Checklist for Supportive Materials
Required for Renewal of Chaplain Certification for renewal year 2013

To be sent to NACC National Office

- Completed Chaplain Renewal of Certification Application Form. (CP233.7a)
- Renewal of Certification Application Fee ($175.00 in U.S. Currency (CP233.7b)
- Renewal of Certification Education Report Form (send one form for each of 5 years) (CP233.7c)
  Education report forms must be electronically produced (computer or typewriter). Handwritten forms will not be accepted.
  
  For renewal in 2013, you may report either the years 2008-2012 or 2009-2013, depending on the Continuing Education Hours you have obtained that you did not report in a previous renewal cycle.
  
  - 2008 – 50 hours (10 hours each in Personal, Professional, and Theological and 20 hours at your discretion)
  
  If you are using 2009, 2010, 2011, 2012, or 2013 for your continuing education hours, you must use the new categories from Standards (Standards 302-305).
  
  - 2009 – 50 hours (10 hours each in Theory of Pastoral Care, Identity and Conduct, Pastoral Skills, and Professional Skills and 10 hours at your discretion)
  - 2010 – 50 hours (10 hours each in Theory of Pastoral Care, Identity and Conduct, Pastoral Skills, and Professional Skills and 10 hours at your discretion)
  - 2011 – 50 hours (10 hours each in Theory of Pastoral Care, Identity and Conduct, Pastoral Skills, and Professional Skills and 10 hours at your discretion)
  - 2012 – 50 hours (10 hours each in Theory of Pastoral Care, Identity and Conduct, Pastoral Skills, and Professional Skills and 10 hours at your discretion)
  - 2013 – 50 hours (10 hours each in Theory of Pastoral Care, Identity and Conduct, Pastoral Skills, and Professional Skills and 10 hours at your discretion)

- Completed Peer Review Form signed by both the Chaplain and the Peer Reviewer (CP233.7d). Peer Reviewer must be an active or retired certified NACC Chaplain or CPE Supervisor who is a current member of the NACC with whom you do not share a reporting relationship (either report or they report to you) and who is not an Inactive or Emeritus member of the NACC. (CP225) Peer Review Form must be electronically produced (computer or typewriter). Handwritten forms will not be accepted. (CP233.1)

- Completed NACC Ethics Accountability Statement. (Standard 206.11.1 and CP233.7e)

- 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. (CP224)

- The NACC National Office requires and requests a current letter of ecclesiastical endorsement (Standard 301.10). Current is defined as within one year of application for certification. The NACC National Office will request a current letter of endorsement (CP 223) to be sent directly to the National Office. This is formal approval for ministry by:
  o The Bishop of the diocese of the Applicant’s ministry or;
  o The major superior if the Applicant is a member of a religious order or;
  o 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.

Points of clarification

- The abbreviation CP stands for the Certification Procedures Manual, which is located on our NACC website at www.nacc.org/certification/renewal.aspx
- Keep a complete copy of your application form and materials for yourself and mail one complete copy to the NACC National Office.