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Checklist for Supportive Materials Required for Certification Interview

- Place required materials, according to the checklist below in a three-ring, 1 1/2 inch binder (CP131.3).
- Include numbered tabs to coincide with the tab order below.
- Create an original Table of Contents. This checklist is NOT sufficient as a Table of Contents.
- Keep a complete copy for yourself and send a complete copy to the NACC National Office.
- Instructions on sending binder materials to your interview team will come at a later date.
- All applicable materials must be formatted in single-spaced, 12 point type (Arial, Garamond, or Times New Roman), with one inch margins. [Note: Copies of CPE Evaluations may be submitted as formatted] (CP131.3).

Note: Certification materials received by the NACC office that are not in full compliance with the Checklist for Supportive Materials Required for Certification Interview will be returned to the applicant for further work (CP131.4).

Materials to Be Included in Your Application Binder and Sent to the NACC National Office

- Tab 1. Completed Certification Application Form (CP131.3a).
- Tab 2. Autobiography, not to exceed seven (7) pages, addressing personal, professional, and faith development (CP131.3b).
See instruction above for proper formatting.
- Tab 3. One current example of your provision of Spiritual Care utilizing the Spiritual Care Encounter Cover Sheet with numbered pages (minimum of five (5) pages, maximum of ten (10) pages). Current is defined as within one (1) year of application for certification. The Spiritual Care Encounter should include the Cover Sheet and follow the instructions as set forth in the Cover Sheet. It will address, at minimum, the following Competencies ITP2, PPS10 and PPS11 (CP131.3c).
See instruction above for proper formatting.
- Tab 4. Final evaluations by Applicant of the final CPE Unit and one other CPE Unit of the Applicant's choice which demonstrates the Applicant's ability and willingness to grow as a professional chaplain. Each evaluation is to be clearly dated and separated with a blank tab or a colored page (CP131.3d).
♦ Any unit of the Applicant's choice ♦ Last unit
- Tab 5. Final evaluations by the Certified Educator of the final CPE Unit and corresponding CPE Unit evaluation of the Applicant's choice as referenced in Tab 4. Each evaluation is to be clearly dated, signed, and separated by a blank tab or a colored

page. The CPE Supervisor and Applicant must have signed and dated the evaluations (CP131.3e).

♦ Corresponding unit of the Applicant's choice from Tab 4 ♦ Last unit

- Tab 6. **Narrative Statement I**, not to exceed three (3) pages, documenting how the Applicant meets each of the NACC-Specific Competencies required for certification (excluding ITP2.1 which will be assessed through the Integrative Theological Narrative and ITP4.1 which will be assessed through an e-learning module) (CP131.3f). Applicant must utilize the Narrative Statement I Template and retain the headings which list each Competency's alphanumeric label and description (131.3f1). If this is not the Applicant's first interview for certification, an additional page must be included addressing how the Applicant has grown in the Competencies that were recommended from the Presenter's Report Part II from each previous interview. Separate with a blank tab or colored page (CP131.3f2).

See Narrative Statement I Writing Guide and Template.

See instruction above for proper formatting.

Separate with blank tab or colored page.

Narrative Statement II, not to exceed ten (10) pages, documenting how the Applicant meets each of the Common Competencies required for certification (excluding PIC8 & PIC9 which will be assessed through materials and within the interview) (CP131.3g). Applicant must utilize the Narrative Statement II Template and retain the headings which list each Competency's alphanumeric label and description (CP131.g1). If this is not the Applicant's first interview for certification, an additional page must be included addressing how the Applicant has grown in the Competencies that were recommended from the Presenter's Report Part II from each previous interview. Separate with a blank tab or colored page (CP131.3g2).

See Narrative Statement II Writing Guide and Template.

See instruction above for proper formatting.

Separate with blank tab or colored page.

Integrative Theological Essay (Competency ITP2.1), not to exceed three (3) pages in length, addressing the Applicant's familiarity with the documents and theologies of the competency, including ministerial examples demonstrating how the theologies have enhanced the Applicant's practice of spiritual care (CP131.3h).

See Integrative Theological Essay ITP2.1 Writing Guide.

See instruction above for proper formatting.

- Tab 7. If applicable, letter from the Certification Commission granting equivalency for one (1) unit of CPE. **If not applicable, keep this tab empty** (CP131.3i).
- Tab 8. If applicable, Presenter's Reports Part I and II from each previous interview. **If not applicable, keep this tab empty** (CP131.3j).

All Tabs, from one to sixteen (1-16), are included in your Application binder sent to the

NACC National Office. Only the first eight (8) Tabs are submitted to your interview team at the time you are instructed by the NACC National Office.

- Tab 9. Certification Application Fee (\$475 in U.S. Currency), two-thirds of which is non-refundable if the process is discontinued for any reason. Include a check made out to NACC or a request to pay by credit card. If an Applicant requests to pay by credit card, an invoice will be generated at the time of binder application review and emailed to the Applicant for payment (CP131.3k).
- Tab 10. Current letter of recommendation from the person to whom the Applicant reports in his/her place of ministry submitted directly from the supervisor to the NACC office. If the Applicant is not currently ministering, a letter from anyone in a reporting position that can attest to the ministerial experience of the Applicant is required. Letter is to be a signed original on letterhead. Current is defined as within one (1) year of application for certification (CP131.3l).
- Tab 11. If the Applicant is a lay person, the Applicant requests a current letter of recommendation from his/her pastor or from a priest in active ministry be submitted by the pastor/priest directly to the NACC National Office. Letter is to be a signed original on letterhead. Current is defined as within one year of application for certification. This letter accompanies the request for ecclesiastical endorsement initiated by the NACC National Office (Qualification 301.QUAL1) (CP131.3m).
- Tab 12. Certificate of completion of e-learning module and post-test on NACC-Specific Competency ITP4.1 (131.3n).
See instruction sheet for Required eLearning Module and Post-Test for NACC Competency ITP4.1.
- Tab 13. An official transcript of the Bachelor's Degree from an institution accredited with the Council for Higher Education Accreditation (CHEA). Transcripts are requested by the Applicant to be delivered directly from the institution to the NACC National Office. The Certification Commission requires transcript analysis, at the Applicant's expense, for all degrees acquired outside of the United States (CP131.3o).
- Tab 14. An official transcript of the graduate-level theological degree from an institution accredited with the Council for Higher Education Accreditation (CHEA). Transcripts are requested by the Applicant to be delivered directly from the institution to the NACC National Office. The Certification Commission requires transcript analysis, at the Applicant's expense, for all degrees acquired outside the United States. Acceptable Degree Titles: *Theology, Divinity, Religious Studies, Pastoral Ministry, Pastoral Studies, and Spirituality*. If applicable, a letter from the NACC Certification Commission granting a Graduate Degree Equivalency is submitted (CP131.3p).
- Tab 15. Current completion of the NACC Ethics Accountability Statement (Code of Ethics 206.11.1). Current is defined as within one year of application for certification (CP131.3q).
- Tab 16. The NACC National Office requests a current letter of ecclesiastical endorsement (Qualification 301.QUAL1). Current is defined as within one year of application for

certification. The NACC will complete the endorsement request on the Applicant's behalf after materials have been deemed sufficient to move forward with an interview. Ecclesiastical endorsement is formal approval for ministry by (CP124):

- The Bishop of the diocese of the Applicant's ministry if the Applicant is a lay person or;
- The major superior if the Applicant is a member of a religious order or;
- The Ordinary if the Applicant is a diocesan priest or deacon (understood as the Bishop of the diocese where the priest or deacon is incardinated).

For lay Applicants residing and ministering in the Archdiocese of New York, the letter of recommendation must be from his/her pastor. For lay Applicants ministering in the Archdiocese of New York, the letter of recommendation must be from a priest serving in the Archdiocese of New York. You may contact the NACC office to be mailed a template for the pastor recommendation letter. Please indicate whether or not this letter will go to the Archdiocese of New York.