

# NATIONAL ASSOCIATION OF CATHOLIC CHAPLAINS

## 800 STANDARDS FOR RENEWAL OF CERTIFICATION

### 810 Definition:

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.

### 820 Purpose:

820.1 Provision of a uniform method to demonstrate an ongoing commitment to the professional status of Chaplains and Supervisors.

820.2 Provision of guidelines for determining an acceptable level of activity by Chaplains and Supervisors in maintenance of their certification status.

### 830 Principles:

830.1 Renewal of certification is a continuation of the NACC's professional credentialing process which began with the original certification of the Chaplain/Supervisor.

830.2 The focus of renewal of certification is on the professional growth of the Chaplain/Supervisor since the last official review by the NACC.

830.3 Certified Chaplains/Supervisors are responsible to those receiving their ministry, to their colleagues and to themselves for the ongoing maintenance and enhancement of the competencies recognized by certification.

830.4 The standards reflect minimal levels of acceptable activity and are expected to be met.

### 840 Standards for Renewal of Certification of Chaplain.

#### 840.1 Overview of Renewal of Certification Procedure.

840.11 Persons certified as a Chaplain by the NACC will develop a personal program of continuing education after certification for the purpose of maintaining and enhancing the competencies recognized by certification.

840.12 The individual Chaplain will maintain a record of continuing education.

840.13 Five years after certification and each subsequent five years, the Chaplain will receive from the NACC office:

840.131 A letter indicating renewal of certification is necessary.

840.132 An application for renewal of certification.

- 840.133 A form for reporting continuing education since the last official NACC review.
- 840.14 Upon receipt of the renewal of certification materials from the NACC office, the candidate for renewal of certification will:
- 840.141 Complete the renewal of certification application and continuing education reporting form.
- 840.142 A current letter of endorsement: formal approval for ministry by the Bishop in the Diocese of the candidate's residence or by the candidate's major superior if the candidate is a member of a religious order, or the candidate's Ordinary if the candidate is a Diocesan priest or deacon.
- 840.143 Engage in a peer review of the recorded materials with another certified NACC member who will serve as the candidate's consultant and who represents the NACC. The peer review process will include:
- 840.1431 Advance review of the materials by the consulted NACC member.
- 840.1432 Dialogue regarding what the candidate has learned from the activities recorded. Goals or recommendations from the last official review are considered as a context for the discussion.
- 840.1433 Both peer reviewer and candidate will provide written recommendations of future plans for maintaining and enhancing the candidate's competencies.
- 840.1434 If both agree that the chaplain to be renewed has learned by the ongoing education activities, the consulting chaplain will sign the form recommending renewal of certification.
- 840.1435 A brief statement by the Peer Reviewer summarizing the peer review and written recommendations for future learning.
- 840.1436 Submit the completed application and the reporting form along with the renewal of certification fee to the Director of Professional Practice.
- 840.144 The Director of Professional Practice determines those who meet the standards for renewal of certification and forwards the list of names to the Certification Commission for a vote. Where there are questions regarding the requirements for renewal of certification the Director of Professional Practice forwards the materials to the Certification Commission for review and vote.

840.145 Upon granting of renewal of certification, the Director of Professional Practice will notify the candidate, send a certificate, and update the candidate's file.

840.2 Components of the Chaplain Renewal of Certification Process:

840.21 Time frames:

840.211 Renewal of certification is required every five years.

840.212 The National NACC office will notify members of their need to be renewed during the last month of the calendar year prior to the year in which renewal of certification is necessary.

840.213 Candidates will respond to the notification of the need to be renewed within the calendar year during which renewal of certification is required.

840.22 Continuing Education Guidelines:

840.221 250 Continuing Education Hours are necessary for renewal of certification. Ideally, the Hours accumulated will be evenly distributed over the five year period and will be in various categories.

840.222 One Continuing Education Hour equals fifty minutes of participation in a continuing education activity.

840.223 Classifications for Continuing Education Hours are:

840.2231 Personal Competency.

840.2232 Theological Competency.

840.2233 Professional Competency.

840.224 Acceptable Continuing Education Activities:

840.2241 Any activity offered by an accredited NACC, ACPE or AAPC training center, an accredited university, college or seminary will be accepted for credit.

840.2242 Any activity relevant to chaplaincy and accredited by a professional discipline, institution or association will be accepted for credit.

840.2243 Any activity clearly related to chaplaincy or pastoral ministry will be accepted for credit.

850 Standards for Renewal of Certification of Supervisors.

850.1 Overview of Renewal of Certification Procedure.

- 850.11 Persons certified as Supervisors by the NACC will develop and maintain a record of continuing education after certification.
- 850.12 Renewal of certification is required every seven years. The NACC office will notify members of their need to be renewed during October of the calendar year prior to the year in which renewal of certification is necessary. Supervisor will receive from the NACC office:
  - 850.121 A letter indicating renewal of certification is necessary.
  - 850.122 An application for renewal of certification.
  - 850.123 A form for reporting continuing education since the last official review.
- 850.13 Upon reception of the renewal of certification materials from the NACC office, the candidate for certification will submit the renewal of certification application and the renewal of certification fee to the Director of Professional Practice within sixty (60) days after being notified.
- 850.14 The Director of Professional Practice assigns candidates for renewal of certification to small peer groups and in conjunction with the Certification Commission Chair identifies one commissioner-supervisor who functions as the facilitator and Certification Commission representative to that group. The Director of Professional Practice notifies candidates and assigned commissioner of the time, date, and place of the peer group meeting.
- 850.15 In preparation for the interview, the supervisor will submit the following materials to each member of the interview team, thirty (30) days prior to the interview date:
  - 850.151 Documentation of Continuing Education hours.
  - 850.152 A list of any recommendations made to the candidate at the last official NACC review.
  - 850.153 A current letter of endorsement: formal approval for ministry by the Bishop in the Diocese of the candidate's residence or by the candidate's major superior if the candidate is a member of a religious order, or the candidate's Ordinary if the candidate is a Diocesan priest or deacon.
  - 850.154 A paper (not to exceed 10 typewritten pages) describing how the supervisor has grown in the supervisory competencies and to demonstrate this through the use of clinical vignettes.

850.155 A significant work sample that reflects the candidate's practice of supervision.

850.2 Components of the Supervisor Renewal of Certification Process:

850.21 The Interview Process and Communication of the Result.

850.211 The commissioner apportions approximately thirty (30) minutes for each candidate to present his or her materials.

850.212 The commissioner reserves the last five (5) minutes of the individual candidate's review time for recommendations to be given by the group.

850.213 The commissioner writes up the report on each candidate and makes a recommendation to the Certification Commission for vote. If the supervisor is denied renewal of certification because the competencies are not met, the Certification Commission may offer Inactive Supervisory status until competencies and recommendations are met. This statement, along with the report of continuing education hours is submitted to the Director of Professional Practice.

850.214 The Director of Professional Practice notifies the candidate of the decision of the Certification Commission within ten (10) working days following the next Certification Commission meeting. The Director of Professional Practice updates the file and issues a new certificate to those candidates granted renewal of certification.

850.22 Continuing Education Guidelines:

850.221 350 Continuing Education Hours are necessary for renewal of certification. Ideally, the hours accumulated will be evenly distributed over the seven-year period and will be in various categories.

850.222 One Continuing Education Hour equals fifty minutes of participation in continuing education.

850.223 In addition to the Continuing Education Hours, a supervisor must supervise two units of CPE in each seven year renewal of certification period. These units of training must meet NACC Standards.

850.224 Classification for Continuing Education Hours are:

850.2241 Personal Competency.

850.2242 Theological Competency.

850.2243 Professional Competency.

850.225 Acceptable Continuing Education Activities:

850.2251 Any activity offered by an accredited NACC, ACPE or AAPC training center, an accredited university, college or seminary will be accepted for credit.

850.2252 Any activity relevant to chaplaincy and accredited by a professional discipline, institution or association will be accepted for credit.

850.2253 Any activity clearly related to chaplaincy or pastoral ministry will be accepted for credit.

850.2254 Other activities that may not be clearly related to pastoral ministry or chaplaincy will be approved on their demonstrated relevance.