

THE NATIONAL ASSOCIATION OF CATHOLIC CHAPLAINS

Certification Procedures Manual

**Approved April 2008
NACC Board of Directors
United States Conference of Catholic Bishops/
Commission on Certification and Accreditation**

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All materials submitted for certification with the National Association of Catholic Chaplains must be formatted in single-spaced 12 point type, with one-inch margins. These materials are submitted in a three-ring binder.

**All materials are to be mailed to:
National Association of Catholic Chaplains
4915 S. Howell Avenue, Suite 501
Milwaukee, Wisconsin, 53207-5939**

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Certification Procedures Manual

Part One – Chaplain Certification Procedures

- CP11 Chaplains are those persons who manifest proficiency in pastoral care ministry through the development of competence in the areas of the Theory of Pastoral Care, Identity and Conduct, Pastoral Skills, and Professional Skills. Certification is determined through written materials (see below, CP131.3) and a personal interview in which an Interview Team assesses the Applicant's knowledge of Standards and competence for certification. At the completion of the interview, the Interview Team votes to recommend or not to recommend the Applicant to the Certification Commission for certification. It is the decision of the Certification Commission to certify or not to certify. The National Association of Catholic Chaplains (NACC) encourages Applicants for certification to engage in a mentoring relationship with an NACC-certified Chaplain or Clinical Pastoral Education (CPE) Supervisor upon entering the certification process.
- CP12 Prerequisites
- 121 Full membership in the NACC (Standard 301.2).
 - 122 Satisfactory completion of four (4) units of CPE (Standard 301.4).
 - 123 The NACC National Office requires and requests a current letter of ecclesiastical endorsement (Standard 301.1). Current is defined as within one year of application for certification. This is formal approval for ministry by:
 - 123.1 The Bishop of the diocese of the Applicant's ministry or;
 - 123.2 The major superior if the Applicant is a member of a religious order or;
 - 123.3 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.
 - 124 For lay Applicants, a letter of recommendation from one's pastor or from a priest in active ministry is submitted (Standard 301.1). Letter is to be a signed original on letterhead.
 - 125 Completion of an undergraduate degree (Standard 301.3).
 - 126 Completion of a graduate-level theological degree in theology, divinity, religious studies, pastoral ministry, pastoral studies, or spirituality (Standard 301.3).
 - 127 Adherence to the NACC Code of Ethics and demonstrated knowledge of the requirements of that Code (Standard 306.5).
 - 128 Completion of the NACC Ethics Accountability Statement (Standard 206.11.1).
- CP13 Procedures
- 131 Application Process

- 131.1 The Applicant contacts the NACC National Office for certification materials.
- 131.2 The NACC National Office responds within fourteen (14) days directing the Applicant to the NACC website for the following materials:
 - 131.2a Application for certification.
 - 131.2b Checklist for Supportive Materials required for Certification Interview.
 - 131.2c NACC Standards which are to be met before application for certification.
 - 131.2d NACC certification interview dates and locations including deadline dates for application.
- 131.3 Applicant submits the following written materials to the NACC National Office prior to the deadline and retains a copy of all materials submitted, including the application form:
 - 131.3a Completed application form.
 - 131.3b The certification application fee, two-thirds of which is non-refundable if the process is discontinued for any reason.
 - 131.3c Letter of recommendation from the person to whom the Applicant reports in one's place of employment. If the Applicant is unemployed, a letter from anyone in a reporting position that can attest to the workplace experience of the Applicant is required. Letter is to be a signed original on letterhead.
 - 131.3d For lay Applicants, a letter of recommendation from one's pastor or from a priest in active ministry is submitted. Letter is to be a signed original on letterhead.
 - 131.3e Final evaluations by the Applicant of all completed CPE Units. Each evaluation is to be clearly dated, signed, and separated by a tab or a colored page.
 - 131.3f Final evaluations by the CPE Supervisor of all completed CPE units. Each evaluation is to be clearly dated, signed, and separated by a tab or a colored page.
 - 131.3g Applicant's narrative statement, not to exceed ten (10) pages, documenting how the Applicant meets each of the competencies required for certification citing each Standard by number.
 - 131.3h Autobiography, not to exceed seven (7) pages, addressing personal, professional, and faith development.
 - 131.3i One Verbatim.
 - 131.3j Letter from the NACC Certification Commission granting equivalency (if applicable).
 - 131.3k Transcript Verification Form for all units taken at an ACPE center.
 - 131.3l Documentation of current endorsement (See CP123 and CP124 above).
 - 131.3m An official transcript of the basic academic degree (B.A. or B.S. Degree). Transcripts are to be sent directly from the institution(s)

to the NACC. The Certification Commission requires transcript analysis at the Applicant's expense for all degrees acquired outside the United States.

131.3n An official transcript of the graduate-level theological degree. Transcripts are sent from the institution(s) directly to the NACC. The Certification Commission requires transcript analysis at the Applicant's expense for all degrees acquired outside the United States.

131.3o Completion of the NACC Ethics Accountability Statement (Standard 206.11.1).

131.3p Indication of first and second preference for an interview site.

131.4 If the applicant is reapplying for certification, the following materials are also submitted:

131.4a Presenter Reports, Parts I and II, from any past NACC certification interview(s).

131.4b Recommendations from the previous NACC certification interview(s) are to be included and addressed in the narrative and any other updated materials, along with the new application form and fee.

131.5 The NACC National Office:

131.5a Starts a file on the Applicant.

131.5b Reviews the Applicant's materials for completeness. If any materials are missing, an interview will not be scheduled. If the interview is not scheduled, the Applicant will have the opportunity to reapply for certification.

131.5c Sends the Applicant:

131.5c1 The names and addresses of the interview team identifying the Chair, Presenter, and Reader.

131.5c2 The date and location of the interview.

131.6 The Applicant reviews interviewer names for potential conflict of interest and alerts the NACC National Office if any conflict exists.

131.7 The Applicant sends a complete copy of materials to members of the interview team, via Fed Ex, UPS, or certified mail, to be received forty-five (45) days before the interview date. Late or missing materials may result in a canceled interview. If the interview is cancelled, the Applicant will have the opportunity to reapply for certification.

132 Interview Process

132.1 The certification interview is a personal interview in which the Applicant meets with an interview team, comprised of a Chair, Presenter, and Reader,

to determine if the Applicant meets the Standards for professional chaplaincy.

- 132.2 The interview lasts fifty (50) minutes.
- 132.3 The interview team considers the written materials as well as the content and the dynamics of the interview in determining its recommendation for certification.
- 132.4 The Presenter prepares and makes available Presenter's Report Part I to the Applicant one (1) hour prior to the interview.
- 132.5 Following the interview, the team votes to either recommend or not to recommend the Applicant to the Certification Commission for certification.
- 132.6 Following the deliberation process, the Applicant is provided an oral summary of the team's recommendation.
- 132.7 A written report, the Presenter's Report Part II, of this process is forwarded to the Certification Commission for action at its next scheduled meeting.

133 Certification Commission Action

- 133.1 The Certification Commission, at its next scheduled meeting, reviews the Presenter's Report Part II and recommendation of the interview team and determines whether the Applicant meets the Standards for professional chaplaincy.
- 133.2 The Presenter's Report Part II and the Certification Commission's decision to grant or to deny certification are communicated to the Applicant within thirty (30) days of the Certification Commission's action.
- 133.3 If certification is denied, the Applicant has a right to appeal the decision (Standard 307) or reapply for certification. An Appeals Packet is included with the notification of denial of certification. The NACC National Office maintains a copy of the Applicant's materials until the time of appeal has lapsed.
- 133.4 If certification is granted, the Applicant receives a certificate at the Missioning Ceremony of newly certified Chaplains and CPE Supervisors during a Eucharistic Celebration at the next annual conference. If the Applicant is unable to attend the ceremony, the certificate is mailed.
- 133.5 The NACC National Office keeps the following in their files:
 - 133.5a The Certification Application
 - 133.5b The ecclesiastical endorsement letter
 - 133.5c A copy of the NACC letter requesting ecclesiastical endorsement
 - 133.5d A copy of the certificate

- 133.5e Presenter's Reports Part I and II
- 133.5f A copy of the NACC letter confirming certification
- 133.5g The Receipt of Certification Materials Form
- 133.5h The Chaplain Notification Form
- 133.5i Copies of the notification letters
- 133.5j The NACC Ethics Accountability Statement

All other written and electronic documents are destroyed.

Certification Procedures Manual

Part Two – Chaplain Renewal of Certification Procedures

- CP21 Renewal of Certification is the process by which persons certified by the NACC demonstrate their maintenance and enhancement of the competencies recognized by certification. Renewal of Certification is the continuation of the certification process, building on recommendations from the previous renewal of certification or the original certification. This renewal is achieved primarily through continuing education in the following areas: Theory of Pastoral Care, Identity and Conduct, Pastoral Skills, and Professional Skills. The chaplain also incorporates the recommendations from the previous renewal of certification or the original certification in formulating plans for education and/or development through a peer review process. This process takes place every five (5) years.
- CP22 Prerequisites
- 221 Full membership in the NACC (Standard 306.4).
 - 222 Completion of thirty (30) hours of educational activities before 2005 and fifty (50) hours for 2005 and beyond for the five (5) year renewal period (Standard 306.2).
 - 223 The NACC National Office requires and requests a current letter of ecclesiastical endorsement (Standard 306.3). Current is defined as within one year of application for certification. This is formal approval for ministry by:
 - 223.1 The Bishop of the diocese of the Chaplain's ministry or;
 - 223.2 The major superior if the Chaplain is a member of a religious order or;
 - 223.3 The Ordinary (understood as the Bishop of the diocese where the priest or deacon is incardinated) if the Chaplain is a diocesan priest or deacon.
 - 224 For lay Chaplains, a letter of recommendation from one's pastor or from a priest in active ministry is submitted (Standard 306.3). Letter is to be a signed original on letterhead.
 - 225 Participation in a peer review with an active certified NACC member (Standard 306.1).
 - 226 Adherence to the NACC Code of Ethics and demonstrated knowledge of the requirements of that Code (Standard 306.5).
 - 227 Completion of the NACC Ethics Accountability Statement (Standard 206.11.1).
- CP23 Procedures
- 231 Application Process
 - 231.1 Four (4) years after certification and every five (5) years thereafter, during the last month of the calendar year prior to the year in which renewal of

certification is required, the Chaplain receives a letter directing him/her to the NACC website for materials for renewal.

- 231.2 The Chaplain completes the renewal of certification application, the NACC Ethics Accountability Statement, and the continuing education reporting form(s).
- 231.3 The NACC National Office requests a current letter of ecclesiastical endorsement. (See CP223 and CP224 above)
- 231.4 For lay Chaplains, a letter of recommendation from one's pastor or from a priest in active ministry is submitted (Standard 306.3). Letter is to be a signed original on letterhead.
- 231.5 The Chaplain completes the renewal of certification process within the calendar year in which renewal is required.
- 231.6 If unable to complete the renewal process within the calendar year in which renewal is required, the Chaplain 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. If requesting an extension, the Chaplain must submit the appropriate extension fee.

232 Continuing Education Documentation Process

- 232.1 Certified Chaplains maintain an annual record of their continuing education hours over the five (5) year period to reflect consistent and intentional educational updating.
- 232.2 Categories for continuing education parallel the current Standards for certification. The Standards are on the NACC website at www.nacc.org.
- 232.3 Thirty (30) hours of educational activities are required before 2005. Fifty (50) hours are required for 2005 and beyond.
- 232.4 When educational activities are recorded, an "hour" is equal to sixty (60) minutes. A minimum of ten (10) hours is required in each of the four categories: Theory of Pastoral Care, Identity and Conduct, Pastoral Skills, and Professional Skills (Standards 302, 303, 304, and 305). Based on the recommendations of one's previous peer review or certification interview, or the areas where one determines a need for growth, the other ten (10) hours may be divided to meet one's needs.
- 232.5 A continuing education activity is only counted once. For example, the time to prepare a program is counted and if the program is given multiple times, the preparation time is only counted once.

- 232.6 Routine activities which occur as part of the Chaplain's professional job responsibilities may not be submitted as continuing education activities.
- 232.7 At least five (5) hours of continuing education in each category documented annually are to reflect the Chaplain's attendance at, rather than the presentation, of seminars, workshops, or conferences. Designate each activity as "A" for attended or "P" for presented.
- 232.8 Include title and author of books, names of presenters, and titles of programs. If using an acronym or abbreviation, define it at least once in the written record.
- 232.9 The following limits of continuing education activities are:
 - 232.9a Spiritual Direction – Four (4) hours per year
 - 232.9b Retreat – One (1) hour per day
 - 232.9c Therapy/Professional Supervision – Four (4) hours per year
 - 232.9d Educational Materials including books, articles, and audio/video recordings – Up to twenty-five (25) hours per year.
 - 232.9e Volunteer Service to the National Association of Catholic Chaplains – Up to ten (10) hours per year. This is only for volunteer service to the NACC that is of an educational value.

233 Peer Review Process

- 233.1 The certified Chaplain arranges for and completes an hour-long peer review session.
- 233.2 The peer reviewer is an active, certified NACC member who is both pastoral and objective. The Chaplain requesting the peer review may not have a reporting relationship with the peer reviewer.
- 233.3 Prior to the peer review, the Chaplain sends the following materials to the reviewer allowing ample time for review:
 - 233.3a A copy of recommendations from the last interview or peer review.
 - 233.3b A completed copy of the Renewal of Certification Education Report Form
 - 233.3c Renewal of Certification Peer Review Form
- 233.4 The agenda of the session should reference the Standards and Procedures.
- 233.5 The written peer review contains three (3) sections:
 - 233.5a Process – In this section, the peer reviewer summarizes the process of the peer review: beginning, middle, and end.
 - 233.5b Content – In this section, the peer reviewer notes the content of the peer review, identifying:

- 233.5b1 The meaning and effectiveness of the continuing education activities for the Chaplain.
 - 233.5b2 An update regarding the Chaplain's development of Theory of Pastoral Care, Identity and Conduct, Pastoral Skills, and Professional Skills with significant changes in the five (5) year period.
 - 233.5b3 Progress on recommendations made to the Chaplain during the previous interview or peer review.
 - 233.5b4 Discussion of the Chaplain's plans for future development.
- 233.5c Recommendations – In this section, the peer reviewer writes recommendations that flow from the process and content. Recommendations are related to the Theory of Pastoral Care, Identity and Conduct, Pastoral Skills, and Professional Skills of the Chaplain and include future plans for maintaining and enhancing competencies.
- 233.6 The peer reviewer signs the Renewal of Certification Peer Review Form and sends it back to the Chaplain for review and signature.
- 233.7 The Chaplain sends the following materials to the NACC National Office:
- 233.7a The Renewal of Certification Application
 - 233.7b The Renewal of Certification Fee
 - 233.7c The Renewal of Certification Education Report Form(s)
 - 233.7d A signed copy of the Renewal of Certification Peer Review Form
 - 233.7e The NACC Ethics Accountability Statement
- 233.8 The Chaplain retains copies of these documents for future purposes.
- 233.9 After all required materials are received, the NACC National Office requests the current letter of ecclesiastical endorsement (See CP223 and CP224).
- 234 Certification Commission Action
- 234.1 The Certification Commission, at its next scheduled meeting, reviews the materials and determines if the Chaplain meets the Standards for renewal of certification.
- 234.2 The NACC National Office notifies the Chaplain of the Certification Commission's decision and issues a new certificate within thirty (30) days of the decision.
- 234.3 The NACC National Office keeps the following in their files:
- 234.3a The Renewal of Certification Application
 - 234.3b The Renewal of Certification Peer Review Form
 - 234.3c The NACC Ethics Accountability Statement

- 234.3d The ecclesiastical endorsement letter
- 234.3e A copy of the certificate
- 234.3f A copy of the NACC letter confirming renewal of certification
- 234.3g A copy of the NACC letter stating exceptions, if applicable

All other written and electronic documents are destroyed.

Certification Procedures Manual

Part Three – Supervisor Certification Procedures

CP31 CPE Supervisors are those qualified persons who manifest proficiency in the art of supervising and teaching clinical pastoral education through the development of competence in the areas of personal growth, CPE process, individual supervision, group supervision, program management, and personal and professional integration of theological perspectives.

Consultation for Readiness for Supervisory Education

CP32 NACC members seeking to enter the supervisory process demonstrate their awareness of their strengths and weaknesses as a potential supervisor and a clear understanding of their motivation for entering supervisory education.

CP33 Prerequisites

- 331 Full membership in the NACC (Standard 405).
- 332 Satisfactory completion of a minimum of four (4) units of CPE.
- 333 Certification as an NACC Chaplain (Standard 403.11).
- 334 Completion of undergraduate degree (Standard 401).
- 335 Completion of graduate-level theological degree in theology, divinity, religious studies, pastoral ministry, pastoral studies, or spirituality (Standard 401).
- 336 Acceptance into an USCCB/CCA, CAPPE, and/or an ACPE accredited program for Supervisory CPE.
- 337 Acceptance into supervisory education by a CPE Supervisor certified by the NACC, CAPPE, or the ACPE.
- 338 Adherence to the NACC Code of Ethics and demonstrated knowledge of the requirements of that Code (Standard 406).
- 339 Completion of the NACC Ethics Accountability Statement (Standard 206.11.1).

CP34 Procedures

- 341 Application Process
 - 341.1 The Applicant contacts the NACC National Office about intent for Readiness Consultation.
 - 341.2 The NACC National Office responds within fourteen (14) days directing the Applicant to the NACC website for the following materials:
 - 341.2a Application for Readiness Consultation.

- 341.2b Checklist for Supportive Materials.
 - 341.2c NACC Standards and Procedures.
- 341.3 Applicant submits the following written materials to the NACC National Office and retains a copy of all materials submitted, including the application form:
- 341.3a Completed application form.
 - 341.3b The Readiness Consultation fee, two-thirds of which is non-refundable if the process is discontinued for any reason.
 - 341.3c Final evaluations by the Applicant and the CPE Supervisor of all completed CPE units. Each evaluation is to be clearly dated and signed.
 - 341.3d A current autobiographical statement not to exceed five (5) pages.
 - 341.3e Submission of plan for learning including a proposed timetable, to be done in consultation with a certified CPE Supervisor.
 - 341.3f Letter of recommendation from the person to whom the Applicant reports in one's place of employment. If the Applicant is unemployed, a letter from anyone in a reporting position that can attest to the workplace experience of the Applicant is required. Letter is to be a signed original on letterhead.
 - 341.3g A paper, not to exceed ten (10) pages, articulating the student's:
 - 341.3g1 Theological, educational, and methodological understanding of CPE;
 - 341.3g2 Strengths and weaknesses as a potential supervisor; and
 - 341.3g3 Motivation for entering supervisory education.
 - 341.3h An official transcript of the basic academic degree (B.A. or B.S. Degree). Transcripts are sent directly from the institution(s) to the NACC. The Certification Commission requires transcript analysis at the Applicant's expense for all degrees acquired outside the United States.
 - 341.3i An official transcript of the graduate-level theological degree. Transcripts are sent directly from the institution(s) to the NACC. The Certification Commission requires transcript analysis at the Applicant's expense for all degrees acquired outside the United States.
 - 341.3j Completed NACC Ethics Accountability Statement (Standard 206.11.1).
 - 341.3k Consultation reports and committee action reports for certification from any prior committee appearances.
- 341.4 The NACC National Office:
- 341.4a Updates the Applicant's file.
 - 341.4b Reviews the Applicant's materials for completeness. If any materials are missing, a Readiness Consultation will not be scheduled. If the Readiness Consultation is not scheduled, the

Applicant will have the opportunity to reapply for Readiness Consultation.

341.4c Sends the Applicant:

341.4c1 The names and addresses of the Readiness Consultation Team identifying the Chair, Presenter, and Reader.

341.4c2 The date and location of the Readiness Consultation.

341.5 The Applicant reviews Readiness Consultation Team names for potential conflict of interest and alerts the NACC National Office if any conflict exists.

341.6 The Applicant sends a complete copy of materials to members of the Readiness Consultation Team via Fed Ex, UPS, or certified mail, to be received forty-five (45) days before the Readiness Consultation. Late or missing materials may result in a cancelled interview. If the Readiness Consultation is cancelled, the Applicant will have the opportunity to reapply for Readiness Consultation.

342 Interview Process

342.1 The Readiness Consultation, including the primary CPE Supervisor as observer, and a Readiness Consultation Team, comprised of a Chair, Presenter, and Reader, is a personal consultation to address the Applicant's readiness for Supervisory CPE and plans for the educational program. No vote is taken and no decision is made.

342.2 The Readiness Consultation lasts sixty (60) minutes.

342.3 The Readiness Consultation focuses on potential for certification as evidenced by motivation and capacity for supervisory education.

342.4 Upon completion of the Readiness Consultation, the Readiness Consultation Team orally shares the written consultation report with recommendations with the Applicant and primary CPE Supervisor.

342.5 The consultation report is sent to the Applicant with a copy to the Chair of the Certification Commission within thirty (30) days of the consultation. After the Readiness Consultation with the Applicant, the primary CPE Supervisor consults with the Team.

343 Certification Commission Action

343.1 The Certification Commission receives the report, which is kept in the Applicant's file at the NACC National Office.

343.2 The Certification Commission is available as a supportive resource throughout the supervisory certification process.

343.3 The NACC National Office keeps the following in their files:

- 343.3a The Application for Readiness Consultation
- 343.3b A copy of the Readiness Consultation Report
- 343.3c The NACC Ethics Accountability Statement

All other written and electronic documents are destroyed.

Certification of Supervisory Candidate

CP35 Members certified as a Supervisory Candidate demonstrate the competencies required to learn and to function as pastoral educators under the supervision of a CPE Supervisor (Standard 400). This certification status is granted for a period of two (2) years. The Certification Commission may grant a one (1) year extension for a total of two (2) years. Supervisory Candidacy is limited to a maximum of four (4) years.

CP36 Prerequisites

- 361 Readiness Consultation.
- 362 Satisfactory completion of at least one unit of Supervisory CPE.
- 363 Certification as an NACC Chaplain.
- 364 Full Membership in the NACC.
- 365 Acceptance into a USCCB/CCA, CAPPE, and/or an ACPE accredited program for Supervisory CPE.
- 366 Acceptance by a CPE Supervisor into a CPE program accredited for Supervisory Education.
- 367 For lay Applicants, a letter of recommendation from one's pastor or from a priest in active ministry is submitted. Letter is to be a signed original on letterhead.
- 368 The NACC National Office requires and requests a current letter of ecclesiastical endorsement. Current is defined as within one year of application for certification. This is formal approval for ministry by:
 - 368.1 The Bishop in the diocese of the Applicant's ministry or;
 - 368.2 The Applicant's major superior if the Applicant is a member of a religious order or;
 - 368.3 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.
- 369 Adherence to the NACC Code of Ethics and demonstrated knowledge of the requirements of that Code (Standard 406).
- 3610 Completion of the NACC Ethics Accountability Statement (Standard 206.11.1).

CP37 Procedures

371 Application Process

- 371.1 The Applicant contacts the NACC National Office for certification materials.
- 371.2 The NACC National Office responds within fourteen (14) days directing the Applicant to the website for the following materials:
 - 371.2a Application for Supervisory Candidacy.
 - 371.2b Checklist for Supportive Materials required for Supervisory Candidacy.
 - 371.2c NACC Standards and Procedures.
- 371.3 Applicant submits the following written materials to the NACC National Office and retains a copy of all materials submitted, including the application form:
 - 371.3a Completed application form.
 - 371.3b The Supervisory Candidacy fee, two thirds of which is non-refundable if the process is discontinued for any reason.
 - 371.3c Final evaluations by the Applicant and the primary CPE Supervisor of the units of supervisory education, including content, process, and recommendations. Each evaluation is to be clearly dated and signed.
 - 371.3d A current autobiographical statement not to exceed five (5) pages, showing awareness of how the Applicant's personal/cultural history shapes the practice of ministry, how strengths and weaknesses impact the supervisory process, and how religious development is integrated with self-understanding.
 - 371.3e Applicant's narrative statement, not to exceed five (5) pages, which explains and documents the applicant's potential for certification as a CPE Supervisor, understanding of CPE supervision, integration of strengths and weaknesses, and familiarity with the NACC Standards, Procedures, and Code of Ethics.
 - 371.3f A specific plan for learning completed in consultation with the primary CPE Supervisor.
 - 371.3g Letter of recommendation from the person to whom the Applicant reports in one's place of employment. If the Applicant is unemployed, a letter from anyone in a reporting position that can attest to the workplace experience of the Applicant is required. Letter is to be a signed original on letterhead.
 - 371.3h Completed NACC Ethics Accountability Statement (Standard 206.11.1).
 - 371.3i A copy of the Applicant's readiness consultation report.
 - 371.3j Optional: Applicant may submit the theological theory paper (See Part Four) for review at this time, not to exceed five (5) pages.

The paper is evaluated apart from the review for Supervisory Candidacy; whether or not the paper passes has no bearing on the decision to grant or deny Supervisory Candidacy.

371.4 The NACC National Office:

371.4a Updates the Applicant's file.

371.4b Reviews the Applicant's materials for completeness. If any materials are missing, a certification interview will not be scheduled. If the interview is not scheduled, the Applicant will have the opportunity to reapply for certification.

371.4c Sends the Applicant:

371.4c1 The names and addresses of the interview team identifying the Chair, Presenter, and Reader.

371.4c2 The date and location of the interview.

371.5 The Applicant reviews interviewer names for potential conflict of interest and alerts the NACC National Office if any conflict exists.

371.6 The Applicant sends a complete copy of materials to members of the interview team, via Fed Ex, UPS, or certified mail, to be received forty-five (45) days before the interview dates. Late or missing materials may result in a cancelled interview. If the interview is cancelled, the Applicant will have the opportunity to reapply for certification.

372 Interview Process

372.1 The certification interview is a personal interview in which the Applicant meets with an interview team, comprised of a Chair, Presenter, and Reader, to determine if the Applicant meets the Standards for Supervisory Candidate certification.

372.2 The interview lasts sixty (60) minutes.

372.3 The Presenter prepares and makes available Presenter's Report Part I to the Applicant one hour prior to the interview.

372.4 The interview team considers the written materials as well as the content and dynamics of the interview in determining its recommendation for certification.

372.5 Following the interview, the team votes either to recommend or not to recommend the Applicant to the Certification Commission for certification.

372.6 Following the deliberation process, the Applicant is provided an oral summary of the team's recommendation.

372.7 A written report of the process, the Presenter's Report Part II, is forwarded to the Certification Commission for action at its next scheduled meeting.

373 Certification Commission Action

- 373.1 The Certification Commission, at its next scheduled meeting, reviews the Presenter's Report Part II and recommendations of the interview team and determines whether the Applicant meets the Standards for Supervisory Candidacy.
- 373.2 The Presenter's Report Part II and the Certification Commission's decision to grant or deny certification are communicated in writing to the Applicant within thirty (30) days of the Certification Commission's action.
- 373.3 If certification is denied, the Applicant has a right to appeal the decision (Standard 415) or reapply for certification. An Appeals Packet is included with the notification of denial of certification. The NACC National Office maintains a copy of the Applicant's materials until the time of appeal has lapsed.
- 373.4 If certification is granted, the Applicant receives a certificate at the Missioning Ceremony of newly certified Chaplains and CPE Supervisors during a Eucharistic Celebration at the next annual conference. If the Applicant is unable to attend the ceremony, the certificate is mailed. The NACC National Office destroys the Applicant's materials at this time.
- 373.5 The NACC National Office keeps the following in their files:
 - 373.5a The Application for Supervisory Candidacy
 - 373.5b The ecclesiastical endorsement letter
 - 373.5c A copy of the NACC letter requesting ecclesiastical endorsement
 - 373.5d A copy of the certificate
 - 373.5e Presenter's Reports Part I and II
 - 373.5f A copy of the NACC letter confirming certification
 - 373.5g The Receipt of Certification Materials Form
 - 373.5h The Supervisory Candidate Notification Form
 - 373.5i Copies of the notification letters
 - 373.5j The NACC Ethics Accountability Statement

All other written and electronic documents are destroyed.

Certification of Associate Supervisor

CP38 Members certified as an Associate Supervisor demonstrate the competencies required to conduct independently accredited programs of CPE. This certification is granted for a period of two (2) years. The Certification Commission may grant a one (1) year extension for a total of two (2) years. Associate Supervisory status shall be limited to four (4) years without meeting the Certification Commission for review for certification as a CPE Supervisor.

CP39 Prerequisites

- 391 Satisfactory completion of two (2) independent units of Supervision of CPE under the supervision of a CPE Supervisor.
- 392 Certification as an NACC Chaplain.
- 393 Full membership in the NACC.
- 394 Approval of all required Supervisory Theory Position Papers (See Certification Procedures Manual, Part Four: Theory Paper Procedures).
- 395 The NACC National Office requires and requests a current letter of ecclesiastical endorsement. Current is defined as within one year of application for certification. This is formal approval for ministry by:
 - 395.1 The Bishop in the diocese of the Candidate's ministry or;
 - 395.2 The Candidate's major superior if the Candidate is a member of a religious order or;
 - 395.3 The Candidate's Ordinary (understood as the Bishop of the diocese where the priest or deacon is incardinated) if the Candidate is a diocesan priest or deacon.
- 396 Letter of recommendation from the person to whom the Candidate reports in one's place of employment. If the Candidate is unemployed, a letter from anyone in a reporting position that can attest to the workplace experience of the Candidate is required. Letter is to be a signed original on letterhead.
- 397 For lay Candidates, a letter of recommendation from one's pastor or from a priest in active ministry is submitted. Letter is to be a signed original on letterhead.
- 398 A specific plan for learning completed in consultation with a CPE Supervisor.
- 399 The CPE Supervisor responsible for Supervisory CPE is an NACC, ACPE and/or CAPPE Certified CPE Supervisor.
- 3991 Adherence to the NACC Code of Ethics and demonstrated knowledge of the requirements of that Code (Standard 406).
- 3992 Completion of the NACC Ethics Accountability Statement (Standard 206.11.1).

CP310 Procedures

- 3101 Application Process:
 - 3101.1 Candidate contacts the NACC National Office for certification materials.
 - 3101.2 The NACC National Office responds within fourteen (14) days directing the Candidate to the NACC website for the following materials:
 - 3101.2a Application for Associate Supervisor Certification.

- 3101.2b Checklist for Supportive Materials required for Associate Supervisor Certification.
 - 3101.2c NACC Standards and Procedures.
- 3101.3 Candidate submits the following written materials to the NACC National Office and retains a copy of all materials submitted, including the application form:
- 3101.3a Completed application form.
 - 3101.3b The Associate Supervisor certification fee, two-thirds of which is non-refundable if the process is discontinued for any reason.
 - 3101.3c A copy of previous Presenter's Reports and committee action reports, beginning with Candidate status.
 - 3101.3d Final evaluations by the Candidate and the primary CPE Supervisor of the units of supervisory training, including content and process of supervisory training units already experienced and recommendation(s) of learning areas to be addressed in future units. Each evaluation is to be clearly dated and signed.
 - 3101.3e Recommendation for certification as Associate Supervisor by Candidate's consulting CPE Supervisor.
 - 3101.3f A current autobiography, not to exceed five (5) pages, that addresses the personal, professional, and faith development of the Candidate.
 - 3101.3g The Candidate submits three approved theory position papers (a theological position paper, personality position paper, and educational position paper) and includes the one (1) page preface submitted with the theory position papers.
 - 3101.3h Applicant's narrative statement, not to exceed ten (10) pages, which explains and documents how he/she has met each of the competencies required for certification, citing each Standard by number.
 - 3101.3i A paper, not to exceed five (5) pages, which, through the use of clinical vignettes from the unit presented, describes the supervisory process and illustrates the congruence of theory and practice.
 - 3101.3j A paper, not to exceed five (5) pages, summarizing how the candidate has addressed any deficiencies noted by the Certification Commission in Presenter's Report Part II of the Supervisory Candidacy Interview.
 - 3101.3k All CPE program evaluations since Candidacy was granted.
 - 3101.3l All final evaluations written by the Supervisory Candidate and by the students.
 - 3101.3m Two (2) page summaries of the supervisory relationship with each student with emphasis on the Candidate's supervisory practice.
 - 3101.3n An audiotape, videotape, DVD, or CD-Rom of good quality of an individual or group supervisory session and a two (2) page written self evaluation of the audiotape, videotape, DVD, or CD-Rom based on the Supervisory Candidate's theoretical position.

- 3101.3o A one (1) page summary of the Supervisory Candidate's perceived strengths and weaknesses as an educator.
- 3101.3p Signed consent forms from all students used in the presentations.
- 3101.3q Completed NACC Ethics Accountability Statement (Standard 206.11.1).

3101.4 The NACC National Office:

- 3101.4a Updates the Candidate's file.
- 3101.4b Reviews the Candidate's materials for completeness. If any materials are missing, an interview will not be scheduled. If the interview is not scheduled, the Candidate will have the opportunity to reapply for certification.
- 3101.4c Sends the Applicant:
 - 3101.4c1 The names and addresses of the interview team identifying the Chair, Presenter, and Reader.
 - 3101.4c2 The date and location of the interview.

3101.5 The Candidate reviews interviewer names for potential conflict of interest and alerts the NACC National Office if any conflict exists.

3101.6 The Candidate sends a complete copy of materials to members of the interview team via Fed Ex, UPS, or certified mail, to be received forty-five (45) days before the interview. Late or missing materials may result in a cancelled interview. If the interview is cancelled, the Candidate will have the opportunity to reapply for certification.

3102 Interview Process

3102.1 The certification interview is a personal interview in which the Candidate meets with an interview team, comprised of a Chair, Presenter, and Reader, to determine if the Candidate meets the Standards for Associate Supervisor certification.

3102.2 The interview lasts for (60) sixty minutes.

3102.3 The Presenter prepares and makes available Presenter's Report Part I to the Applicant one (1) hour prior to the interview.

3102.4 The interview team considers the written materials as well as the content and dynamics of the interview in determining its recommendation for certification.

3102.5 Following the interview, the team votes either to recommend or not to recommend the Candidate to the Certification Commission for certification as Associate Supervisor.

3102.6 Following the deliberation process, the Candidate is provided an oral summary of the team's recommendation.

3102.7 A written report of the process, the Presenter's Report Part II, is forwarded to the Certification Commission for action at its next scheduled meeting.

3103 Certification Commission Action

3103.1 The Certification Commission, at its next scheduled meeting, reviews the Presenter's Report Part II and recommendations of the interview team and determines if the Candidate meets the Standards for Associate Supervisor certification.

3103.2 The Presenter's Report Part II and the Certification Commission's decision to grant or deny certification are communicated in writing to the Candidate within thirty (30) days of the Certification Commission's action.

3103.3 If certification is denied, the Candidate has a right to appeal the decision (Standards 415) or reapply for certification. An Appeals Packet is included with the notification of denial of certification. The NACC National Office maintains a copy of the Candidate's materials until the time of appeal has lapsed.

3103.4 If certification is granted, the Candidate receives a certificate at the Missioning Ceremony of newly certified Chaplains and CPE Supervisors during a Eucharistic Celebration at the next annual conference. If the Candidate is unable to attend the ceremony, the certificate is mailed.

3103.5 The NACC National Office keeps the following in their files:

- 3103.5a The Application for Associate Supervisor Certification
- 3103.5b The ecclesiastical endorsement letter
- 3103.5c A copy of the NACC letter requesting ecclesiastical endorsement
- 3103.5d A copy of the certificate
- 3103.5e Presenter's Reports Part I and II
- 3103.5f A copy of the NACC letter confirming certification
- 3103.5g The Receipt of Certification Materials Form
- 3103.5h The Supervisory Candidate Notification Form
- 3103.5i Copies of the notification letters
- 3103.5j The NACC Ethics Accountability Statement

All other written and electronic documents are destroyed.

Certification of Supervisors

CP311 Members certified as CPE Supervisors give evidence of the competencies required to independently conduct accredited programs of CPE. This certification status is granted for a period of seven (7) years. Every seven (7) years the CPE Supervisor will participate in a peer review to renew certification as a CPE Supervisor.

CP312 Prerequisites:

- 3121 Certification as an NACC Chaplain.
- 3122 Full membership in the NACC.
- 3123 Certification as Associate Supervisor.
- 3124 The successful completion of at least two (2) units of independent supervision beyond certification as Associate Supervisor done in consultation with a Certified CPE Supervisor.
- 3125 The NACC National Office requires and requests a current letter of ecclesiastical endorsement. Current is defined as within one year of application for certification. This is formal approval for ministry by:
 - 3125.1 The Bishop in the diocese of the Applicant's ministry or;
 - 3125.2 The Applicant's major superior if the Candidate is a member of a religious order, or;
 - 3125.3 The Applicant's Ordinary (understood as the Bishop of the diocese where the priest or deacon is incardinated) if the Applicant is a diocesan priest or deacon.
- 3126 Letter of recommendation from the person to whom the Applicant reports in one's place of employment. If the Applicant is unemployed, a letter from anyone in a reporting position that can attest to the workplace experience of the Applicant is required. Letter is to be a signed original on letterhead.
- 3127 For lay Applicants, a letter of recommendation from one's pastor or from a priest in active ministry is submitted. Letter is to be a signed original on letterhead.
- 3128 The consulting CPE Supervisor responsible for Supervisory CPE must be an NACC, ACPE, and/or CAPPE Certified CPE Supervisor.
- 3129 Adherence to the NACC Code of Ethics and demonstrated knowledge of the requirements of that Code (Standard 406).
- 3130 Completion of the NACC Ethics Accountability Statement (Standard 206.11.1).

CP313 Procedures

- 3131 Application Process:
 - 3131.1 Applicant contacts the NACC National Office for certification materials.
 - 3131.2 The NACC National Office responds within fourteen (14) days, directing the Applicant to the NACC website for the following materials:
 - 3131.2a Application for CPE Supervisor Certification.
 - 3131.2b Checklist for Supportive Materials for CPE Supervisor Certification.

3131.2c NACC Standards and Procedures.

3131.3 Applicant submits the following written materials to the NACC National Office and retains a copy of all materials submitted, including the application form:

- 3131.3a Completed application form.
- 3131.3b The CPE Supervisor certification fee, two-thirds of which is non-refundable if the process is discontinued for any reason.
- 3131.3c Copies of the Applicant's approved theory position papers.
- 3131.3d A two to three (2-3) page paper describing how the Associate Supervisor's thinking has evolved in relation to the theory position papers.
- 3131.3e A one (1) page summary of the theory position papers used in the Associate Supervisor interview.
- 3131.3f A copy of the previous Presenter's Reports and committee action reports, beginning with Supervisory Candidate status.
- 3131.3g Final evaluation(s) by the Applicant and CPE Supervisor of supervisory units of training since receiving candidacy status. Each evaluation is to be clearly dated and signed.
- 3131.3h A recommendation from the certified CPE Supervisor acting as consultant during the Associate Supervisor status.
- 3131.3i A current autobiography, not to exceed five (5) pages, that addresses the personal, professional, and faith development of the Applicant.
- 3131.3j Applicant's narrative statement, not to exceed ten (10) pages, which explains and documents how he/she has met each of the competencies required for certification.
- 3131.3k A paper, not to exceed five (5) pages, demonstrating the Associate Supervisor's use of the self as a primary teaching/learning resource.
- 3131.3l A paper, not to exceed five (5) pages, summarizing how the Associate Supervisor has addressed any deficiencies noted by the Certification Commission at the Associate Supervisor interview.
- 3131.3m All CPE program evaluations completed by the students supervised.
- 3131.3n Final evaluations of the Associate Supervisor for all the students from the unit being presented.
- 3131.3o Final evaluations by the students from the unit being presented.
- 3131.3p Completed NACC Ethics Accountability Statement (Standard 206.11.1).

3131.4 The NACC National Office:

- 3131.4a Updates the Applicant's file.
- 3131.4b Reviews the Applicant's materials for completeness. If any materials are missing, an interview will not be scheduled. If the

interview is not scheduled, the Applicant will have the opportunity to reapply for certification.

3131.4c Sends the Applicant:

3131.4c1 The names and addresses of the interview team identifying the Chair, Presenter, and Reader.

3131.4c2 The date and location of the interview.

3131.5 The Applicant reviews interviewer names for potential conflict of interest and alerts the NACC National Office if any conflict exists.

3131.6 The Applicant sends a complete copy of materials to members of the interview team via Fed Ex, UPS, or certified mail, to be received forty-five (45) days before the interview. Late or missing materials may result in a cancelled interview. If the interview is cancelled, the Applicant will have the opportunity to reapply for certification.

3132 Interview Process

3132.1 The certification interview is a personal interview in which the Applicant meets with an interview team, comprised of a Chair, Presenter, and Reader, to determine if the Applicant meets the Standards for CPE Supervisor certification.

3132.2 The interview lasts for sixty (60) minutes.

3132.3 The Presenter prepares and makes available Presenter's Report Part I to the Applicant one (1) hour prior to the interview.

3132.4 The interview team considers the written materials as well as the content and dynamics of the interview in reaching a final decision regarding the Applicant's request for certification.

3132.5 Following the interview, the team votes either to recommend or not to recommend the Applicant to the Certification Commission for certification.

3132.6 Following the deliberation process, the Applicant is provided an oral summary of the team's recommendation.

3132.7 A written report of the process, the Presenter's Report Part II, is forwarded to the Certification Commission for action at its next scheduled meeting.

3133 Certification Commission Action:

3133.1 The Certification Commission, at its next scheduled meeting, reviews the Presenter's Report Part II and recommendations of the interview team and determines if the Applicant meets the Standards for CPE Supervisor certification.

- 3133.2 The Presenter's Report Part II and the Certification Commission's decision to grant or deny certification are communicated in writing to the Applicant within thirty (30) days of the Certification Commission's action.
- 3133.3 If certification is denied, the Applicant has a right to appeal the decision (Standard 415) or reapply for certification. An Appeals Packet is included with the notification of denial of certification. The NACC National Office maintains a copy of the Applicant's materials until the time of appeal has lapsed.
- 3133.4 If certification is granted, the Applicant receives a certificate at the Missioning Ceremony of newly certified Chaplains and CPE Supervisors during a Eucharistic Celebration at the next annual conference. If the Applicant is unable to attend the ceremony, the certificate is mailed.
- 3133.5 The NACC National Office keeps the following in their files:
- 3133.5a The Application for CPE Supervisor Certification
 - 3133.5b The ecclesiastical endorsement letter
 - 3133.5c A copy of the NACC letter requesting ecclesiastical endorsement
 - 3133.5d A copy of the certificate
 - 3133.5e Presenter's Reports Part I and II
 - 3133.5f A copy of the NACC letter confirming certification
 - 3133.5g The Receipt of Certification Materials Form
 - 3133.5h The Supervisory Candidate Notification Form
 - 3133.5i Copies of the notification letters
 - 3133.5j The NACC Ethics Accountability Statement

All other written and electronic documents are destroyed.

Certification Procedures Manual

Part Four - Theory Paper Procedures

- CP41 The Supervisory Candidate writes three theory papers that are to be approved by Readers appointed by the Certification Commission before the Supervisory Candidate applies for Associate Supervisor.
- CP42 The theological theory paper demonstrates a theological understanding of human beings, and includes the understanding of pastoral ministry, supervisory education, interpersonal and interfaith relationships, and relationship with the transcendent.
- CP43 The personality theory paper demonstrates an appropriate psychological theory consistent with the Applicant's theological understanding of persons as well as an approach to intervention in a supervisory incident.
- CP44 The education theory paper demonstrates an understanding of an appropriate educational theory consistent with the theological and personality theories, including a discussion of methods used in the Applicant's evaluation of students' work.
- CP45 Policies
- 451 The papers are to address the theoretical foundations of supervision.
- 452 The Applicant may begin writing the papers at any point in the Supervisory CPE experience. The Theological Paper may be submitted with materials for Supervisory Candidacy. The other two papers are submitted after Supervisory Candidacy has been granted.
- 453 A paper is approved if a majority of readers evaluate it to be satisfactory.
- CP46 Procedures
- 461 The Applicant notifies the NACC National Office in writing of intent to submit position papers within four (4) weeks from the date of the submission.
- 462 The NACC National Office assigns the papers to a group of three readers, one of whom is named the Convener, and sends the Applicant the names and addresses of the readers.
- 463 The Applicant sends to each of the three readers and to the NACC National Office:
- 463.1 Cover letter with name, member number, and contact information, including daytime telephone number and email to which the evaluation should be sent.
- 463.2 The three position papers.
- 463.3 A one (1) page preface stating the main thesis for the papers and how this is developed congruently in each paper.

463.4 A one (1) page personal introduction with biographical information expressing an awareness of the implications of one's gender, ethnicity, spirituality, and social location as related to positions articulated in the papers.

464 The readers review, critique, and evaluate the papers.

465 The Convener sends the team's evaluation (satisfactory or unsatisfactory) and comments to the Applicant and to the NACC National Office within thirty (30) days.

466 Applicant may contact the readers for clarification after the evaluation is received.

CP47 Guidelines and Requirements

471 Format of Papers

471.1 General

471.1a Limited to five (5) single-spaced pages (not including footnotes and bibliography) for each paper.

471.1b Documented with footnotes (materials cited directly or paraphrased) and page numbers.

471.1c Bibliography for each paper indicating literature consulted.

471.2 Options for Development:

471.2a Clear, logical development of each theory paper or

471.2b A one (1) page vignette from supervisory experience describing an encounter with a student. Use the three position papers to amplify the theological, personality, and educational theories that inform the supervisory interventions in the vignette. The theory underlying the vignette will be evaluated.

472 Content

Each paper should describe a position, illustrating mastery and critical use of relevant literature.

472.1 The theological position paper demonstrates theological acumen as it relates to supervisory practice:

472.1a How does the Applicant understand persons as creatures of God?

472.1b How does that understanding inform supervision?

472.1c How does the Applicant think theologically and how does that thinking relate to supervision, interpersonal relationships, human suffering, and relationship with the transcendent?

472.1d How does the Applicant interpret Catholic tradition and Catholic Social Teaching within supervisory education?

- 472.1e What theologian(s) or theological resources inform the theological stance?
- 472.1f How does the Applicant understand the interplay between his/her cultural context and theological formation?
- 472.2 The personality theory paper demonstrates understanding of an appropriate personality theory as it informs supervisory practice:
 - 472.2a Which personality theories enhance the Applicant's understanding of human nature and development?
 - 472.2b How do these theories inform supervisory practices such as assessment, goals, and interventions?
 - 472.2c How is the Applicant's personality theory consistent with her/his theological understanding of persons?
 - 472.2d How does ethnic identity development inform the Applicant's supervisory practice?
- 472.3 The educational theory paper demonstrates theoretical understanding of the teaching/learning situation inherent in supervision, including a theory of group process:
 - 472.3a What educational theory guides the Applicant's goals and decision-making in supervisory practice with individuals and groups?
 - 472.3b What is the Applicant's understanding of how persons learn?
 - 472.3c How does the Applicant's educational theory affect evaluation of students and their work?
 - 472.3d What is the Applicant's understanding of how culture influences the educational process?
 - 472.3e How does the theory assist the Applicant in dealing with resistance?

CP48 Evaluation of Papers

- 481 The Readers focus on the Applicant's:
 - 481.1 Ability to articulate a theoretical stance with respect to theology, personality theory, and educational theory as it applies to supervision.
 - 481.2 Acquaintance with relevant literature and the ability to describe a position and to illustrate mastery and critical use of relevant literature in the field.
 - 481.2a Theorists and resources represented accurately and in context.
 - 481.2b Clear evidence of working familiarity with relevant literature.
 - 481.2c Resource materials integrated into understanding.
 - 481.3 Congruence among the three positions: taken as a whole, the papers enhance and inform each other.

- 481.4 Response to questions raised above (See CP472.1, CP472.2 and CP472.3).
- 481.5 Critical application of the approaches of theorists:
 - 481.5a Critical examination of implications of theorists' views.
 - 481.5b Exploration of the theoretical coherence of the materials used.
- 481.6 Explanation of theoretical position:
 - 481.6a Clinical examples illustrate theoretical underpinnings of supervisory practice.
 - 481.6b Articulation of "why" (e.g. constructing a theoretical case for a narrative theory approach to supervision) rather than elaboration of the "what" (i.e. narrating a student's spiritual journey in a CPE unit).
- 482 The Readers evaluate with a recommendation to accept all, some, or none of the theory papers.
 - 482.1 If all papers are passed, the Convener sends the readers' evaluations to the NACC National Office, which forwards a copy to the Applicant.
 - 482.2 If any of the papers require a rewrite, the Applicant will follow the procedures for rewriting papers (See CP483 below). The Convener sends the readers' evaluations to the NACC National Office which forwards a copy to the Applicant.
- 483 Rewriting of Papers
 - 483.1 The Applicant submits a cover letter, revised papers, and a copy of the original readers' evaluations, along with papers passed on first reading, to the original readers, with a copy of the cover letter and revised papers to the NACC National Office.
 - 483.2 The readers evaluate with a recommendation to accept all, some, or none of the revised theory papers.
 - 483.3 The Convener sends the readers' evaluations to the NACC National Office, which forwards a copy to the Applicant. The Applicant may contact the readers for clarification if needed.
 - 483.4 If a second rewriting is required for any or all of the papers, the Applicant has two options:
 - 483.4a Submit the following materials to the NACC National Office.
 - 483.4a1 Cover letter with name, member number, and contact information, including daytime telephone number and email to which the evaluation should be sent.

- 483.4a2 Four (4) sets of each revised paper, along with a copy of any papers already passed.
- 483.4a3 The NACC National Office on behalf of the Certification Commission appoints a new team of readers with the same protocol of procedures previously outlined above (See CP46).
- 483.4a4 This process may be repeated if necessary.

- 483.4b Meet face-to-face for an evaluation of theory paper(s).
 - 483.4b1 The Applicant contacts the Chair of the Certification Commission in care of the NACC National Office.
 - 483.4b2 The NACC National Office appoints a Convener and two (2) readers and arranges for the reading and meeting.
 - 483.4b3 The Applicant submits a cover letter, rewritten paper(s) and readers' evaluations, and any papers already passed to the designated readers, with a copy of the cover letter and rewritten papers to the NACC National Office.
 - 483.4b4 The readers meet face-to-face with the Applicant after reviewing the rewritten papers, allowing the Applicant to defend and explain his/her positions.
 - 483.4b5 The readers evaluate with a recommendation to accept all the theory papers, to accept some of the theory papers, or to accept none of the theory papers.
 - 483.4b6 The Convener conveys the decision to the Applicant.
 - 483.4b7 The Convener sends the readers' evaluations to the NACC National Office, which forwards a copy to the Applicant. This process may be repeated if necessary.
 - 483.4b8 All costs related to the face-to-face meeting are to be incurred by the Applicant. The NACC National Office works with the Applicant to arrange for a time and location of that meeting.

Certification Procedures Manual

Part Five - Supervisor Renewal of Certification Procedures

- CP51 Renewal of Certification is the process by which persons certified by the NACC demonstrate their commitment to maintenance and enhancement of the competencies recognized by certification. Renewal of Certification is the continuation of the certification process, building on recommendations from the previous renewal of certification or the original certification. This renewal is achieved primarily through continuing education in the following areas: Theory of Pastoral Care, Identity and Conduct, Pastoral Skills, and Professional Skills. The CPE Supervisor also incorporates the recommendations from the previous renewal of certification or the original certification in formulating plans for education and/or development through a peer review process. This process takes place every seven (7) years.
- CP52 Prerequisites
- 521 Full membership in the NACC (Standard 414.4).
 - 522 Completion of thirty (30) hours of educational activities before 2005 and fifty (50) hours for 2005 and beyond for the seven (7) year renewal period (Standard 414.2).
 - 523 The NACC National Office requires and requests a current letter of ecclesiastical endorsement (Standard 414.3). Current is defined as within one year of application for renewal of certification. This is formal approval for ministry by:
 - 523.1 The Bishop in the diocese of the CPE Supervisor's ministry or;
 - 523.2 The CPE Supervisor's major superior if the CPE Supervisor is a member of a religious order or;
 - 523.3 The CPE Supervisor's Ordinary (understood as the Bishop of the diocese where the priest or deacon is incardinated) if the CPE Supervisor is a Diocesan priest or deacon.
 - 524 For lay CPE Supervisors, a letter of recommendation from a pastor or from a priest in active ministry is submitted. Letter is to be a signed original on letterhead (Standard 408.2).
 - 525 Participation in a peer review with at least two certified CPE Supervisors, one of whom must be an active certified NACC CPE Supervisor (Standard 411).
 - 526 Supervision of two (2) units of CPE in each seven (7) year renewal period or participation in other CPE-related educational activities that demonstrate supervisory competencies (Standard 414.5).
 - 527 Adherence to the NACC Code of Ethics and demonstrated knowledge of the requirements of that Code (Standard 406).
 - 528 Completion of the NACC Ethics Accountability Statement (Standard 206.11.1).

CP53 Procedures

531 Application Process

- 531.1 The NACC National Office will notify members of their need to be renewed in October of the calendar year prior to the year in which renewal of certification is necessary.
- 531.2 The CPE Supervisor completes the renewal of certification process within the calendar year in which renewal is required.
- 531.3 The CPE Supervisor completes a peer review with at least two other CPE Supervisors, one of whom must be an active NACC certified CPE Supervisor. The CPE Supervisor will arrange the composition of the peer review team avoiding anyone with whom he/she has a reporting relationship.
- 531.4 Upon completion of the peer review, the team members prepare a written summary, the Peer Review Form, of the peer review and share that report with the CPE Supervisor who is seeking renewal of certification. The peer reviewers make a recommendation for renewal of certification.
- 531.5 The Peer Review Form is forwarded to the Certification Commission, in care of the NACC National Office.

532 Continuing Education and Supervisory Work:

- 532.1 Certified CPE Supervisors maintain an annual record of their continuing education hours over the seven (7) year period to reflect consistent and intentional educational updating.
- 532.2 Categories for continuing education parallel the current Standards for certification. The Standards can be accessed on the NACC website at www.nacc.org.
- 532.3 Thirty (30) hours of educational activities are required before 2005. Fifty (50) hours are required for 2005 and beyond.
- 532.4 When educational activities are recorded, an "hour" is equal to sixty (60) minutes. A minimum of five (5) hours is required in each of the four categories: Theory of Pastoral Care, Identity and Conduct, Pastoral Skills, and Professional Skills. Based on the recommendations of one's previous peer review or certification interview, the other thirty (30) hours may be divided to meet one's needs.
- 532.5 A continuing education activity may only be counted once. For example, the time to prepare a program is counted and if the program is given multiple times, the preparation time is only counted once.

- 532.6 Routine activities which occur as part of the CPE Supervisor's professional job responsibilities may not be submitted as continuing education activities.
- 532.7 At least five (5) hours of continuing education in each category documented annually are to reflect the CPE Supervisor's attendance at, rather than the presentation, of seminars, workshops, or conferences. Designate each activity as "A" for attended or "P" for presented.
- 532.8 Include title and author of all books, names of presenters, and titles of programs. If using an acronym or abbreviation, define it at least once in the written record.
- 532.9 The following limits of continuing education activities are:
 - 532.9a Spiritual Direction – Four (4) hours per year
 - 532.9b Retreat – One (1) hour per day
 - 532.9c Therapy/Professional Supervision – Four (4) hours per year
 - 532.9d Educational Materials including books, articles, and audio/video recordings - Up to twenty-five (25) hours per year.
 - 532.9e Volunteer Service to the National Association of Catholic Chaplains - Up to ten (10) hours per year. This is only for volunteer service to the NACC that is of an educational value.
- 532.10 A CPE Supervisor is required to supervise two (2) units of CPE in each seven (7) year renewal period or participate in other CPE-related educational activities that demonstrate supervisory competencies.
- 532.11 Acceptable continuing education activities include but are not limited to the following:
 - 532.11a An activity offered by an accredited USCCB/CCA, ACPE, CAPPE, or AAPC training program or an accredited university, college, or seminary.
 - 532.11b Any activity of professional quality related to chaplaincy or pastoral education.
 - 532.11c Other activities that may not be clearly related to pastoral education or chaplaincy need to have demonstrated relevance.

533 Guidelines and Written Requirements

- 533.1 In preparation for the meeting, the CPE Supervisor submits the following materials to each member of the peer review group thirty (30) days prior to the interview date:
 - 533.1a Documentation of Continuing Education Hours.
 - 533.1b A list of any recommendations made to the CPE Supervisor during the previous peer review.

- 533.1c A paper, not to exceed ten (10) pages, describing how the CPE Supervisor has grown in the supervisory competencies as demonstrated through the use of clinical vignettes.
 - 533.1d A significant work sample that reflects the CPE Supervisor's practice of supervision.
- 533.2 The dialogue of the peer review should reference the submitted materials and the competencies for supervisors.
- 533.3 The written peer review contains three sections:
- 533.3a Process – In this section, the peer reviewer writes one paragraph summarizing the process of the peer review: beginning, middle, and end.
 - 533.3b Content – In this section, the peer reviewer notes the content of the peer review, identifying:
 - 533.3b1 The meaning and effectiveness of the continuing education activities for the CPE Supervisor.
 - 533.3b2 An update regarding the CPE Supervisor's development of significant changes as they relate to Standards in the seven (7) year period.
 - 533.3b3 Progress on recommendations made to the CPE Supervisor from the previous interview or peer review.
 - 533.3b4 Discussion of the CPE Supervisor's plans for future development.
 - 533.3c Recommendations – In this section, the peer reviewer writes recommendations that flow from the process and content. Recommendations are related to the Standards and include future plans for maintaining and enhancing the competencies.
- 533.4 The peer reviewers and the CPE Supervisor sign the Renewal of Certification Peer Review Form.
- 533.5 The CPE Supervisor sends the following materials to the NACC National Office:
- 533.5a The Renewal of Certification Application
 - 533.5b The Renewal of Certification Fee
 - 533.5c The Renewal of Certification Education Report Form.
 - 533.5d A signed copy of the Renewal of Certification Peer Review Form.
 - 533.5e The NACC Ethics Accountability Statement
- All other written and electronic documents are destroyed.
- 533.6 The CPE Supervisor retains copies of these documents for future purposes.
- 533.7 After all required materials are received, the NACC National Office requests the current letter of ecclesiastical endorsement.

534 Certification Commission Action

- 534.1 The NACC National Office forwards the Peer Review Form to the designated Certification Commissioner who determines those who meet the Standards for renewal of certification.
- 534.2 The Certification Commissioner forwards the CPE Supervisor's name and materials to the full Certification Commission for review and vote at the next scheduled Certification Commission meeting.
- 534.3 The NACC National Office notifies the CPE Supervisor of the Certification Commission's decision and issues a new certificate within thirty (30) days of the decision.
- 534.4 The NACC National Office keeps the following in their files:
 - 534.4a The Renewal of Certification Application
 - 534.4b The Renewal of Certification Peer Review Form
 - 534.4c The NACC Ethics Accountability Statement
 - 534.4d The ecclesiastical endorsement letter
 - 534.4e A copy of the certificate
- 534.5 The CPE Supervisor completes the renewal of certification process within the calendar year in which renewal is required.
- 534.6 If unable to complete the renewal process within the calendar year in which renewal is required, the CPE Supervisor 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. If requesting an extension, the CPE Supervisor is required to submit the appropriate extension fee.

Certification Procedures Manual

Part Six – Certification Appeals Procedures

- CP61 When an Applicant for certification receives notification of denial of certification and believes that NACC Standards and/or Procedures were violated, resulting in a negative certification decision, the right to a timely appeals procedure is ensured. The Certification Appeals Panel strives to resolve all appeals within ninety (90) days of the initial appeal.
- CP62 Procedures
- 621 With the notification of denial of certification, the Applicant will receive the Appeals Packet including:
- 621.1 Appeals Procedure Letter
 - 621.2 A copy of the NACC Certification Appeals Standards and Procedures
- 622 If an Applicant desires to appeal the decision of the Certification Commission, the Applicant has twenty (20) days from the postmark of the Appeal Packet to send a formal appeal to the Chair of the Certification Appeals Panel in care of the NACC National Office via certified mail. The Appellant materials will include:
- 622.1 Formal appeal citing relevant Standards and/or Procedures that are alleged violations
 - 622.2 Presenters Report's Part I and II
- 623 Within fifteen (15) days of the postmark of the formal appeal from the Appellant, the Chair of the Certification Appeals Panel appoints a three (3) member Certification Appeals Review Team consisting of a Chair, a Presenter, and a Reader from among the Certification Appeals Panel membership.
- 624 The Appellant is notified of the composition of the Certification Appeals Review Team by certified mail and has ten (10) days from the receipt of the notification to challenge the composition of the team due to conflict of interest by notifying the Chair of the Certification Appeals Panel via the NACC National Office.
- 625 Within ten (10) days from the postmark of notification of the composition of the Certification Appeals Review Team to the Appellant, the NACC National Office sends to the Chair of the Certification Appeals Review Team:
- 625.1 A copy of the Appellant's formal appeal
 - 625.2 A copy of Presenter's Reports Part I and II
 - 625.3 A copy of the supportive materials used in the certification interview.

- 626 Within ten (10) days from the postmark of notification of the composition of the Certification Appeals Review Team to the Appellant, the Appellant sends a copy of the following materials to the Presenter and Reader of the Certification Appeals Review Team:
- 626.1 A copy of the Appellant's formal appeal
 - 626.2 A copy of Presenter's Reports, Parts I and II
 - 626.3 A copy of the supportive materials used in the certification interview
- 627 No other written or electronic documents are considered in the Certification Appeals Review Team deliberations.
- 628 Within twenty (20) days from the postmark of the Appellant's materials, the Certification Appeals Review Team deliberates and renders a decision to:
- 628.1 Uphold the decision of the Certification Commission to deny certification.
 - 628.2 Refer the matter back to the Certification Commission, if a violation of Standards and/or Procedures exists, with a recommendation to either:
 - 628.2a grant certification or,
 - 628.2b grant a new interview
- 629 The decision of the Certification Appeals Review Team is final.
- 630 The Chair of the Certification Appeals Review Team notifies the Chair of the Certification Appeals Panel of the outcome. The Chair of the Certification Appeals Panel notifies the Chair of the Certification Commission.

CP63 Outcomes

- 631 If the Certification Appeals Review Team upholds the decision of the Certification Commission to deny certification, the Appellant is notified via certified mail by the NACC National Office.
- 632 If the matter is referred back to the Certification Commission, it has twenty (20) days to render a decision on the recommendation and notify the Appellant via certified mail through the NACC National Office. The decision of the Certification Commission is final.
- 633 If the Appellant engages in a subsequent interview process, all materials are submitted according to established dates and guidelines. Normal and reasonable interview expenses incurred by the Appellant are paid by the NACC.
- 634 At the conclusion of the appeal, the following materials are kept in a confidential file in the NACC National Office for a period of seven (7) years:

- 634.1 A copy of the Appellant's formal appeal
- 634.2 A copy of Presenter's Reports Part I and II
- 634.3 A copy of the completed Certification Appeals Report Form

Certification Procedures Manual

Part Seven - Equivalency Procedures

- CP71 An equivalency is the demonstrated and documented ability to meet the competency Standards for the NACC which have been acquired in a way other than those specified in the Standards. An equivalent of one CPE unit (Standard 301.4) may be sought providing the Applicant demonstrates and documents that the competency areas outlined in the Standards have been satisfactorily addressed. These competencies must be attained through formal academic and/or accredited programs, which are educational, experiential, and supervised. The Equivalency Review Committee of the Certification Commission decides whether an equivalency request is granted or denied.
- CP72 Prerequisites
- 721 Applicant must be taking or have taken at least one full unit of CPE prior to applying for equivalency for one of the other three required units.
- 722 Applicant has participated in a single learning experience (not a combination of several experiences) that contains all of the following:
- 722.1 The practice of ministry to persons.
- 722.2 An adult education action-reflection model of learning that helps students evaluate their personal and pastoral functioning through case conferences, worship seminars, spiritual assessments, theological reflection, and group process.
- 722.3 A specific time period which consists of at least 400 hours of supervised learning. At least 200 of these hours involve the actual practice of ministry and at least 100 hours involve group work, reflection, and didactics on the practice of ministry.
- 722.4 A small group of peers (3-8) in a common learning experience.
- 722.5 Regular supervisor-directed peer group meetings for the purpose of facilitating learning through interpersonal dynamics and fostering leadership. Students demonstrate leadership in utilizing peer groups for interaction, support, clarification, and confrontation as a means of integrating their personal and pastoral identity.
- 722.6 Pastoral Supervision
- 722.7 Theological Reflection on ministry that articulates a pastoral theology that is both contemporary and functional.

- 722.8 An individual contract for learning developed in dialogue with the supervisor that addresses a Theory of Pastoral Care, Identity and Conduct, Pastoral Skills, and Professional Skills and criteria for measuring this learning.
- 722.9 An evaluation of the student's experience, including final evaluations by both student and supervisor.

CP73 Procedure

731 Application Process

- 731.1 The Applicant contacts the NACC National Office for information regarding equivalency.
- 731.2 The NACC National Office responds within fourteen (14) days directing the Applicant to the NACC website for the following materials:
 - 731.2a Standards and Procedures for Equivalency.
 - 731.2b Checklist for Supportive Materials required for Equivalency Petition.
 - 731.2c The names and addresses of the Chair and members of the Equivalency Review Committee of the Certification Commission.
- 731.3 Applicant submits the following written materials to the Equivalency Review Committee:
 - 731.3a Letter requesting equivalency.
 - 731.3b Documentation of current or previous unit(s) of CPE.
 - 731.3c A written narrative that articulates how the experience (one program) parallels the above requirements (See CP72) with specific examples.
 - 731.3d Documentation of written assignments and didactic sessions that illustrate the curriculum. Specify amount of time for each didactic, other group work, and the practice of ministry.
 - 731.3e A copy of the learning contract negotiated with the supervisor.
 - 731.3f Final evaluation(s) by the supervisor signed and dated at the end of the program.
 - 731.3g Final evaluation(s) by the Applicant signed and dated at the end of the program.
- 731.4 Applicant sends the non-refundable fee of \$200, made payable to the NACC, to the NACC National Office.

732 Equivalency Review Committee Process

- 732.1 The Equivalency Review Committee of the Certification Commission reviews the materials and renders a decision.
- 732.2 The decision of the Equivalency Review Committee is final and binding.

- 732.3 The Chair of the Equivalency Review Committee writes a letter stating the decision to the Applicant within sixty (60) days of the original request.
- 732.4 The Equivalency Review Committee's letter granting equivalency must be included in certification materials at the time of the Applicant's request for certification along with the Applicant's and the supervisor's evaluations of the equivalency unit.
- 732.5 Equivalency is granted pending the Applicant's entrance into the certification process with the NACC.

Certification Procedures Manual

Part Eight – Inactive Status Procedures

CP81 Inactive Status

811 Inactive Status Definition

- 811.1 A certified Chaplain or certified CPE Supervisor may take a temporary leave of absence due to hardship or personal needs (illness, loss of position, family crises, etc.) and request inactive status.
- 811.2 An inactive Chaplain or CPE Supervisor may not function as a Chaplain or CPE Supervisor during the inactive period of time, even on a part-time basis. The status is for a one (1) year term, renewable as needed and approved by the NACC National Office. Inactive status is for a limited time frame, not to exceed five (5) years for a certified Chaplain or seven (7) years for a certified CPE Supervisor.

812 Procedure to become an inactive Chaplain or an inactive CPE Supervisor

- 812.1 Send letter to the NACC National Office describing the need for inactive status. This letter must be sent annually if you request inactive status for more than one (1) year.
- 812.2 The NACC National Office responds and describes the fee structure and time frame.
- 812.3 The NACC National Office continues the renewal of certification cycle and sends out the renewal packet according to that schedule.

CP82 Renewal of Certification While Inactive

821 Procedure for Inactive Chaplain: to retain certified Chaplain status with the NACC, an inactive Chaplain is required to:

- 821.1 Keep current with education hours. If this is not possible, show documented evidence of reason when the time for renewal of certification is required.
- 821.2 If unable to complete the renewal process, the inactive Chaplain 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. If requesting an extension, the inactive Chaplain must submit the appropriate extension fee.
- 821.3 At the time for renewal, the inactive Chaplain sends a letter to the NACC National Office clearly indicating whether the request is for an extension of inactive status or an extension for renewal time.

- 822 Procedure for Inactive Supervisor:
- 822.1 To retain certified CPE Supervisor status with the NACC, an inactive CPE Supervisor is required to:
 - 822.2 Keep current with education hours. If this is not possible, show documented evidence of reason when the time for renewal of certification is required.
 - 822.3 If unable to complete the renewal process, the inactive CPE Supervisor 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. If requesting an extension, the inactive CPE Supervisor must submit the appropriate extension fee.
 - 822.4 At the time for renewal, the inactive CPE Supervisor sends a letter to the NACC National Office clearly indicating if the request is for an extension of inactive status or an extension for renewal time.
 - 822.5 If an inactive certified CPE Supervisor chooses to discontinue supervisory certification, he/she will retain the status of an inactive Chaplain.

CP83 Restoring to Active Status

- 831 Restoring Active Certification for Chaplain
- 831.1 An inactive Chaplain who wishes to resume active status needs to:
 - 831.1a Submit request to the Chair of the Certification Commission, in care of the NACC National Office, with a brief description of the reason for inactive status and the desire to resume active status.
 - 831.1b Pay Chaplain membership fee.
 - 831.1c Demonstrate that the on-going educational requirements are met at the time of the Chaplain renewal of certification cycle.
 - 831.1d Follow procedures and process for renewal of Chaplain certification, at the scheduled time of the five (5) year renewable cycle.
 - 831.2 Certification Commission Action
 - 831.2a The Certification Commission reviews and makes a decision regarding restoring active certification for the Chaplain. The decision of the Certification Commission is final.
 - 831.2b The NACC National Office, on behalf of the Certification Commission, writes to confirm the decision to the Inactive Chaplain within one (1) month of the Certification Commission's decision.

832 Restoring CPE Supervisor to Active Status

832.1 An inactive CPE Supervisor who wishes to resume active status needs to:

- 832.1a Submit written request to the Chair of the Certification Commission, in care of the NACC National Office, with a brief description of the reason for inactive status and the desire to resume active status.
- 832.1b Pay Supervisory membership fee.
- 832.1c Demonstrate that the on-going education requirements are met at time of the Supervisor renewal of certification cycle.
- 832.1d At the discretion of the Chair of the Certification Commission, specific requirements for restoration to active CPE Supervisor status may include further recommendations and/or peer review.

832.2 Written Requirements

- 832.2a Prepare written request.
- 832.2b Submit description of participation in CPE events, student formation, regional and/or national activities, and other continuing education relevant to the use of supervisory skills.
- 832.2c Submit a copy of last peer review report.

832.3 Peer Review

- 832.3a Depending on the decision of the Chair of the Certification Commission the inactive CPE Supervisor will:
 - 832.3a1 Meet with a peer review team, chosen in dialogue with the Chair of the Certification Commission and the inactive CPE Supervisor.
 - 832.3a2 The peer review team prepares a report that describes how the educational and supervisory requirements are met and defines further action should the inactive CPE Supervisor not be recommended to return to active status.
 - 832.3a3 The peer review team provides an oral report with the inactive CPE Supervisor.
 - 832.3a4 The peer report is sent to the NACC National Office for review by the Certification Commission.

832.4 Certification Commission Action

- 832.4a The Certification Commission either approves or modifies the report of the peer review team and sends the report to the inactive CPE Supervisor within one (1) month of the Certification Commission's decision. The decision of the Certification Commission is final.

- 832.4b The NACC National Office, on behalf of the Certification Commission:
 - 832.4b1 Writes to confirm the restoration to active CPE Supervisor status, or
 - 832.4b2 Defines further action necessary to reinstate active CPE Supervisory status.