





National Association of  
Catholic Chaplains

**RENEWAL OF CERTIFICATION**  
*...continuing the healing ministry*



**General Information**

Whose responsibility is chaplain competence and excellence?



*...continuing the healing ministry*




**Renewal of Certification**

- Chaplains – every five years
- CPE Supervisors – every five years
- 2 methods for renewal:
  - Current Standards and Procedures (full process)
  - Reduced Certification Requirements (available to Retired members who meet specific requirements)

*...continuing the healing ministry*

3



**Initial Materials**

- The NACC National Office sends a letter referencing your renewal and the materials
- This letter is sent to you in December preceding your year to renew
- Materials are available on the NACC website
- No paper copies will be mailed

*...continuing the healing ministry*

4



**Renewal Reminder Schedule**

If you have not sent in your renewal of certification application, you will continue to receive the following reminders:

- April Email Reminder
- August Email Reminder
- November Mailed Letter

*...continuing the healing ministry*

5




**NACC Website Materials**

- Checklist of Supportive Materials for Renewal of Cert
- Renewal of Certification Application (2 versions)
- Renewal of Certification Peer Review Report Form
- Education Report Forms
- Certification Standards – Renewal (2009-2016)
- Certification Competencies – Renewal (2017)
- Certification Procedures Manual – Part Four
- Ethics Accountability Statement for Renewal of Certification
- Resources to Aid with the Renewal Process

*...continuing the healing ministry*


6

 **Submitting Materials**

- You have a **full year** to submit materials but we encourage you to submit materials sooner than later
- If you do not submit your materials by the **deadline** your **certification will no longer be current**
- It is advantageous for you to submit your materials **early** in order to be notified before the end of the year regarding your renewal

*...continuing the healing ministry*

7

 **Process After Submission**

- The NACC National office processes the submitted materials to ensure all required items have been submitted and **requests endorsement**
- At the next scheduled review, each **individual renewal** is **reviewed by a Certification Commissioner** and the reviewing Commissioner provides their recommendation to the full Commission.
- Full commission votes** on individual renewals:
  - Vote to renew certification
  - Vote to deny renewal of certification
  - Return renewal materials for further clarifications
- The Renewal of Certification notification is made **30 days after the Certification Commission meeting**, pending that the NACC National Office has received your ecclesiastical endorsement.

*...continuing the healing ministry*


8

 **Savage Chickens** by Doug Savage



*...continuing the healing ministry*

9

 **Submission Deadlines**

- Materials are due by **December 31** of the year you renew (e.g. for a 2017 renewal, materials are due by December 31, 2017)
- The Certification Commission reviews materials in **June, November, and Spring** (of the following year)
- Review **deadlines**:
  - Materials received **by** June 30 will be reviewed at the July 2017 meeting
  - Materials received **by** October 6 will be reviewed at the November 2017 meeting
  - Materials received **after** October 6 will be reviewed at the Spring 2018 meeting
- For those chaplains requiring notification prior to December 31, it will be necessary to submit your application and materials by the October 6 deadline so they can be reviewed at the November 2017 meeting.

*...continuing the healing ministry*

10

 **Renewal Application Materials**  
**Current Competencies & Procedures**  
*(full process)*



**Attitude?**  
**What Attitude?**

*...continuing the healing ministry*

11

 **Application and Fee**

- The first two items include:
  - Application (**form**)
  - 2017 Fee of \$200.00
  - 2018 Fee (yet to be determined)
- If you are a NACC retired member the application fee is waived

*...continuing the healing ministry*

12



## Ethics Accountability Statement

- Submitted at initial certification and renewal
- No disciplinary or corrective action arising from a complaint of unethical and/or criminal conduct imposed on and no complaint for unethical and/or criminal conduct that is pending in a civil, criminal, ecclesiastical, employment, or other professional organization's forum
- Never resigned, been transferred or terminated, nor negotiated a settlement from a position for reasons related to unethical and/or criminal conduct.
- If you cannot sign the statement, you must follow the Ethics Accountability Statement Procedures (EP11-EP14)

*...continuing the healing ministry*

13



## Education Report Forms



## Record Keeping

- Take time **annually** to maintain your education reporting
- Keep a back-up copy of your electronic education report forms

*...continuing the healing ministry*

15



## Required Hours

- Beginning in 2005, each year of renewal will require 50 hours of updating per year\*

\* With the affirmation of the Common Standards in November 2005, in agreement with five other pastoral care organizations, the NACC has agreed to the requirement of 50 hours per year

*...continuing the healing ministry*

16



## Submission of Education Report Forms

- NACC education form
- Professionally presented
- Typed (not hand written)

*...continuing the healing ministry*

17



## Educational Activities

- How can I decide on the use of a particular activity?

*DID YOU LEARN FROM IT?*

*WHAT IS THE EDUCATIONAL VALUE OF THE ACTIVITY FOR YOUR MINISTRY AS A CHAPLAIN?*

*...continuing the healing ministry*

18



## Education Reference Materials

- Certification Competencies
- Certification Procedures
- Education resource on new NACC Competencies

All Items Found on NACC website under:  
 “Renewal of Certification”

<http://www.nacc.org/certification/renewal-of-certification/board-certified-chaplain/>

*...continuing the healing ministry*

19



## What This Means Yearly

- For renewal in 2017, you may report either the years **2012-2016** or **2013-2017**, depending on the Continuing Education Hours you have obtained that you did not report in your previous renewal cycle

Note: If this is your first renewal cycle, education hours achieved after your initial certification was approved may be counted towards renewal

*...continuing the healing ministry*

20



## What This Means Yearly ~ 2009-2016

- For your continuing **education hours** if you are reporting education achieved between 2009-2016 you must use the categories from the **Standards (Standards 302-305)**
  - 50 hours annually:
    - 10 hours in Theory of Pastoral Care
    - 10 hours in Identity and Conduct
    - 10 hours in Pastoral Skills
    - 10 hours in Professional Skills
    - 10 hours at your discretion

*...continuing the healing ministry*

21



## What This Means Yearly ~ 2017 and Beyond

- For your continuing **education hours** if you are reporting education achieved in 2017 you must use the categories from the **Competencies**
  - 50 hours annually:
    - 10 hours in Integration Theory and Practice (ITP)
    - 10 hours in Professional Identity and Conduct (PIC)
    - 10 hours in Professional Practice Skills (PPS)
    - 10 hours in Organizational Leadership (OL)
    - 10 hours at your discretion

*...continuing the healing ministry*

22



## Education Report Form

- NACC Education Report form
  - Either 2009-2016 OR 2017 and beyond
- 1 form per year
- Include:
  - Membership Number
  - Membership Name
  - Education Year
  - 50 hours of education

*...continuing the healing ministry*

23



## Activities Not Allowed

- Activities such as annual mandates required for your job cannot be submitted
- Ministry Activities – directly or indirectly related to your work
 

Example: If you serve on an Ethics Committee as part of your job, you cannot claim that as continuing education

*...continuing the healing ministry*

24



## Educational Events

- Attend to the labeling carefully
- In the Key section, indicate if you:
  - A** = attended **OR** **P** = presented
- **5 hours** per year per category must be “A” for **attended**
- List titles, presenters, and locations
- Acronyms should be defined at least once in the Description of Activity Section
- Live presentations (e.g. live audio conferences/webinars) are educational events

*...continuing the healing ministry*

25



## Educational Events

- Count your attendance or presentation hour for hour
- Count your preparation time hour for hour
- If you present the same program more than once, you can only count it once in your record of continuing education

*...continuing the healing ministry*

26



## Educational Materials

- Attend to the labeling carefully
- In the Key section, indicate:
  - M** = reviewed education materials (e.g. books, articles)
- Clearly label activity as a book, video, seminar, conference, retreat, etc.
- List titles and authors of programs and books
- Recordings are educational materials

*...continuing the healing ministry*

27



## Educational Materials

- **25 total** hours per year are permitted in any of the following combinations:
  - Books
  - Articles
  - Audio Recordings
  - Video Recordings
- You can claim hours per item at your discretion; there is no minimum per item

*...continuing the healing ministry*

28



## Retreats

Beginning in 2017, a **maximum of 20 hours per year total** may be reported in attending/providing Retreats.

- **Directed Retreats** ~ You are on your own/you meet daily with a spiritual director (**4 hours per day**)
- **Guided or Preached Retreats** ~ You participate in a daily conference with a small group/you are on your own the rest of the day/you meet daily with a spiritual director (**4 hours per day**)
- **Conference-Type Retreats** ~ themed retreat/a presenter provides talks and periods of reflection/sharing (**Count by hours of participation**)
- **Individual Retreats** ~ Time for yourself/tailored by you (**4 hours per day**)

*...continuing the healing ministry*

29



## Volunteer Service

- Fifteen (15) hours per year are permitted
- Must be for **service to the NACC** that is of an educational value
- In the Key section, indicate: **V** = volunteer service

*...continuing the healing ministry*

30



## Other Activities

- Spiritual Direction – Ten (10) hours per year
- Therapy/Professional Supervision – Ten (10) hours per year
- Faith Sharing Group - Count your attendance hour for hour
- CPE Units (additional units or supervisory units):
  - Didactic activity – count hour for hour
  - Supervisory sessions – Ten (10) hours per year
  - Ministerial activities (patient visitations) cannot be reported for renewal

*...continuing the healing ministry*

31



## Sample Education Report Forms

Visit the NACC website to view sample education report forms:

<http://www.nacc.org/certification/renewal-of-certification/board-certified-chaplain/renewal-materials/>

*...continuing the healing ministry*

32



## Peer Review



*...continuing the healing ministry*

33



## Selecting a Reviewer



Enjoyment vs. Progress

*...continuing the healing ministry*

34



## Peer Reviewer

- Peer reviewer must be an **active** Certified NACC Chaplain or CPE Supervisor or a **Retired** Certified NACC Chaplain or CPE Supervisor
- Peer reviewer cannot be an **Inactive** or **Emeritus** NACC member
- Peer reviewer and renewing chaplain cannot have a **reporting relationship**
- Contact the NACC office if you require **assistance** finding a peer reviewer

*...continuing the healing ministry*

35



## Peer Review Form

- Must use the NACC peer review form
- Professionally presented
- Typed (not hand written)

\* attitude

*...continuing the healing ministry*

36



## Items to Send to the Peer Reviewer

- Prior to the Peer Review, send the following items to the peer reviewer:
  - A copy of the recommendations from the **last interview or peer review**.
  - A completed copy of the Renewal of Certification Education Report **Form**
  - Renewal of Certification **Peer Review Form**

*...continuing the healing ministry*

37



## Missing Recommendations

- If you are missing your **Presenter's Report Part II** from your initial interview, contact the NACC National Office to request a copy
- If you are missing your **previous peer review**, contact the NACC National Office to request a copy  
*Please note:* Up until **2009**, it was not part of the Certification procedures to retain peer reviews. If the NACC Office does not have a copy, you will need to construct, to the best of your ability, those recommendations from your last peer review

*...continuing the healing ministry*

38



## Peer Review Form

- **Process** - summarizes the **process** of the peer review
- **Content** - the peer reviewer notes the **content** of the peer review, identifying:
  - The **meaning and effectiveness** of the continuing education activities for the Chaplain
  - An update regarding the Chaplain's **development of Theory of Pastoral Care, Identity and Conduct, Pastoral Skills, and Professional Skills** with significant changes in the five (5) year period
  - **Progress on recommendations** made to the Chaplain during the previous interview or peer review (including listing the recommendations from the prior process)
  - Discussion of the Chaplain's **plans for future development**
- **Recommendations** – Identify **specific goals** for future growth that flow from the process and content

*...continuing the healing ministry*

39



## Sample Peer Review Form

Visit the NACC website to view sample peer review reports:

<http://www.nacc.org/certification/renewal-of-certification/board-certified-chaplain/renewal-materials/>

*...continuing the healing ministry*

40



## Ecclesiastical Endorsement

- Ecclesiastical Endorsement letter is requested by the NACC National Office



Don't get too far from the herd!

*...continuing the healing ministry*

41




## Letter of Recommendation

- **Lay applicants** are responsible for requesting a **letter of recommendation** from their pastor or a **priest in active ministry** – to be sent directly to NACC office
- Letter must be a signed original on letterhead and be **within one year** of application for renewal of certification
- Letter should:
  - State how long the pastor/priest has known the applicant
  - Attest that applicant is a practicing Catholic in good standing with the church
  - Describe any parish/diocesan leadership or involvement
- Letter of recommendation will go with **request** for ecclesiastical endorsement to the (Arch)Bishop of the diocese of the Applicant's ministry
- Lay applicants ministering in the Archdiocese of New York, please contact the NACC national office for further instructions prior to requesting your letter of recommendation.

*...continuing the healing ministry*

42



## Ecclesiastical Endorsement ~ Lay Members

- NACC office sends request for a current ecclesiastical endorsement to the appropriate authority:
  - request is sent to the (Arch)Bishop of the diocese of the Applicant's **ministry**
  - copy of recommendation letter is included
- Letter must be a **signed original on letterhead**
- Current is defined as **within one year** of application for renewal of certification

*...continuing the healing ministry*

43



## Ecclesiastical Endorsement ~ Religious

- NACC office sends request for a current ecclesiastical endorsement to the appropriate authority:
  - for Religious Sister, Brother, or Priest: request is sent to **Major Superior**
- Letter must be a **signed original on letterhead**
- Current is defined as **within one year** of application for renewal of certification

*...continuing the healing ministry*

44




## Ecclesiastical Endorsement ~ Ordained

- NACC office sends request for a current ecclesiastical endorsement to the appropriate authority:
  - for Diocesan Priest or Deacon: request is sent to **Ordinary (Bishop of the diocese of incardination)**
- Letter must be a **signed original on letterhead**
- Current is defined as **within one year** of application for renewal of certification

*...continuing the healing ministry*

45



## Materials Retained at NACC National Office

- Renewal of Certification application
- Renewal of Certification Peer Review Form
- NACC Ethics Accountability Statement
- Ecclesiastical Endorsement Letter
- Copy of Certificate
- Copy of the NACC letter confirming renewal of certification
- Copy of the NACC letter stating exceptions, if applicable

*...continuing the healing ministry*

46




## Renewal Application Materials Retired Reduced Requirements



*...continuing the healing ministry*

47



## Eligibility

- Requirements:
  - A **retired member** of the NACC (no longer earning a salary as a chaplain or supervisor)
  - **Certified** for at least **five years**
  - Has successfully engaged in **at least one five-year renewal** of certification process

*...continuing the healing ministry*

48





## NACC Volunteer Service

- **Eligible** to serve the NACC in the following ways:
  - Committees
  - Task Forces
  - Panels (excluding the Cert Appeal & Ethics Appeal)
  - Certification interviewer
  - Interview team educator
  - Peer reviewer

*...continuing the healing ministry*

49



## NACC Volunteer Service *cont...*

- **Not eligible** to serve the NACC in the following ways:
  - Board of Directors
  - Certification Commission
  - Standards Commission
  - Ethics Commission
  - Cert Appeals Panel or the Ethics Appeals Panel

*...continuing the healing ministry*

50



## Application and Fee

- Application (**form**)
- No application fee is due

*...continuing the healing ministry*

51



## Ethics Accountability Statement

- **Ethics Statement is part of the Application form**
- Submitted at initial certification and renewal
- No disciplinary or corrective action arising from a complaint of unethical and/or criminal conduct imposed on and no complaint for unethical and/or criminal conduct that is pending in a civil, criminal, ecclesiastical, employment, or other professional organization's forum
- Never resigned, been transferred or terminated, nor negotiated a settlement from a position for reasons related to unethical and/or criminal conduct.
- If you cannot sign the statement, you must follow the Ethics Accountability Statement Procedures (EP11-EP14)

*...continuing the healing ministry*

52



## Other Documentation

- The following documents are **not required** for those renewing certification utilizing the reduced requirements:
  - Education Report Forms
  - Peer Review Report
  - Recommendation Letter
  - Endorsement Letter

*...continuing the healing ministry*

53



## Materials Retained at NACC National Office

- Renewal of Certification application which includes the NACC Ethics Accountability Statement
- Copy of Certificate
- Copy of the NACC letter confirming renewal of certification

*...continuing the healing ministry*

54




## Other Information

Need an extension?



*...continuing the healing ministry*

55



## Extensions

- If **unable** to complete the renewal of certification process within the calendar year in which renewal is required, you may request in writing an extension from the Chair of the Certification Commission
- Extensions are granted in one (1) year increments for a total of two (2) years and **do not alter the original renewal of certification schedule**
  - 2016 First Extension fee to accompany request - **\$100**
  - 2016 Second Extension fee to accompany request- **\$200**
- Request for extension must be received by December 31st of the calendar year in which renewal is required

*...continuing the healing ministry*

56



## Renewal of Certification

- Questions?
- Comments?

*...continuing the healing ministry*

57