



St. Stephen's  
College

# **GRADUATE CERTIFICATES**

**Theological Studies**

**Spiritual Care**

**Spiritual Direction**

**Spiritually-Informed Psychotherapy**

**Spiritually-Informed Creative Arts**

**Application for Admission**

## Graduate Certificate Requirements

	Graduate Certificate in Theological Studies 18 credits	Graduate Certificate in Spiritual Care 21 credits	Graduate Certificate in Spiritual Direction 12 credits	Graduate Certificate in Spiritually-Informed Psychotherapy 12 credits	Graduate Certificate in Spiritually-Informed Creative Arts 12 credits
<b>Admission Requirements</b>	<ul style="list-style-type: none"> <li>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.</li> <li>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 (either TOEFL iBT, IELTS, CAEL, or PTE Academic). For full details, see the "English Language Proficiency" section of the St. Stephen's College Academic Calendar.</li> </ul>				
<b>Additional Admission Requirements</b>	<ul style="list-style-type: none"> <li>General readiness to function in an integrative adult learning program in terms of both personal qualities and academic competencies.</li> <li>Willingness to engage in a program that is broadly ecumenical and multi-faith; readiness to engage deeply in personal reflection.</li> </ul>	<ul style="list-style-type: none"> <li>General readiness to function in an integrative adult learning program in terms of both personal qualities and academic competencies.</li> <li>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.</li> <li>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.</li> </ul>	<ul style="list-style-type: none"> <li>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.</li> <li>General readiness to function in an integrative adult learning program in terms of personal qualities and academic competencies.</li> <li>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.</li> </ul>	<ul style="list-style-type: none"> <li>Baccalaureate Degree must be in area of psychology, fine arts, counselling, social work, or the humanities and human sciences. Applicants who possess a Baccalaureate Degree in an unrelated area should consult with the Department Chair.</li> <li>The academic ability to engage in graduate education; academic background in counselling and/or some experience in a helping role are desirable.</li> </ul>	<ul style="list-style-type: none"> <li>Baccalaureate Degree must be in area of psychology, fine arts, counselling, social work, or the humanities and human sciences. Applicants who possess a Baccalaureate Degree in an unrelated area should consult with the Department Chair.</li> <li>The academic ability to engage in graduate education; academic background in counselling and/or some experience in a helping role are desirable.</li> </ul>
<b>Academic Requirements</b>	<p><b>REQUIRED COURSES (12 credits)</b>                      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><b>REQUIRED COURSES (12 credits)</b>  <b>Spiritual Care Skills</b>                      One of: SSC589 Spiritual and Theological Reflection in Professional Practice: An Introduction, or                      SC501 Foundations of Spiritual Care (Ambrose)  <b>Ethics</b>                      One of: PPSYC583 Professional Ethics in Psychotherapy and Spiritual Care, SC625 Professional Ethics (Ambrose), or                      STP576 Bioethics: Moral Issues from Life Sciences (Newman)  <b>Leadership</b>                      One of: LE503 Leadership &amp; Leadership Formation (Ambrose), or                      2P3231 Spiritual Leadership (CSBSC)  <b>Diversity</b>                      One of: SSC547 Diversity in Faith and Culture, MI502 Intercultural Competence (Ambrose), or MI620 Gospel in Multi-Cultural/Faith World (Taylor)</p>	<p><b>REQUIRED COURSES (6 credits)</b>                      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)  <b>Spiritual Direction Program (0 cr)</b>                      Completion of Presence Program at Providence Renewal Centre or an equivalent two-year Spiritual Direction program recognized by SSC.</p>	<p><b>REQUIRED COURSES (6 Credits)</b>                      PPSYC581 Intro to Psychotherapy and Spirituality (3cr)                      One of:                      PPSYC585 Basic Psychotherapy Skills (3cr), PPSYC584V Theories of Counselling and Psychotherapy (3cr), PPSYC5896 Spiritually-Informed Developmental Psychology (3cr), or                      PPSYC587 Life Span Development (3cr)</p> <p>The required courses must be taken at St. Stephen's College; transfer credits are not accepted.</p>	<p><b>REQUIRED COURSES (6 Credits)</b>                      PPSYC581 Intro to Psychotherapy and Spirituality (3cr)                      PPSYC5841 Introduction to Art Therapy (3cr)</p> <p>The required courses must be taken at St. Stephen's College; transfer credits are not accepted.</p>

	<p><b>ELECTIVES (6 credits)</b> 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><b>ELECTIVES (6 credits)</b> 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 &amp; Development (Ambrose) 2C1243 Dealing with Conflict (CSBSC) 2P3215 Spiritual Formation (CSBSC) STP575 Spiritual Direction (Newman) STP586 Introduction to Pastoral Counselling (Newman) PC431 Personal Development &amp; Ministry (Taylor) PC632 Crisis Intervention (Taylor) PT540 Spiritual Formation (Taylor)</p> <p><b>FIELD PLACEMENT/FIELD EDUCATION (3 credits)</b> 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 &amp; II (CSBSC) FE442/443/444 Field Education (Taylor)</p>	<p><b>ELECTIVES (6 credits)</b> 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>	<p><b>ELECTIVES (6 credits)</b> Two electives chosen from: PPSYC583 Professional Ethics for Psychotherapy and Spiritual Care, PPSYC587 Life Span Development, PPSYC5896 Spiritually-Informed Developmental Psychology, SSC511 Introduction to Theology, SSC5540 Spirituality: From Contemplation to Action, SSC589 Spiritual and Theological Reflection in Professional Practice, SPRIT/CATS [any] (graduate-level University of Alberta credit), or another St. Stephen's course approved by Department Chair.</p>	<p><b>ELECTIVES (6 credits)</b> Two electives chosen from: PPSYC583 Professional Ethics for Psychotherapy and Spiritual Care, PPSYC587 Life Span Development, PPSYC584 Theories of Counselling and Psychotherapy, PPSYC5896 Spiritually-Informed Developmental Psychology, SSC511 Introduction to Theology, SSC5540 Spirituality: From Contemplation to Action, ARTST [any] Art Therapy Studio, SPRIT/CATS [any] (graduate-level University of Alberta credit), or another St. Stephen's course approved by Department Chair.</p>
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## 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](mailto: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 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 deadline:** Applications can be submitted throughout the year. The recommended starting course(s) are scheduled in June/July each year; in order to begin with these courses, it is advised that applications be submitted prior to November 1 for international applicants and April 1 for Canadian and Permanent Residents. Applications are processed within two months of submission. Applications which require a baccalaureate equivalency review are processed within four months of submission. Upon acceptance to the program, students can begin coursework.

### APPLICATION FOR BACCALAUREATE EQUIVALENCY OR SPECIAL ADMISSION

Applications to graduate certificate programs from persons who do not possess a Baccalaureate Degree will be considered if the applicant possesses satisfactory alternate educational and/or life experience. Special Admission status may be granted to graduate certificate applicants; however, in some cases "special admission" students will be unable to ladder to a Master's degree: refer to policy in Academic Calendar. Prospective applications for whom special consideration is required should submit all supporting documentation (see Admission Requirements), together with any additional assessments, transcripts, and certificates earned in lieu of a Baccalaureate Degree. A non-refundable equivalency fee of \$225 must be included. If equivalency or special admission status is granted, the applicant will be invited to the intake process, and will pay the non-refundable regular application fee.

# ST. STEPHEN'S COLLEGE

## Graduate Certificate Program Application Form

Indicate which graduate certificate program you are applying to:

	Theological Studies
	Spiritual Care
	Spiritual Direction
	Spiritually-Informed Psychotherapy
	Spiritually-Informed Creative Arts

### 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	<input type="checkbox"/> Canadian Citizen or Permanent Resident	<input type="checkbox"/> International Student (Study Permit required)	
Phone/Email			
	<i>Phone</i>	<i>Email</i>	
Birth Date			
Gender	<input type="checkbox"/> Female	<input type="checkbox"/> Male	<input type="checkbox"/> 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 to College and pay non-refundable **\$225 equivalency fee**. If Equivalency or Special Admission status is granted, applicants then pay the normal application fee (\$100 Canadian/Permanent Resident applicants; \$200 International applicants). See Calendar for details.

### 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](mailto:st.stephens@ualberta.ca)

- |  |      |
|--|------|
| <ul style="list-style-type: none"><li>• I certify that the information in this application is true and complete in all respects and that I have withheld no information.</li><li>• I certify that I have read and understand the "Student Records: Contents, Access, Use, and Protection" policy outlined in the Academic Calendar: <a href="https://www.ualberta.ca/st-stephens/st-stephens-programs/files-cabinet/academic-calendar.html">https://www.ualberta.ca/st-stephens/st-stephens-programs/files-cabinet/academic-calendar.html</a></li><li>• 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.</li><li>• 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.</li></ul> |      |
|  |      |
| Signature  | Date |