



St. Stephen's
College

GRADUATE CERTIFICATES

Department of Theology

Theological Studies
Spiritual Care
Spiritual Direction

Application for Admission

Department of Theology Graduate Certificate Requirements

	Graduate Certificate in Theological Studies 18 credits	Graduate Certificate in Spiritual Care 21 credits	Graduate Certificate in Spiritual Direction 12 credits
Admission Requirements	<ul style="list-style-type: none"> ▪ Baccalaureate Degree from an institution of higher education approved by a Canadian provincial authority, or the demonstrated educational equivalent. Grade average minimum must be 72%/B/3.0 during last 60 credits of course weight. <p>Language Requirements: All applicants must be proficient in English prior to admission. Proficiency is demonstrated by either (a) possession of a prior degree where the primary language of instruction was English, (b) demonstration of sufficient coursework completed in English, or (c) a satisfactory score on an approved English language examination (TOEFL iBT, IELTS, CAEL, PTE Academic, Duolingo). For full details, see the "English Language Proficiency" section of the St. Stephen's College Academic Calendar.</p>		
Additional Admission Requirements	<ul style="list-style-type: none"> ▪ General readiness to function in an integrative adult learning program in terms of both personal qualities and academic competencies. ▪ Willingness to engage in a program that is broadly ecumenical and multi-faith; readiness to engage deeply in personal reflection. 	<ul style="list-style-type: none"> ▪ General readiness to function in an integrative adult learning program in terms of both personal qualities and academic competencies. ▪ Commitment to one's lay profession or employment (paid or volunteer) as a ministry. Note: Persons who define their work activity as being committed to the improvement and nurture of society and the world community, including such fields as education, faith/religious community assignments, chaplaincy, mediation, management, media services, the arts, health care, counseling, Intercultural relationships, and care of the earth are recognized by St. Stephen's College as being in ministry. ▪ Willingness to engage in a program that is broadly ecumenical and multifaith; readiness to engage deeply in personal reflection; commitment to the practice of a spiritual life. 	<ul style="list-style-type: none"> ▪ Completion of or current enrollment in the Presence Program (Spiritual Direction) at Providence Renewal Centre or an equivalent program recognized by St. Stephen's College. ▪ General readiness to function in an integrative adult learning program in terms of personal qualities and academic competencies. ▪ Willingness to engage in a program that is broadly ecumenical and multi-faith; readiness to engage deeply in personal reflection; commitment to the practice of a spiritual life.
Academic Requirements	<p>REQUIRED COURSES (12 credits) SSC511 Introduction to Theology (3cr) SSC5540 Spirituality: from Contemplation to Action (3cr) One graduate course (3cr) focused on Sacred Text, related to student's chosen faith tradition One graduate course (3cr) focused on Sacred History, related to student's chosen faith tradition</p>	<p>REQUIRED COURSES (12 credits) Spiritual Care Skills One of: SSC589 Spiritual and Theological Reflection in Professional Practice: An Introduction, or SC501 Foundations of Spiritual Care (Ambrose) Ethics One of: PPSYC583 Professional Ethics in Psychotherapy and Spiritual Care, SC625 Professional Ethics (Ambrose), or STP576 Bioethics: Moral Issues from Life Sciences (Newman) Leadership One of: LE503 Leadership & Leadership Formation (Ambrose), or 2P3231 Spiritual Leadership (CSBSC) Diversity One of: SSC547 Diversity in Faith and Culture, MI502 Intercultural Competence (Ambrose), or MI620 Gospel in Multi-Cultural/Faith World (Taylor)</p>	<p>REQUIRED COURSES (6 credits) One Theology course (3 cr) chosen from: SSC511 Intro to Theology, SSC5540 Spirituality: From Contemplation to Action, or SSC589 Spiritual and Theological Reflection in Professional Practice PPSYC583 Professional Ethics for Psychotherapy and Spiritual Care (3 cr)</p> <p>Spiritual Direction Program (0 cr) Completion of Presence Program at Providence Renewal Centre or an equivalent two-year Spiritual Direction program recognized by SSC.</p>
	<p>ELECTIVES (6 credits) Two elective courses (3 credits each) chosen in consultation with the Department Chair. Electives must be St. Stephen's College courses, or University of Alberta [CATS/SPRIT] graduate-level courses.</p>	<p>ELECTIVES (6 credits) Students choose two electives from the following list. Note: CPE (=6 credits) fulfills Elective 2 + Field Education.</p> <p>SSC5823 Spiritual Assessment in the Promotion of Health SC610 The Ministry of the Chaplain (Ambrose) SC613 Introduction to Prison Chaplaincy (Ambrose) SC615 Spiritual Care of the Dying (Ambrose) LE633 Leadership and Resilience (Ambrose) CC602 Crisis Counselling (Ambrose) PT501 Personal Formation & Development (Ambrose) 2C1243 Dealing with Conflict (CSBSC) 2P3215 Spiritual Formation (CSBSC) STP575 Spiritual Direction (Newman) STP586 Introduction to Pastoral Counselling (Newman) PC431 Personal Development & Ministry (Taylor) PC632 Crisis Intervention (Taylor) PT540 Spiritual Formation (Taylor)</p> <p>FIELD PLACEMENT/FIELD EDUCATION (3 credits) Students choose one field education course from the following list. Note: CPE (= 6 credits) fulfills Elective 2 + Field Education.</p> <p>CPE5889 Supervised Psychospiritual Education (6 cr) SC715/716 Clinical Pastoral Education (6 cr) (Ambrose) STP470 Theological Field Education (Newman) PT712/721 Pastoral Internship or Mentoring (Ambrose) MI712/720 Intercultural Internship or Mentoring (Ambrose) 2P2341/2P2342 Capstone Ministry I & II (CSBSC) FE442/443/444 Field Education (Taylor)</p>	<p>ELECTIVES (6 credits) Two elective courses (3 credits each) chosen in consultation with the Department Chair. Electives can be taken in an area of specialization. Electives must be St. Stephen's College courses or University of Alberta [CATS/SPRIT] graduate-level courses.</p>



APPLICATION FOR ADMISSION GRADUATE CERTIFICATES

APPLICATION PROCEDURE

All documents submitted in support of this application become the property of St Stephen's College and are not returnable to the applicant or transferable to any third party. All materials will be kept strictly confidential. All materials must be received in order for your application to be considered complete. Keep a copy of the completed application packet for your files. For questions, please contact the Registrar's Office: 1.800.661.4956 (in Canada), 780.439.7311 or at st.stephens@ualberta.ca. Prospective students should submit the following documentation:

1. The attached application form.
2. Application letter, stating how the certificate would contribute to personal and professional goals.
3. The non-refundable application fee (\$100 Canadian/PR, \$200 International).
4. Transcript(s): Official and Complete Transcript(s) issued by the institution awarding the degree and certified by an authorized officer of that institution mailed or emailed directly to St Stephen's College; includes all courses taken and grades received for all years attended, is complete to the last date of attendance, and where applicable states the degree and the date the degree was or will be awarded. If the degree awarded includes transfer credits from other institutions, a transcript from the credit-granting institution is also required. Baccalaureate Degree must have GPA minimum 72%/B/3.0 during last 60 credits of course weight. Applicants should submit official transcripts for all academic work put forward in support of the application. Applicants whose transcripts are in a language other than English must submit certified translations of all transcripts being submitted as part of the application.
5. If language of instruction for prior degree was not English, proof of satisfactory score on an approved English language examination, referring to English Language Proficiency policy in Academic Calendar.
6. Curriculum vitae in summary form. This document should include:
 - Professional experience: Position, place, and duration
 - Post-secondary education: Degrees, diplomas and certificates held, with institutions and dates
 - Other experience, education or training related to proposed program

APPLICATION DEADLINES

Applications will be reviewed after the deadlines below. Admission to the graduate certificate programs is contingent on sufficient space within Department of Theology programming.

Type of Application	Application Deadline for July 1 Intake	Application Deadline for January 1 intake
Canadian or Permanent Residents	April 1	October 1
International applicants and those applying for a baccalaureate equivalency review	December 1	June 1

ST. STEPHEN'S COLLEGE

Graduate Certificate Program Application Form

Indicate which graduate certificate program and which intake you wish to apply to:

	Intake July 1	Intake January 1
Theological Studies		
Spiritual Care		
Spiritual Direction		

GENERAL INFORMATION

Use your legal name as shown on one of the following documents: Birth Certificate, Passport, Canadian Immigration Student Authorization document or Marriage Certificate. This name will appear on your College records and transcripts, and on your certificate upon graduation.

Full Legal Name			
	<i>Surname</i>	<i>First</i>	<i>Initial</i>
Previous Legal Name (if any)			
	<i>Surname</i>	<i>First</i>	<i>Initial</i>
Address			
	<i>Street</i>	<i>City/Province/Postal Code</i>	
Citizenship	Canadian Citizen or Permanent Resident	International Student (Study Permit required)	
Phone/Email			
	<i>Phone</i>	<i>Email</i>	
Birth Date			
Gender	Female	Male	Another/prefer not to disclose
Social Insurance Number	DO NOT EMAIL YOUR SOCIAL INSURANCE NUMBER. Phone St. Stephen's College Assistant Registrar (780-439-7311#30) with your number.		
Religious affiliation if applicable (for statistical use only)			
How did you hear about the program?			

What are some program-related activities you have been involved in during the past five years?

Why are you interested in participating in and completing this graduate certificate?

APPLICATION MATERIALS CHECKLIST:

(A detailed description of application materials is on page 1 under "Application Procedure")

<input type="checkbox"/>	Application Fee
<input type="checkbox"/>	Application Letter
<input type="checkbox"/>	Official Transcripts requested directly from degree or credit-granting institution
<input type="checkbox"/>	English Proficiency Test Score documentation (if applicable)
<input type="checkbox"/>	Curriculum Vitae

APPLICATION FOR BACCALAUREATE EQUIVALENCY or SPECIAL ADMISSION:

Applicants who do not have a Bachelor's degree: send completed application form and all relevant documents (see Admission Requirements), including any additional assessments, transcripts, and certificates earned to College and pay non-refundable **\$225 equivalency fee**. Baccalaureate Equivalency status shall be determined by an evaluation of the applicant's formal postsecondary education consisting of general and specialized studies comparable to a three-year 90-credit baccalaureate degree. Special Admission status may be granted to persons with education and/or life experience that has prepared them for theological study at the graduate level. If baccalaureate equivalency or special admission status is granted, the applicant will be invited to the regular intake process, and will pay the non-refundable regular application fee.

REGULAR APPLICATION:

Applicants who have a Bachelor's Degree: Send completed application form and all documents referred to under Application Procedure to the College and pay the non-refundable application fee (\$100 Canadian or Permanent Resident applicants; \$200 International applicants).

HOW TO PAY THE APPLICATION FEE?

Payment methods available:

<https://www.ualberta.ca/st-stephens/st-stephens-programs/how-to-study-at-ssc/tuition-fees-and-payment.html>

SEND SIGNED APPLICATION AND DOCUMENTS TO:

St Stephen's College Registrar's Office
University of Alberta Campus
8810 112 Street
Edmonton, Alberta T6G 2J6
or email to: st.stephens@ualberta.ca

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| <ul style="list-style-type: none">• I certify that the information in this application is true and complete in all respects and that I have withheld no information.• I certify that I have read and understand the "Student Records: Contents, Access, Use, and Protection" policy outlined in the Academic Calendar: https://www.ualberta.ca/st-stephens/st-stephens-programs/files-cabinet/academic-calendar.html• I understand that misrepresentation, falsification of documents, or withholding of requested information regarding this application are serious offences and may result in dismissal from the College.• I agree, if admitted to St. Stephen's College, to comply with the College regulations as stated in the St. Stephen's College Academic Calendar. | |
| Signature | Date |