



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
UNITED STATES ARMY INSTITUTE FOR RELIGIOUS LEADERSHIP
GRADUATE SCHOOL FOR ARMY CHAPLAIN PROFESSIONAL DEVELOPMENT
10100 LIBERTY DIVISION ROAD, BLDG. 10098, OFFICE 107
FORT JACKSON, SOUTH CAROLINA 29207

ATSC-GSC

12 December 2025

MEMORANDUM OF INSTRUCTION

SUBJECT: Hybrid or Online Extended Clinical Pastoral Education (ECPE) Course 5G-S17S for the fiscal year 2026, 1 October 2025 thru 30 September 2026

1. **OVERVIEW:** Clinical Pastoral Education (CPE) is an accredited post-graduate program for professional chaplains, taught by Certified Educators (CEs) from the School for Spiritual Care-Army CPE (SSCa) at the Graduate School of the U.S. Army Institute for Religious Leadership (USA-IRL), as well as contracted civilian CEs. This professional development program focuses on spiritual assessment, interventions, and advisement; individual and group dynamic theories; emotional intelligence; theological reflection and integration; interdisciplinary collegiality; and personal growth as a chaplain professional officer. Upon completion, chaplains generally receive one unit of Association for Clinical Pastoral Education (ACPE¹)'s Level 1 CPE. This course fulfills one of the two requirements for the Skill Identifier (SI) 7S. This course also fulfills the requirement for Pastoral Skills Training IAW Personnel Branch SOP, 12 September 2025.

2. **IMPACT:** U.S. Army chaplains provide for the free exercise of religion and advise their respective commanders in the areas of religion, morale, morals, and ethics. The chaplains who complete this unit of CPE develop personally, professionally, and pastorally in their work as providers of spiritual care and advisors to their respective commands. Commanders will benefit from chaplains who possess newly developed assessment and intervention skills, enhancing their ability to advise and provide care for Soldiers and Family members.

3. **ACCREDITATION:**

a. Graduates of this course receive one unit of ACPE accredited CPE. The School for Spiritual Care-Army CPE (SSCa) is accredited for Level I, Level II, and Certified Education by ACPE. ACPE is the premier accrediting agency for CPE programs for spiritual care professionals of any faith and in any setting. All accredited CPE in the Army is taught by either contracted civilian ACPE Certified Educators (CEs) or Army trained ACPE CEs, with SI 56D. The U.S. Army Center for Extended CPE conducts this course under the direction of SSCa within the Graduate School. The Center for Extended CPE distributes CPE throughout the U.S. Army around the world.

b. Army ECPE is an ATRRS-approved course, and per ATRRS policy, individuals may not be enrolled in more than one course at a time. Students enrolled in ECPE who register for another ATRRS course will be automatically dropped from ECPE, resulting in failure to complete the program. If a student is not actively enrolled in ECPE in ATRRS at the time of the course completion, he or she will receive neither an ACPE credit nor an Academic Evaluation Report (AER).

¹ ACPE: The Standard for Spiritual Care and Education, 1 Concourse PKWY Suite 800, Atlanta, GA 30328.

4. REQUIREMENTS:

a. Chaplains are required to complete a minimum of 400 hours of specialized professional education, consisting of both direct education and clinical practicum. This includes at least 100 hours of structured group and individual direct education, and a minimum of 250 hours of documented, supervised clinical practicum in spiritual care with their Soldiers and community. The remaining 50 hours may be allocated at the discretion of the program to best support its objectives (to include orientation, administrative responsibilities, etc.). The certified educator will determine the course duration based on the needs and consensus of the cohort and will ensure that the syllabus provides a detailed breakdown of each component hours to satisfy all accreditation requirements.

b. If a chaplain needs to withdraw from the ECPE unit, they must promptly discuss the circumstances with their Certified Educator and the ECPE Director. A memorandum outlining the reasons for voluntary withdrawal must be prepared by the chaplain. In cases where a student withdraws or is dismissed after completing 240 or more hours of a CPE unit, the ACPE may grant a half-unit of credit. Failure to communicate the intent to withdraw in a timely manner, as outlined here, may result in forfeiture of future eligibility for ECPE units and other Graduate School courses.

(1) Direct Education Requirement. Hybrid courses are 20-week long and have two phases. The first phase consists of a week (or 40 hours) of direct education in-person at a selected Home Site. The second phase, consisting of the remaining 60 hours for direct education, is conducted over 19 weeks in a virtual learning environment. Online courses are conducted virtually over a 25-week period without any in-person week.

(2) Clinical Practicum. 250-300 hours of clinical ministry practicum are conducted over the course of 5-6 months at the rate of about 50 hours of logged ministry time per month. This can be accomplished in the community or in military settings. Students are responsible to identify acceptable placements for their practicum and to maintain an accurate record of their practicum hours. Placement and final record of hours must be approved by the course educator. Generally, your preceptor is the supervisory chaplain. If your supervisory chaplain is unavailable, another battalion chaplain (preferably a 7R CH) can serve as your preceptor. The preceptor must know and reference the Onsite Preceptor Orientation found at https://cdn.manula.com/user/4287/docs/preceptor-orientation-updated-3-2019_v1.pdf.

(3) Overall Course Structure including Direct Education and Practicum. A typical Hybrid unit will follow this general outline.

Week 1 – 40 hours class work, 10 hours clinical ministry
Weeks 2-4 – 12 hours class work, 50 hours clinical ministry
Weeks 5-8 – 12 hours class work, 60 hours clinical ministry
Weeks 9-12 – 12 hours class work, 60 hours clinical ministry
Weeks 13-16 – 12 hours class work, 60 hours clinical ministry
Weeks 17-20 – 12 hours class work, 60 hours clinical ministry

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(4) Overall Course Structure including Direct Education and Practicum. A typical Online unit will follow this general outline.

Week 1 – 4 hours class work, 10 hours clinical ministry
Weeks 2-4 – 12 hours class work, 40 hours clinical ministry
Weeks 5-8 – 16 hours class work, 50 hours clinical ministry
Weeks 9-12 – 16 hours class work, 50 hours clinical ministry
Weeks 13-16 – 16 hours class work, 50 hours clinical ministry
Weeks 17-20 – 16 hours class work, 50 hours clinical ministry
Weeks 21-25 – 20 hours class work, 50 hours clinical ministry

c. Funding Requirement: Chaplain's unit is responsible for the cost of TDY for the first week to Home Site as well as pay and allowances for the virtual training. COMPOs 2/3 chaplains must work out this arrangement with their respective units. The 100 hours of direct educational time equate to 12.5 days of training. The 300-hour supervised clinical ministry portion of the course consists of the chaplain logging their ministry actions and submitting the record to their CE IOT be given credit for course.

d. Educational Standards. Educational Standards are in accordance with ACPE standards and the TRADOC CPE Extended Unit Curriculum. Students are generally enrolled in Level I CPE, and under a few exceptional circumstances may be invited to register for Level II CPE. The course standards, ACPE Outcome and Objectives, are in ECPE Handbook. Specific course offerings and details of expected work are provided for each student in their Student Learning Agreement in the CPE Extended Unit Individual Student Assessment Plan (ISAP) and in the Unit Syllabus.

5. COURSE DELIVERY METHOD: The course will be conducted virtually using a platform all students can access, unless it is the in-person portion of the hybrid course. Attendance is required for all virtual and in-person sessions.

6. ENROLLMENT: Chaplains will complete the ECPE application and submit it, along with the required written materials, to the designated Points of Contact (POCs) listed below:

Active (COMPO 1)	CH (CPT) Simon Ko	simon.ko.mil@army.mil
ARNG (COMPO 2)	CH (LTC) Glen Clarkson	glenn.m.clarkson.mil@army.mil
USAR (COMPO 3)	Contact your Command Chaplain Section	

7. COMPOs 2/3 STUDENTS: COMPOs 2/3 students are eligible to attend ECPE courses that are notated for COMPO 2/3 students. Those dates are located on the ECPE application, and enrollment is granted on a first-come, first-served basis. Once the student has received approval from their respective POC to complete their application process for the ECPE course, his or her application must be forwarded to CH (CPT) Simon Ko for the final review and approval.

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8. The point of contact for this memorandum is the undersigned at 803-319-0861 or at simon.ko.mil@army.mil.

SIMON KO
Chaplain (Captain), USA
ECPE Director