

**NATIONAL ASSOCIATION OF CATHOLIC CHAPLAINS  
BOARD CERTIFIED MEMBERS  
OPTIONS FOR RENEWING CERTIFICATION DUE IN 2019**

1. **For a Board Certified Chaplain member who will be up for renewal of certification in 2019 and who does not plan to retire** you would continue to renew your certification utilizing the current Certification Standards and Procedures by submitting your renewal application and materials by the deadline of December 31, 2019. If you do not submit materials by the deadline your certification status will no longer be current. In January 2020, the NACC will update your records to show the change in certification status from certified to non-certified.
  
2. **For a Board Certified member who will be up for renewal of certification in 2019 and plans to retire prior to the time for your renewal of certification**. At the time of your membership renewal, you would inform NACC of your plans to retire. Your membership fee will be reduced from the Member rate (\$300 in 2016/2019 fee to be determined) to the Retired Board Certified rate (\$120 in 2016/2019 fee to be determined). Then, by **December 31, 2019** discern how you would like to handle your renewal of certification (based on the options below):
  - a) **Renew certification utilizing the “Retired Board Certified – Reduced Certification Requirements.”** To be eligible for this renewal process the member must be certified for at least five years and have successfully engaged in at least one five-year renewal of certification process. (See Decision #2)
    - Maintain your NACC membership at the fee set for 2019. Certification Standard 306.4.
    - Complete the “**Application for Retired Chaplain and CPE Supervisor Renewal – Reduced Certification Requirements**” form and submit to the NACC office by December 31, 2019. This form will meet Certification Standard 306.5 as it will include an Ethics Statement to be signed. Renewal of certification fee is waived.
    - Applications will be reviewed and voted upon at the next Certification Commission meeting and within 30 days of the meeting notifications will be sent.
    - Remain eligible to serve on committees, task forces, panels (excluding the Certification Appeals Panel and Ethics Appeals Panel), and as certification interviewers, interview team educators, and peer reviewers.
  
  - b) **Renew certification utilizing the current Certification Standards** (See Decision #3)
    - Maintain your NACC membership at the fee set for 2019.
    - Follow Certification Standards 306.1-306.5 and submit materials to the NACC office by December 31, 2019. Renewal of certification fee is waived.
    - Applications will be reviewed and voted upon at the next Certification Commission meeting and within 30 days of the meeting notifications will be sent.
    - Remain eligible to serve on all NACC governing and certification bodies.
  
  - c) **Elect not to renew certification**
    - Maintain your NACC membership at the fee set for 2019.
    - Current certification status remains through December 31, 2019.
    - In January 2020, the NACC will update their records to show the change in certification status from certified to non-certified.
    - The membership fee due in 2020 will be according to the fee set for Retired Non-Certified members (\$60 in 2016 for retired non-certified/2020 fee to be determined).

Please contact Jeanine Annunziato, Administrative Specialist/Renewal of Certification with any questions related to this communication. ([jannunziato@nacc.org](mailto:jannunziato@nacc.org) or 414-483-4898)