The National Association of Catholic Chaplains

Certification Commission
Roles, Responsibilities & Criteria

Policy Number 11-3

Revision Date: July 2017

Purpose
To oversee the certification process and the renewal of certification process for chaplains and supervisors.

Major Responsibilities
1. Implements and monitors the process of certification of NACC members.
2. Reviews and issues decisions on all applications for renewal of certification.
3. Reviews recommendations of interview teams and approve or overturn recommendations.
4. Provides a report to the Board of Directors after each commission meeting.
5. Provides an annual report to the Board of Directors.

Membership Criteria for Certification Commission - CPE Supervisors
- NACC membership
- Currently certified for four years as a CPE supervisor.
- Or Retired-Certified with continuation of certification renewal process
- Demonstrated leadership skills and abilities.
- Ability and readiness to commit sufficient time to fulfill functions of the commission as well as participate in commission meetings.
- Demonstrated knowledge and thorough understanding of the NACC Standards and Certification Process.

Membership Criteria for Certification Commission - Certified Chaplains
- NACC Membership
- Currently certified for three years as an NACC chaplain.
- Or Retired-Certified with continuation of certification renewal process
- Two years’ service as an ITE and/or Certification Teams and/or Standards Commission.
- Demonstrated knowledge and thorough understanding of the NACC Standards and Certification process.
- Demonstrated leadership skills and abilities.
- Ability and readiness to commit sufficient time to fulfill functions of the Commission as well as participate in Commission meetings.
Time Commitment

- The Commission convenes twice annually for 2-3 day meetings requiring travel.
- Several conference calls and/or e-mail communications are often needed to complete work.