



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

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Directions for using the Online Student Unit Reporting System:

Go to the ACPE website: www.acpe.edu

Log into Members Only!

Below the “Welcome message” there are five bullets. The third bullet is “Find other users and register student unit reports.”

Click on “Find.”

On the following page that loads, in the middle column, click on “Register Student Units.”

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.

Go to “Did it go through?” to Search your Reports and look at or print your submission.

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!