

Checklist for Supportive Materials Required for Renewal of Chaplain Certification for Renewal Year 2018

Important Notes

- As of January 1, 2017, the NACC Standards have been revised and renamed the **NACC Competencies for Certification Renewal of Certification of Chaplains** (Competency) in alignment with the other Cognate group members who revised the 2004 Common Standards. Additionally, as of January 1, 2018, the **Certification Procedures Manual** (CP) has been updated. Please review both documents prior to beginning your renewal of certification process. Both documents can be found on the NACC website.
- Several resources are available to educate Chaplains completing the renewal process. Resources can be found on the NACC website and it is recommended that these are reviewed prior to beginning your renewal process. <http://www.nacc.org/certification/renewal-of-certification/board-certified-chaplain/renewal-materials/>
- Keep a complete copy of your application form and materials in a long-term file for your future renewal processes and mail one complete copy to the NACC National Office.

To be sent to NACC National Office

- ☐ Completed Chaplain Renewal of Certification Application Form. (CP534.1)
- ☐ Renewal of Certification Application Fee (\$200). (CP534.2)
- ☐ Renewal of Certification Education Report Form (**send one form for each of 5 years**) Education report forms must be electronically produced (computer or typewriter). Handwritten forms will not be accepted. (CP532.1)

For renewal in 2018, you may report either the years 2013-2017 or 2014-2018, depending on the Continuing Education Hours you have obtained that you did not report in a previous renewal cycle.

- ☐ 2013 – 50 hours (10 hours each in Theory of Pastoral Care, Identity and Conduct, Pastoral Skills, Professional Skills and 10 hours at your discretion)
- ☐ 2014 – 50 hours (10 hours each in Theory of Pastoral Care, Identity and Conduct, Pastoral Skills, Professional Skills and 10 hours at your discretion)
- ☐ 2015 – 50 hours (10 hours each in Theory of Pastoral Care, Identity and Conduct, Pastoral Skills, Professional Skills and 10 hours at your discretion)
- ☐ 2016 – 50 hours (10 hours each in Theory of Pastoral Care, Identity and Conduct, Pastoral Skills, Professional Skills and 10 hours at your discretion)

If you are using 2017 or 2018 for one of your education years, you must use the new categories from the new NACC Competencies.

- ☐ 2017 – 50 hours (10 hours each in Integration of Theory and Practice, Professional Identity and Conduct, Professional Practice Skills, Organizational Leadership and 10 hours at your discretion)
- ☐ 2018 – 50 hours (10 hours each in Integration of Theory and Practice, Professional Identity and Conduct, Professional Practice Skills, Organizational Leadership and 10 hours at your discretion)

- ❑ Completed Peer Review Form signed by both the Chaplain and the Peer Reviewer (CP533.4). The peer reviewer is a certified Chaplain or Educator, active or retired, who is a current member of the NACC with whom the renewing Chaplain does not share a reporting relationship (the renewing Chaplain reports to the Peer Reviewer or vice versa) and who is not an Inactive or Emeritus member. (CP533.2) Peer Review Form must be electronically produced (computer or typewriter). Handwritten forms will not be accepted. (CP533.1)
- ❑ Completed NACC Ethics Accountability Statement. (Code of Ethics 206.11.1 and CP534.5)
- ❑ For lay Applicants, a letter of recommendation from one's pastor or from a priest in active ministry is submitted by the pastor/priest directly to the NACC National Office. Letter is to be a signed and dated original on letterhead. This letter accompanies the request for ecclesiastical endorsement as a lay ecclesial health care minister initiated by the NACC National Office. (CP523) Please see the NACC website for a recommendation letter template. For lay Applicants who minister in the Archdiocese of New York, please contact the NACC National Office for additional directions.
- ❑ The NACC National Office requires and requests a current letter of ecclesiastical endorsement (Competency 306.MNT3). Current is defined as within one year of application for certification. Upon receipt of your application and supportive materials, **the NACC National Office will request a current letter of endorsement (CP524) to be sent directly to the National Office.** This is formal approval for ministry by:
 - 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 (understood as the Bishop of the diocese where the priest or deacon is incardinated) if the Applicant is a diocesan priest or deacon.