work.
3. The chair makes sure the aspirant has met committee members and the room is conducive for the task at hand. Two copies of the request for extension of supervisory status are signed in appropriate places by members. A scribe is designated to take notes that are descriptive of process and comments not interpretive, with time indicators. The chair outlines the structure of the hour; asks if the presenter's report was received the night prior; checks to see if any clarifications are needed; and turns over the time to the aspirant. The chair is responsible for safety during this time as well as is timekeeper. After the session ends, the chair is responsible to manage the writing and reading to the aspirant of the report.
4. Make sure materials indicated on the checklist are turned in to the regional chair. If the decision is denied, remind the committee members to hold onto the materials in the event that the aspirant chooses to contact committee members after thirty days to discuss their committee appearance.

TIME FRAME FOR COMMITTEE APPEARANCES

Readiness:	Meet with aspirant for one and one half-hour consultation with supervising supervisor.
Candidacy	Meet with aspirant for one and one half-hour, the end of which there may be up to one half-hour consultation with supervising supervisor.
Extension of Candidacy	Meet with aspirant for one hour with up to one half-hour consultation with supervising supervisor.
Extension of Associate	Meet with aspirant for one hour.
Consultation	Meet with aspirant for one hour.

**SUB-COMMITTEE CHAIR CHECK LIST
(RETURN TO REGIONAL CHAIR)**

READINESS

1. Presenter's Report
2. Signed Consultation Sheets (must be signed in black ink)
3. Process Notes if taken
4. Face Sheet

CANDIDACY if Granted

1. Presenter's Report
2. Signed Committee Action Reports
3. Process Notes
4. Face Sheets
5. Formal Requirements: Membership ACPE College Grad M.Div. or equivalent
Ordination Faith Group Endorsement Pastoral Experience

CANDIDACY if Denied

1. Presenter's Report
2. Signed Committee Action Reports
3. Process Notes
4. Face Sheet
5. Complete sets of materials sent to presenter (includes formal requirements)
6. Remind committee members to hold onto materials in the event that student chooses after thirty days, to contact committee members to discuss their committee appearance.

THEOLOGY PAPER

1. Adequate/Satisfactory
2. Inadequate/Unsatisfactory

EXTENSION OF CANDIDACY IF GRANTED

1. Face Sheet
2. Presenter's Report
3. Signed Committee Action Reports
4. Process Notes

EXTENSION OF CANDIDACY IF DENIED

1. Face Sheet
2. Presenter's Report
3. Signed Committee Action Reports
4. Process Notes
5. Complete set of materials to presenter
6. Remind committee members to hold on to materials in the event that the student chooses after thirty days, to contact committee members to discuss their committee appearance.

EXTENSION OF ASSOCIATE IF DENIED

1. Presenter's Report
2. Signed Committee Action Reports
3. Process Notes
4. Face Sheet
5. Complete set of materials sent to presenter
6. Remind committee members to hold on to materials in the event that the student chooses after thirty days, to contact committee member to discuss their committee appearance.

REGIONAL GUIDELINES FOR PRESENTER'S REPORT

Note: Presenter's report should follow the "General Information and Guidelines for Presenter and Committee Members" found on page "VI", Appendix E of the 1997 National Certification Manual. The following information is additional guidelines for the SE Regional Certification meetings.

1. Presenter's report should contain the following heading at the top of the first page.

The Association for Clinical Pastoral Education, Inc.
Southeast Region Certification Committee

Presenter's Report

Candidate's Name:	Name
	Center Name
	Center Address
Presenter's Name:	Name
	Center Name
	Center Address
Candidate's Request	
Date / Time of Meeting	

2. Please remember the presenter's report becomes part of the candidate's certification materials that follow them throughout their certification process.
3. Bring seven copies of the presenter's report to the certification committee meeting for distribution as follows:
 1. One to candidate
 2. One to each committee member
 3. One clean copy to chair of sub-committee for candidate's regional file.

You may also bring a copy for the candidate's supervisor in the case of readiness consultations.

**ASSOCIATION FOR PASTORAL EDUCATION, INC.
CERTIFICATION COMMISSION**

**SOUTHEAST REGION CERTIFICATION COMMITTEE
COMMITTEE ACTION REPORT**

REQUEST FOR GENERAL CONSULTATION

Consultee's Name: _____
Center: _____
Address: _____
Date of Meeting: _____ Location: _____
Presenter: _____

Summary and Evaluation of Material Presented:

Summary and Evaluation of Consultation Process:

Committee recommendations or suggestions:

Sub-Committee Members

_____	_____
	Presenter
_____	_____
	Sub-Committee Chairperson
_____	_____
	Regional Chairperson

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

**SOUTHEAST REGION CERTIFICATION COMMITTEE
COMMITTEE ACTION REPORT**

REQUEST FOR CONSULTATION/READINESS FOR SUPERVISORY TRAINING

Consultee's Name: _____
Center: _____
Address: _____
Date of Meeting: _____ Location: _____
Presenter: _____

Summary and evaluation of materials presented:

Summary of consultation process: (describing the interaction of the Consultee with the Committee).

Evaluate the Consultee's motivation for Supervisory CPE (both the self-understanding of the Consultee and any tension/discrepancy between the Consultee's articulated motivation and the Committee's experience of the Consultee).

Evaluate the Consultee's readiness for supervisory CPE, as demonstrated by attention to CPE objectives:

(a) as indicated by awareness of personal/professional learning issues;

(b) as indicated by conceptual facility;

(c) as indicated by pastoral ability.

Recommendations arising from the evaluation for both Consultee and primary Supervisor:

Sub-Committee Members:

Presenter

Sub-Committee Chairperson

Regional Chairperson

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

**SOUTHEAST REGION CERTIFICATION COMMITTEE
COMMITTEE ACTION REPORT**

REQUEST FOR CONSULTATION/REVIEW OF SUPERVISORY STATUS

Supervisor's Name: _____

Center: _____

Address: _____

Date of Meeting: _____ Location: _____

Presenter: _____

Summary and evaluation of materials presented:

Description of supervisor's professional activities that demonstrate maintenance of supervisory and conceptual competence:

Summary and evaluation of consultation process:

Committee's recommendation whether or not the supervisor be maintained in active CPE supervisor status:

RECOMMENDATION: Affirm Active Supervisor Status ____ Yes ____ No
(A "No" decision must be referred to the Certification Commission for action)

Any other recommendations arising from consultation:

Sub-Committee Members:

Presenter

Sub-Committee Chairperson

Regional Chairperson

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

**SOUTHEAST REGION CERTIFICATION COMMITTEE
COMMITTEE ACTION REPORT**

REQUEST FOR CONSULTATION/REINSTATEMENT FROM INACTIVE STATUS

Supervisor's Name: _____
Center: _____
Address: _____
Date of Meeting: _____ Location: _____
Presenter: _____

Summary and evaluation of materials presented:

Summary and evaluation of consultation process:

Summary of current supervisory activity; if any:

Committee's recommendation whether or not the candidate be reinstated as an active CPE Supervisor:

RECOMMENDATION: Recommend to the Certification Commission that the consultee be reinstated as an active CPE Supervisor: _____ Yes _____ No

(A "Yes" decision requires referral to the Certification Commission for action)

Any other recommendation or suggestions:

Sub-Committee Members

Presenter

Sub-Committee Chairperson

Regional Chairperson

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

**SOUTHEAST REGION CERTIFICATION COMMITTEE
COMMITTEE ACTION REPORT**

REQUEST FOR SUPERVISORY CANDIDATE STATUS

Candidate's Name: _____
Center: _____
Address: _____
Date of Meeting: _____ Location: _____
Presenter: _____

COMMITTEE ACTION: _____ Granted _____ Denied

DOCUMENTATION FOR FORMAL REQUIREMENTS PROVIDED:

- _____ Photocopies of accredited college and seminary diplomas or transcripts
- _____ Documentation of membership in ACPE
- _____ Letter (s) from faith group official (s) documenting both the Candidates' faith group endorsement and his/her "good standing" on rolls of faith group
- _____ Documentation of equivalency if applicable

Evaluation of Written Materials:

Summary of Interview (the course of the interview, how the candidate met the committee, how the committee engaged the candidate):

Briefly evaluate:

- 1) The candidate's understanding of his/her personal history, and of strengths and weaknesses as a potential pastoral educator:

- 2) The candidate's capacity to articulate a theological understanding of life from within his/her tradition:

- 3) The Candidate demonstrated pastoral competence:

- 4) The Candidate demonstrated conceptual competence:

- 5) The Candidate's understanding of his/her desire to enter the Certification process and his/her potential as a CPE Supervisor:

List strengths and areas of needed growth:

Committee Suggestions:

Sub-Committee Members:

_____	_____
	Presenter
_____	_____
	Sub-Committee Chairperson
_____	_____
	Regional Chairperson

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

**SOUTHEAST REGION CERTIFICATION COMMITTEE
COMMITTEE ACTION REPORT**

REQUEST FOR EXTENSION OF SUPERVISORY CANDIDATE STATUS

Candidate's Name: _____
Center: _____
Address: _____
Date of Meeting: _____ Location: _____
Presenter: _____

COMMITTEE ACTION: _____ Extension Granted _____ Extension Denied

Evaluation of written materials (including consumer reports):

Summary of interview process (describing the interaction of the candidate with the Sub-Committee):

Evaluation of the candidate's rationale for requesting extension:

Evaluation of candidate's response to any recommendations or suggestions given by previous certification committee:

Evaluation of progress on position papers:

Summary of candidate's supervisor/supervisory related activities since last committee appearance:

Committee suggestions and/or recommendations:

Sub-Committee Members:

Presenter

Sub-Committee Chairperson

Regional Chairperson

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

**SOUTHEAST REGION CERTIFICATION COMMITTEE
COMMITTEE ACTION REPORT**

REQUEST FOR EXTENSION OF ASSOCIATE SUPERVISOR STATUS

Candidate's Name: _____
Center: _____
Address: _____
Date of Meeting: _____ Location: _____
Presenter: _____

COMMITTEE ACTION: _____ Extension Granted _____ Extension Denied

Evaluation of written materials (including consumer reports):

Summary of interview process (describing the interaction of candidate with the sub-committee):

Evaluation of the candidate's rationale for requesting an extension:

Evaluation of candidate's response to any notations, recommendations or suggestions given by previous certification committee (with the understanding that notations may be removed only by the Certification Commission, not by regional Certification Committee):

Summary of candidate's supervisor/supervisory related activities since last committee appearance:

Committee suggestions and/or recommendations:

Sub-Committee Members:

Presenter

Sub-Committee Chairperson

Regional Chairperson
