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TO: NACC Certified members
FROM: David A. Lichter, Executive Director
DATE: July 8, 2016
SUBJECT: Retired Member Status and Maintaining Chaplain Board Certification

Continued blessings of this 2016 to all of you, and thank you for your ministry and being a member of the National Association of Catholic Chaplains (NACC)!

After some months of preparing our internal processes we are happy to share with you the implementation plans of decisions of the Board of Directors regarding retired member status with NACC. Over the past couple of years the NACC Certification Commission, Governance Committee, and Board of Directors have deliberated over how to balance:

- maintaining the profession of chaplaincy,
- recognizing and supporting our board certified retired members who continue the healing ministry and want to retain their board certification in retirement, and
- sensitivity to the work and expense involved in maintaining one's board certification after one no longer earns a salary as a chaplain.

At the December 2015 meeting, the Board decided:

Decision #1

The current retired membership category will remain the same. *A person who has maintained membership in the NACC for at least five consecutive years and is now retired (no longer earning a salary as a chaplain), and desires to remain active in NACC and retain member privileges and responsibilities. Retired members who meet these criteria are eligible to vote.*

Decision #2

An **NACC board certified member** may enter the **Retired Board Certified – Reduced Certification Requirements** category. A member requesting this category is one:

- who has been certified for at least five years,
- has successfully engaged in at least one five-year renewal of certification process, and
- seeks to remain active in NACC as a retired member (i.e. no longer earning a salary as a chaplain/CPE supervisor).

In the **Retired Board Certified – Reduced Certification Requirements** category, a member may continue his/her board certification status **without the expectations** of fulfilling the current requirements of Certification Standards (CS) **306.1-306.3** for maintaining certification status. Those Certification Standards are:

- 306.1 Participate in a peer review process every fifth year.
- 306.2 Document fifty (50) hours of annual continuing education.
- 306.3 Provide documentation every fifth year of current endorsement or of good standing in accordance with the requirements of his/her own faith tradition.

The retired board certified member **will** need to continue to meet the **current requirements** of Certification Standards **306.4 and 306.5**. The retired board certified member will need to meet these requirements every five years according to their current renewal cycle. Those Certification Standards are:

- 306.4: Be current in the payment of the professional association's annual dues. This requirement would be met by maintaining the annual membership dues as a Retired Board Certified member.
- 306.5: Adhere to the Common Code of Ethics for Chaplains, Pastoral Counselors, Pastoral Educators, and Students. This requirement would be met by continuing to submit every five years a signed Ethics Accountability Statement (as part of the renewal application form).

As a Retired Board Certified member you would exercise your voting privilege/responsibility, and be encouraged to be involved in NACC in many ways, including committees, task forces, panels (excluding the Certification Appeal Panel and Ethics Appeal Panel), certification interviewers, interview team educators, and peer reviewers. Retired Board Certified members who maintain their certification in this way would not be eligible to serve on the governing and certification bodies of NACC as outlined below in Decision #3.

Decision #3

For those Retired Board Certified members **who wish to remain eligible to serve on the governing and certification bodies** of the NACC they will be **expected to remain current with maintaining Certification Standards 306.1-306.5** by engaging in the current five year renewal of certification process. Due to the nature of the responsibilities of these entities, remaining current in the profession is considered of paramount importance.

Governing and certification bodies of the NACC include:

- Board of Directors
- Certification Commission
- Standards Commission
- Ethics Commission
- Certification Appeals Panel
- Ethics Appeals Panel

Decision #4

The NACC ByLaws will now read:

A Retired Board Certified Chaplain (BCC), or CPE Supervisor (BCC-S) has maintained membership in the NACC for at least five or more consecutive years, has undergone at least one renewal of certification process and is now retired (no longer earning a salary as a chaplain), and desires to remain active in NACC and to retain member privileges and responsibilities. The Retired Board Certified is not required to fulfill the requirements for maintaining certification status, except for maintaining current NACC membership and continuing to submit the Ethics Accountability statement every five years. Eligible to vote. Only eligible to hold elective office on the Board of Directors and be on Certification, Standards, and Ethics Commissions, Certification Appeals Panel, Ethics Appeals Panel if person continues his/ her process for renewal of certification (five years for Chaplains and CPE Supervisors). All Retired Board Certified may be members of committees, task forces, and panels excluding the Certification Appeal Panel and Ethics Appeal Panel.