

NATIONAL ASSOCIATION OF CATHOLIC CHAPLAINS

400 STANDARDS FOR CERTIFICATION OF CHAPLAINS

410 Competencies.

Members certified as chaplains give evidence of the personal, theological and professional competencies required to minister effectively.

410.1 Personal competencies shall include the following criteria:

- 410.11 Proficiency in the action-reflection process evidenced by a degree of self-knowledge that permits pastoral care to be offered within the context of the candidate's strengths and limitations.
- 410.12 Demonstration of the candidate as a self-reflective person, well grounded in a relationship to God, self and others.
- 410.13 Evidence of emotional maturity issuing in compassionate ministry.
- 410.14 Testimony of ability to build peer relationships intentionally for the purpose of support, confrontation and clarification.
- 410.15 An awareness of, and an ability to, articulate ways in which their feelings, attitudes, values and assumptions affect their ministries.
- 410.16 Demonstration of personal integrity, a clear sense of personal identity and an ability to relate to others.
- 410.17 Ability to function effectively under stress, to cope with crisis situations and to respond creatively to a multiplicity of challenges.

410.2 Theological competencies include the following criteria:

- 410.21 An ability to articulate a pastoral theology that is both contemporary and functional.
- 410.22 A demonstration of competence in reflecting theologically and in facilitating that process in others.
- 410.23 Evidence of understanding of current theology, ecclesiology, spiritual and sacramental practices within the Roman Catholic tradition.
- 410.24 Evidence of understanding current theological and spiritual issues that confront chaplains.
- 410.25 Demonstration of ability to articulate medical/ethical issues.

410.26 A Master's degree in theology, divinity, religious studies, pastoral ministry, or spirituality granted or acknowledged by an accredited academic institution. "Accredited" refers only to those institutions and/or programs within institutions that are accredited by agencies endorsed by either the United States Department of Education (U.S. DOE) or the Council for Higher Education Accreditation (CHEA), including the Association of Theological Schools (ATS).

410.3 Professional competencies shall include the following criteria:

410.31 Knowledge of NACC Standards and Code of Ethics and the ability to integrate these into practice.

410.32 Demonstrated skills within the areas of Pastoral Care, Human Relations, Leadership and Professional Accountability. Specific criteria within each field include:

410.321 Pastoral Care:

410.3211 Ability to use spiritual assessment, planning, intervention and evaluation in the clinical setting.

410.3212 Ability to understand and help others discover meaning in the experiences of suffering, grief and loss.

410.3213 Understanding of the ways in which psycho-social dynamics and cultural/ethnic differences affect pastoral care practices.

410.3214 Ability to provide intensive and extensive pastoral care to persons in various life situations and crisis circumstances.

410.3215 Demonstrated aptitude for integrating pastoral theology with pastoral practice.

410.3216 Evidence of ability to assist and support others in the application of their own values in decision-making.

410.3217 Demonstrate aptitude for facilitating complementary healing modalities in ministry.

410.322 Human Relations:

410.3221 Skills in communicating effectively through active listening and responding.

410.3222 Capacity for intervening in chronic and acute situations.

410.3223 Demonstration of ability to initiate, deepen and terminate pastoral relationships.

410.3224 Ability to articulate ways in which the candidate has used supervision, consultation and peer group process to evaluate personal and professional growth in ministry.

410.323 Leadership:

410.3231 Skills in utilizing pastoral perspective and competence in a variety of functions, such as worship, teaching, administration and team building.

410.3232 Skills in facilitating decision-making based on an understanding of religious heritage, theological values, behavioral sciences, networking and system thinking.

410.324 Professional Accountability:

410.3241 Evidence of understanding the operational systems in the clinical setting.

410.3242 Validation of ability to function as an integral member of an interdisciplinary team.

410.3243 Facility in communicating with other disciplines through use of referral systems, chart entries and other mechanisms in the clinical setting.

420 Minimum requirements for certification of NACC chaplains shall include:

420.1 Full membership in the NACC.

420.2 The successful completion of at least four units in an accredited CPE center. An equivalent of one CPE unit may be sought providing the candidate documents and demonstrates that the competency areas outlined in the Standards have been satisfactorily addressed. These competencies must be attained through processes which were educational, experiential and supervised.

420.3 The supportive materials are to be submitted in accordance with the “Checklist for Supportive Materials Required for Certification Interview” provided by the NACC National Office.

420.4 An individual meeting with the interview team:

420.41 To determine the level of personal, theological and professional competencies necessary for certification.

420.42 To take into consideration both the submitted supportive materials and the dynamics of the interview.

- 430 Application Process for Certification of NACC Chaplains shall include the following requirements:
- 430.1 The candidate shall contact NACC National Office for certification materials.
 - 430.2 NACC National Office shall respond with materials within 14 days.
 - 430.3 The candidate shall submit completed application form to the Director of Professional Practice. A certification fee, one-third of which is non-refundable if the process should be discontinued for any reason, shall be included with the application.
 - 430.4 The Director of Professional Practice shall respond by starting a file on the candidate and returning the names and addresses of the candidate's interview team, and the date and location of the candidate's interview. The individuals serving as chairperson, presenter and reader of the interview team are to be clearly identified for the candidate. At the conclusion of the interview process the candidate's materials are destroyed except for the application form and the result of the process.
- 440 The documentation process for certification of NACC chaplains shall include the following requirements:
- 440.1 The Chair of the Interview Team shall forward to the Director of Professional Practice the following materials:
 - 440.11 The Presenter's Report, Parts I and II, including a record of the vote and recommendation of the Interview Team with appropriate signatures.
 - 440.12 One copy of the candidate's supportive materials.
 - 440.13 Receipt indicating copies of supportive materials returned to the candidate.
 - 440.2 The Director of Professional Practice reviews materials.
 - 440.21 If materials appear in order, then the Director of Professional Practice forwards Presenter's Reports, Parts I and II to the Certification Commission for review and vote.
 - 440.22 If there are concerns about deficiencies of process, then the Director of Professional Practice forwards all materials to the Certification Commission for a complete review.
 - 440.23 If certification is denied, then the Director of Professional Practice keeps all the candidate's materials in a secure file until the time of appeal has elapsed. When the time of appeal has elapsed the candidate's supportive materials will be destroyed except for the application form.

- 440.3 The Director of Professional Practice sends a copy of the Presenter's Report, Part II and the decision of the Certification Commission to the candidate.
- 440.4 The NACC National Office will distribute the certificate of certification to the candidate (in person or by mail) and place a copy in the candidate's file. The NACC National Office shall send a letter from the Commission Chair notifying the candidate's endorser that certification has been granted.