

NACC RENEWAL OF  
CERTIFICATION

---

NACC Certification  
Commission

1

---

---

---

---

---

---

---

---

GENERAL INFORMATION

---

2

---

---

---

---

---

---

---

---

Renewal of Certification

- Chaplains – every five years
- CPE Supervisors – every seven years

3

---

---

---

---

---

---

---

---

## Initial Materials

- The NACC National Office sends a letter referencing your renewal and the materials.
- This letter is sent to you in December preceding your year to renew.
- Materials are available on the NACC website. No paper copies will be mailed.

4

---

---

---

---

---

---

---

---

## Renewal Reminder Schedule

If you have not sent in your renewal of certification application, you will continue to receive the following reminders:

- April Postcard
- August Letter
- November Letter

5

---

---

---

---

---

---

---

---

## NACC Website Materials

- Checklist of Supportive Materials for Renewal of Certification
- Renewal of Certification Application
- Renewal of Certification Peer Review Guide
- 2005-2008 Education Report Form
- 2009 and Beyond Education Report Form
- Parallel of 2-2006 NACC Standards and Revised 11-2007 NACC Standards
- Peer Review Form
- Standards and Certification Procedures Manual
- Index of NACC Educational Events
- Ethics Accountability Statement for Renewal of Certification

6

---

---

---

---

---

---

---

---

## Submitting Materials

- You have a full year to submit materials but we encourage you to submit materials sooner than later
- Materials are due by December 31 of the year you renew
- The Certification Commission reviews materials in July and October. It is advantageous for you to submit your materials early in order to be notified before the end of the year regarding your renewal
- The Renewal of Certification Granted notification is made 30 days after the Certification Commission meeting, pending that the NACC National Office has received your ecclesiastical endorsement

7

---

---

---

---

---

---

---

---

## RENEWAL APPLICATION MATERIALS

8

---

---

---

---

---

---

---

---

## Application and Fee

- The first two items include:
  - Application
  - 2011 Fee of \$165.00
  - 2012 Fee of \$170.00

9

---

---

---

---

---

---

---

---

## NACC Ethics Accountability Statement

- Submitted at initial certification and renewal
- No disciplinary or corrective action arising from a complaint of unethical and/or criminal conduct imposed on and no complaint for unethical and/or criminal conduct that is pending in a civil, criminal, ecclesiastical, employment, or other professional organization's forum
- Never resigned, been transferred or terminated, nor negotiated a settlement from a position for reasons related to unethical and/or criminal conduct.
- If you cannot sign the statement, you must follow the Ethics Accountability Statement Procedures (EP11-EP14)

10

---

---

---

---

---

---

---

---

## EDUCATION REPORT FORMS

11

---

---

---

---

---

---

---

---

## Required Hours

- 30 hours of updating for each year before 2005
- Beginning in 2005, each year of renewal will require 50 hours of updating per year\*

\* With the affirmation of the Common Standards in November 2005, in agreement with five other pastoral care organizations, the NACC has agreed to the requirement of 50 hours per year.

12

---

---

---

---

---

---

---

---

## Submission of Education Report Forms

- Professionally presented
- Typed (not hand written)

13

---

---

---

---

---

---

---

---

## Educational Activities

- How can I decide on the use of a particular activity?
  
- DID YOU LEARN FROM IT?
- WHAT IS THE EDUCATIONAL VALUE OF THE ACTIVITY?

14

---

---

---

---

---

---

---

---

## Education Reference Materials

- Standards
- Procedures
- Parallel of 2-2006 NACC Standards and Revised 11-2007 NACC Standards

**ALL ITEMS FOUND ON NACC WEBSITE UNDER: "Renewal of Certification"**

15

---

---

---

---

---

---

---

---

## 2008 and Previous Years - Education Report Form

- Membership Number
- Membership Name
- Personal Education
- Professional Education
- Theological Education
- Minimum of 10 hours in each category

16

---

---

---

---

---

---

---

---

## 2009 and Beyond – Education Report Form

- Membership Number
- Membership Name
- Theory of Pastoral Care
- Identity and Conduct
- Pastoral
- Professional
- Minimum of 10 hours in each category

17

---

---

---

---

---

---

---

---

## What This Means Yearly

- **For renewal in 2011, you may report either the years 2006-2010 or 2007-2011, depending on the Continuing Education Hours you have obtained that you did not report in your previous renewal cycle.**

18

---

---

---

---

---

---

---

---

## What This Means Yearly

- **If you are using 2006, 2007, or 2008 for your continuing education hours, you must use the categories from the previous Standards (Standards 410.1 through 410.3)**

- 2006 - 50 hours (10 hours each in Personal, Professional, Theological and 20 hours at your discretion)
- 2007 - 50 hours (10 hours each in Personal, Professional, Theological and 20 hours at your discretion)
- 2008 - 50 hours (10 hours each in Personal, Professional, Theological and 20 hours at your discretion)

19

---

---

---

---

---

---

---

---

## What This Means Yearly

- **If you are using 2009, 2010, or 2011 for your continuing education hours, you must use the categories from the revised Standards (Standards 302-305)**

- 2009 - 50 hours (10 hours each in Theory of Pastoral Care, Identity and Conduct, Pastoral Skills, and Professional Skills and 10 hours at your discretion)
- 2010 - 50 hours (10 hours each in Theory of Pastoral Care, Identity and Conduct, Pastoral Skills, and Professional Skills and 10 hours at your discretion)
- 2011 - 50 hours (10 hours each in Theory of Pastoral Care, Identity and Conduct, Pastoral Skills, and Professional Skills and 10 hours at your discretion)

20

---

---

---

---

---

---

---

---

## Activities Not Allowed

- Activities such as annual mandates required for your job cannot be submitted
- Ministry Activities – directly or indirectly related to your work
- Example: If you serve on an Ethics Committee as part of your job, you cannot claim that as continuing education

21

---

---

---

---

---

---

---

---

## Educational Events

- In the Description of Activity section, indicate if you
  - A = attended or
  - P = presented
- 5 hours per year must be "A" for attended

22

---

---

---

---

---

---

---

---

## Educational Events

- Count your attendance or presentation hour for hour
- Count your preparation time hour for hour
- If you present the same program more than once, you can only count it once in your record of continuing education

23

---

---

---

---

---

---

---

---

## Educational Events/Materials

- Clearly label activity as a book, video, seminar, conference, retreat, etc.
- Attend to the labeling carefully!
- Acronyms should be defined at least once in the Description of Activity Section
- Live presentations are educational events
- Recordings are educational materials

24

---

---

---

---

---

---

---

---

## Educational Materials

- List titles and authors of programs and books
- Attend to the labeling carefully!

25

---

---

---

---

---

---

---

---

## Educational Materials

- 25 total hours per year are permitted in any of the following combinations:
  - Books
  - Articles
  - Audio
  - Video

26

---

---

---

---

---

---

---

---

## Educational Materials

- Must include titles and authors
- Attend to the labeling carefully!
- You can claim hours per item at your discretion; there is no minimum per item – just 25 hours total per year

27

---

---

---

---

---

---

---

---

## Volunteer Hours

- 10 hours per year are permitted
- Must be for service to the NACC

28

---

---

---

---

---

---

---

---

## Other Activities

- Spiritual Direction – Four (4) hours per year
- Therapy/Professional Supervision – Four (4) hours per year

29

---

---

---

---

---

---

---

---

## Retreats

- Directed Retreats (You are on your own/you meet daily with a spiritual director) **(1 hour per day)**
- Guided Retreats (You participate in a daily conference with a small group/you are on your own the rest of the day/you meet daily with a spiritual director) **(1 hour per day)**
- Preached or Conference-Type Retreats (themed retreat/a presenter provides talks and periods of reflection/sharing) **(Count by hours of participation)**
- Individual Retreats (Time for yourself/tailored by you) **(1 hour per day)**

30

---

---

---

---

---

---

---

---

## Sample Education Report Form 2005-2008

- Personal
  - (A) Bridges to Peace, Paths to Transformation Retreat 3/16/07 – 3
  - (A) Spring Mission leaders and Spiritual Care Directors Conference at Cedarbrook Conference Center in WA - 5/22-23/07 – 11
  - (A) Book – The Servant Leader/Author James Autry - 11/07 – 10
- Professional
  - (A) CHA audio-conference 'Dealing with Tough Situations: When Families and Caregivers Disagree' presentation with Carol Taylor, RN, Ph.D. Director for Clinical Bioethics - 2/15/07 – 1.5
  - Volunteer hours as a peer reviewer for NACC chaplain renewal - 11/26/07 – 4
  - (A) Providence Center for Health Care Ethics videoconference: 'Creative and Controversial Ways to Manage Addiction with Timothy Christie, Ph.D. - 5/15/07 – 1.5
- Theological
  - (A) Foundations of Catholic healthcare leadership program Providence Health System -2/22-23/07 – 10
  - (A) 'Living the Vow of Chastity' CD series by Sr. Carole Riley, CDP, Ph.D. and directed retreat with Sr. Carla Montonti, SP - 9/6-12/07 – 6

31

---

---

---

---

---

---

---

---

## Sample Education Report Form 2009 and Beyond

- Theory of Pastoral Care
  - (A) Bridges to Peace, Paths to Transformation Retreat 3/16/07 – 3
  - (A) 'Living the Vow of Chastity' CD series by Sr. Carole Riley, CDP, Ph.D. and directed retreat with Sr. Carla Montonti, SP - 9/6-12/07 – 6
- Identity and Conduct
  - (A) Book – The Servant Leader/Author James Autry - 11/07 – 10
  - (A) Foundations of Catholic healthcare leadership program Providence Health System -2/22-23/07 – 10
- Pastoral
  - (A) CHA audio-conference 'Dealing with Tough Situations: When Families and Caregivers Disagree' presentation with Carol Taylor, RN, Ph.D. Director for Clinical Bioethics - 2/15/07 – 1.5
  - (A) Providence Center for Health Care Ethics videoconference: 'Creative and Controversial Ways to Manage Addiction with Timothy Christie, Ph.D. - 5/15/07 – 1.5
- Professional
  - (A) Spring Mission leaders and Spiritual Care Directors Conference at Cedarbrook Conference Center in WA - 5/22-23/07 – 11
  - Volunteer hours as a peer reviewer for NACC chaplain renewal - 11/26/07 – 4

32

---

---

---

---

---

---

---

---

## PEER REVIEW FORM

33

---

---

---

---

---

---

---

---

## PEER REVIEW FORM

- Peer reviewer must be an active Certified NACC Chaplain or CPE Supervisor or a Retired Certified NACC Chaplain or CPE Supervisor.
- Peer reviewer cannot be INACTIVE or EMERITUS

34

---

---

---

---

---

---

---

---

## Submission of Peer Review Form

- Professionally presented
- Typed (not hand written)

35

---

---

---

---

---

---

---

---

## Items to Send to the Peer Reviewer

- Prior to the Peer Review, send the following items to the peer reviewer:
  - A copy of the recommendations from the last interview or peer review.
  - A completed copy of the Renewal of Education Report Form
  - Renewal of Certification Peer Review Form

36

---

---

---

---

---

---

---

---

## Missing Recommendations

- If you are missing your Presenter's Report Part II from your initial interview, contact the NACC National Office to request a copy
- If you are missing recommendations from your previous peer review, up until 2009, these were not retained by the NACC National Office. You will need to construct, to the best of your ability, those recommendations from your last peer review.

37

---

---

---

---

---

---

---

---

## Peer Review Form

- Process
- Content
- Recommendations – Identify specific goals for future growth

38

---

---

---

---

---

---

---

---

## Peer Review Form

- Guide for peer review is provided – remember these are guidelines; not every question needs to be answered
- Try to be brief in your written peer review. Summarize.

39

---

---

---

---

---

---

---

---

## Sample Peer Review – Process

- Sue had a hard time understanding and compiling the requirements for the renewal of certification. So Sue took the initiative of requesting for the re-scheduling of the interview, so as to have enough time to put in place all the requirements. In the actual interview, Sue confidently and enthusiastically narrated her ministry.

40

---

---

---

---

---

---

---

---

## Sample Peer Review – Content

- She addressed how her ministry has changed as a result of moving from Galesburg (a small rural hospital) to Milwaukee (a large metropolitan hospital). As a night chaplain, Sue is responsible for the pastoral needs of patients, their families and staff through the night. As well as working closely with staff chaplains in listening to and passing on of important communication around patients' needs during the morning and afternoon reports.
- She has enjoyed working with Charting Committee Group, which Sue says has helped her to work more collaboratively in groups.
- Sue co-coordinates the Eucharistic ministers in the hospital. Under her tutelage the volunteer population has grown and feedback from patients' experiences has been more positive.
- She works hard to make the care team aware of the roles of Chaplains in the hospital.
- She uses both traditional and spontaneous prayers as part of tools in her ministry with patients. Other times Sue explores with patients on ordinary events and then proceeds to what meaning they may have with the patient.
- She shared her experience ministering with other faith traditions, from praying with them to facilitating a visit from their local clergy or religious leader.

41

---

---

---

---

---

---

---

---

## Sample Peer Review - Recommendations

- Continue to grow in establishing balance between self-care and ministry.
- Explore more opportunities with a peer group in her area in order to connect with colleagues.
- Work on some additional continuing education hours in ethics.

42

---

---

---

---

---

---

---

---

## ECCLESIASTICAL ENDORSEMENT

43

---

---

---

---

---

---

---

---

## Ecclesiastical Endorsement

- Ecclesiastical Endorsement letter is requested by the NACC National Office

44

---

---

---

---

---

---

---

---

## Ecclesiastical Endorsement – Lay Members

- NACC office sends request for a current ecclesiastical endorsement to the appropriate authority:
  - request is sent to the (Arch)Bishop of the diocese of the Applicant's ministry
- Lay applicants are responsible for requesting a letter of recommendation from their pastor or a priest in active ministry – to be sent directly to NACC office
- Letter must be a signed original on letterhead
- Current is defined as within one year of application for renewal of certification

45

---

---

---

---

---

---

---

---

## Ecclesiastical Endorsement - Religious

- NACC office sends request for a current ecclesiastical endorsement to the appropriate authority:
  - For Religious Sister, Brother, or Priest: request is sent to Major Superior
- Letter must be a signed original on letterhead
- Current is defined as within one year of application for renewal of certification

46

---

---

---

---

---

---

---

---

## Ecclesiastical Endorsement - Ordained

- NACC office sends request for a current ecclesiastical endorsement to the appropriate authority:
  - For Diocesan Priest or Deacon: request is sent to Ordinary (**Bishop of the diocese of incardination**)
- Letter must be a signed original on letterhead
- Current is defined as within one year of application for renewal of certification

47

---

---

---

---

---

---

---

---

## OTHER

48

---

---

---

---

---

---

---

---

## Extensions

- If unable to complete the renewal of certification process within the calendar year in which renewal is required, you may request in writing an extension from the Chair of the Certification Commission. Extensions are granted in one (1) year increments for a total of two (2) years and do not alter the original renewal of certification schedule.
- 2011 First Extension fee to accompany request - \$100.
- 2011 Second Extension fee to accompany request - \$200.

49

---

---

---

---

---

---

---

---

## Materials Retained at the NACC National Office

- Renewal of Certification application
- Renewal of Certification Peer Review Form
- NACC Ethics Accountability Statement
- Ecclesiastical Endorsement Letter
- Copy of Certificate
- Copy of the NACC letter confirming renewal of certification
- Copy of the NACC letter stating exceptions, if applicable

50

---

---

---

---

---

---

---

---

## *Renewing Your Certification*

- Questions?
  
- Comments?

51

---

---

---

---

---

---

---

---