ASSOCIATE CHAPLAIN
RENEWAL OF CERTIFICATION
...continuing the healing ministry

General Information

Whose responsibility is associate chaplain competence and excellence?

...continuing the healing ministry

Renewal of Certification

• Every five years
• 2 methods for renewal:
  – Current Competencies and Procedures (full process)
  – Reduced Certification Requirements (available to Retired members who meet specific requirements)

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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

Renewal Reminder Schedule

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

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

NACC Website Materials

- Checklist of Supportive Materials
- Renewal of Certification Application (2 versions)
- Peer Review Report Template
- Education Report Forms (word or excel version)
- Certification Competencies – Renewal
- Certification Procedures Manual – Part Six
- Ethics Accountability Statement for Renewal of Certification
- Resources to Aid with the Renewal Process
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.

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.
Submission Deadlines

- Materials are due by December 31 of the year you renew (e.g., for a 2024 renewal, materials are due by December 31, 2024)
- The Certification Commission reviews materials in April, November, and Spring (of the following year)
- Review deadlines:
  - Materials received by June will be reviewed at the July meeting
  - Materials received by October will be reviewed at the November meeting
  - Materials received after October will be reviewed at the Spring meeting (of the next year)
- For those chaplains requiring notification prior to December 31, it will be necessary to submit your application and materials by the October deadline so they can be reviewed at the November meeting.

Renewal Application Materials
Current Competencies & Procedures

Application and Fee

- The first two items include:
  - Application (form)
  - 2024 Fee (yet to be determined)
- If you are a NACC retired member, the application fee is waived
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)

Education Report Forms

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

Record Keeping

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Submission of Education Report Forms

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

Education Reference Materials

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

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

What This Means Yearly

- For renewal in 2024, you may report either the years 2019-2023 or 2020-2024, depending on the Continuing Education Hours you have obtained that you did not report in your previous renewal cycle. You must report a total of five (5) years and each year must have 30 hours of continuing education activities.

Note: If this is your first renewal cycle, education hours achieved after your initial certification was approved may be counted towards renewal
Must use the NACC Education Report form template

Two versions of the form (either can be used)
- 1 in Microsoft Excel
- 1 in Microsoft Word

Most recent versions of the Education Report Form include a cover sheet outlining important reminders on completing education reporting

Submit 1 education report form for each education year reported (5 total)

Template Education Report Form ~ Microsoft Excel Version

Template Education Report Form ~ Microsoft Word Version
### 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 AN ASSOCIATE CHAPLAIN?**

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### Activities Not Allowed

- Activities such as annual mandates or trainings required for your job cannot be submitted

- Ministry Activities – directly or indirectly related to your work cannot be submitted

Examples: preparing a homily, visiting patients, serving on committees as part of your job (e.g. Ethics)

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### Attending Educational Events

- In the Key section, indicate \( A \equiv \text{attended} \)

- Attend to the reporting carefully - list titles, presenters, and locations/sponsor of event

- Acronyms should be defined at least once in the Description of Activity Section

- Count attended time hour for hour

- Live presentations where you have been part of the original audience are considered “attended” events and coded as “\( A \)” (e.g. lectures/workshops/ audio conferences/webinars/ lectures)

- 12 hours per year must be attended hours

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Presenting Education

• In the Key section, indicate activity as P = presented
• Attend to the reporting carefully - list titles, and locations/sponsor of presentation
• Count your presentation time hour for hour
• Count your presentation 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
• If you present and attend an activity, you may report the time spent in both methods (A and P); report the time separately on your report form

Educational Materials

• In the Key section, indicate activity as M = reviewed education materials
• Materials include: reading (books, articles, etc.) and listening/viewing recordings (audio and/or video)
• All recorded events/presentations where you have not been part of the original audience are considered “materials” (e.g. webinars/audio conferences)
• Attend to the reporting carefully – list titles, author or presenter, and locations/sponsor of materials
• Clearly label activity as a book, video, seminar, conference, retreat, etc.

Educational Materials continued...

• 15 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
Retreats

A maximum of 9 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 (3 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 (3 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 (3 hours per day)

Volunteer Service

- In the Key section, indicate activity as V = NACC volunteer service
- Must be for service to the NACC that is of an educational value
- Eight (8) hours per year* are permitted
- *If the Volunteer Service to the NACC includes serving as a volunteer for an initial certification interview weekend (interviewer, interview team educator, etc.), the Associate Chaplain may report up to twenty (10) hours total per year.

Other Activities

- Spiritual Direction – Five (5) hours per year
- Therapy/Professional Supervision – Five (5) 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
Peer Reviewer

- Peer reviewer must be an active NACC member who is certified with the NACC as one of the following: Chaplain, Associate Chaplain, Educator, Retired Chaplain, Retired Associate Chaplain, or Retired Educator
- Peer reviewer cannot be an Inactive or Emeritus NACC member
- Peer reviewer and renewing associate chaplain cannot have a reporting relationship
- Contact the NACC office if you require assistance finding a peer reviewer
Peer Review Form

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

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 (whichever was your last process completed).
  - A completed copy of the Renewal of Certification ~ Associate Chaplain Education Report Forms.
  - Renewal of Certification ~ Associate Chaplain Peer Review Form.

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
Expectations Related to Education Form Review

• Peer Reviewer is expected to review all education report forms prior to peer review meeting and note to renewing associate chaplain any concerns related to:
  – Education hour requirements (e.g. total hours, attended hours, maximum hour limits)
  – Detailed information (e.g. presentation titles, names, locations)
  – Coding (A/P/M/V)

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 Associate Chaplain
  – An update regarding the Associate Chaplain’s development in the Categories of Competency with significant changes in the five (5) year period
  – Progress on recommendations made to the Associate Chaplain during the previous interview or peer review (including listing the recommendations from the prior process)
  – Discussion of the Associate Chaplain’s plans for future development
• Recommendations – Identify specific goals for future growth that flow from the process and content

Sample Peer Review Form
Ecclesiastical Endorsement

- Ecclesiastical Endorsement letter is requested by the NACC National Office

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
- A template letter of recommendation can be found on the NACC website. 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.

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
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

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

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
Renewal Application Materials
Retired Reduced Requirements

Eligibility

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

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
NACC Volunteer Service continued…

• 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

Application and Fee

• Application (form)
  • No application fee is due

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)
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

Materials Retained at NACC National Office

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

Return to Salaried Ministry

- Procedure to be followed if return to active ministry:
  1. Formal letter sent to NACC stating the change in retirement status
  2. NACC will initiate a change in membership level
  3. Lay member will need to request a letter of recommendation from a priest in active ministry and NACC will seek endorsement
  4. Education hours requirement (30 per year) will go back into effect (from date of return to ministry)
  5. Full renewal process will be required at next renewal if member is still in salaried ministry.
Need an extension?

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.
  – 2019 First Extension fee to accompany request - $100
  – 2019 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.

Renewal of Certification

• Questions?
• Comments?