



## **Certification Procedures Manual**

**United States Conference of Catholic Bishops  
Subcommittee on Certification for Ecclesial Ministry and Service  
Committee on Catholic Education**



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NACC Certification Commission**

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## Certification Procedures Manual

### Part Four – Recognition of Board Certified Applicants for NACC Certification Procedures

- CP41 A NACC member who holds Board Certification with one of the Strategic Partners in Spiritual Care (Strategic Partners) may apply to have his/her certification recognized by NACC. Strategic Partners currently approved for recognition of certification by the NACC are indicated in CP411-CP414.
- 411 Chaplain Certification:  
Association of Professional Chaplains (APC)  
Canadian Association for Spiritual Care / Association Canadienne de Soins Spirituels (CASC/ACSS)  
National Conference of Veterans' Affairs Catholic Chaplains (NCVACC)  
National Association of Veterans' Affairs Chaplains (NAVAC)
- 412 Certified Associate Chaplain (CAC):  
Association of Professional Chaplains (APC)
- 413 Educator Certification:  
ACPE  
Canadian Association for Spiritual Care / Association Canadienne de Soins Spirituels (CASC/ACSS)
- 414 Palliative Care and Hospice Advanced Certification (PCHAC):  
Association of Professional Chaplains (APC)  
National Association of Veterans' Affairs Chaplains (NAVAC)
- CP42 Prerequisites
- 421 Full membership in the NACC (Qualification 301.QUA2).
- 422 Documented proof of membership and valid certification by one of the accepted Strategic Partners (CP411-CP414).
- 423 If the Applicant is a lay person, the Applicant requests that a current letter of recommendation from his/her pastor or from a priest in active ministry be submitted by the pastor/priest directly to the NACC National Office (Qualification 301.QUA1). Letter is to be a signed original on letterhead. Current is defined as within one year of application for certification recognition. This letter accompanies the request for ecclesiastical endorsement as a lay ecclesial health care minister initiated by the NACC National Office.
- 424 The NACC National Office requests a current letter of ecclesiastical endorsement (Qualification 301.QUA1). Current is defined as within one year of application for certification recognition. The NACC will complete the endorsement request on the Applicant's behalf. Ecclesiastical endorsement is formal approval for ministry by:
- 424.1 The Bishop of the diocese of the Applicant's ministry if the Applicant is a lay person, or
- 424.2 The major superior if the Applicant is a member of a religious order, or

- 424.3 The Ordinary (understood as the Bishop of the diocese where the priest or deacon is incardinated) if the Applicant is a diocesan priest or deacon.
- 425 Adherence to the Code of Ethics for Spiritual Care Professionals and knowledge of the requirements of that Code (Code of Ethics 100).
- 426 Current completion of the NACC Ethics Accountability Statement (Code of Ethics 206.11.1). Current is defined as within one year of application for certification recognition.

#### CP43 Procedures

##### 431 Application Process

- 431.1 The Applicant contacts the NACC National Office for certification recognition materials.
- 431.2 The NACC National Office responds electronically within fourteen (14) days with a link to the following materials:
  - 431.2a Application for certification recognition (available only upon becoming a full member of the NACC).
  - 431.2b Checklist for Supportive Materials required for Certification Recognition.
  - 431.2c Certification Procedures Manual - Part Four (4).
  - 431.2d Code of Ethics for Spiritual Care Professionals.
  - 431.2e Ethics and Accountability Statement for signature.
  - 431.2f E-Learning Module and Post-Test Instructions.
  - 431.2g Guidelines and Templates for:
    - 431.2g1 Narrative Statement I - NACC-Specific Competencies.
    - 431.2g2 Integrative Theological Essay.
  - 431.2h Narrative Statement I Narrative Writing Guide.
- 431.3 Applicant submits the following written materials to the NACC National Office and retains a copy of all materials submitted, including the application form. All applicable materials must be formatted in single-spaced, 12 point type (Arial, Garamond, or Times New Roman), with one inch margins. Materials are submitted in a three-ring 1 inch binder.
  - 431.3a Completed certification recognition application form.
  - 431.3b The certification recognition application fee, two-thirds of which is non-refundable if the process is discontinued for any reason.
  - 431.3c Proof of current membership and valid certification with one of the accepted Strategic Partners (CP411-414).
  - 431.3d Copy of most recent peer review report. The report from the initial certification process may be submitted if a peer review process has not yet been completed.

- 431.3e If the Applicant is a lay Chaplain, the Applicant requests a current letter of recommendation from his/her pastor or from a priest in active ministry which is submitted by the pastor/priest directly to the NACC National Office (Qualification 301.QUA1). Letter is to be a signed original on letterhead. Current is defined as within one year of application for recognition. This letter accompanies the request for ecclesiastical endorsement initiated by the NACC National Office.
- 431.3f Narrative Statement I, not to exceed three (3) pages, documenting how the Applicant meets each of the NACC-Specific Competencies (excluding ITP2.1 which will be assessed through the Integrative Theological Essay [see 431.3g] and ITP4.1 which will be assessed through an E-Learning module [see 431.3h]) required for certification citing each Competency by alphanumeric label. Applicant must utilize the Narrative Statement I Template and retain the headings which list each Competency's alphanumeric label and description.
- 431.3g Integrative Theological Essay (Competency ITP2.1), not to exceed three (3) pages in length, addressing the Applicant's familiarity with the documents and theologies of the Competency, including ministerial examples demonstrating how the theologies have enhanced the Applicant's provision of spiritual care or education, depending on the recognition being sought.
- 431.3h Certificate of completion of E-Learning module and Post-Test on NACC-Specific Competency ITP4.1.

432 NACC National Office Action:

- 432.1 Upon receipt of Applicant materials, the NACC National Office starts a file on the Applicant and reviews the Applicant's materials in order to assess the completion of Certification Procedures 431.3a through 431.3h.
- 432.2 If any materials are missing, the Certification Commission will not review the request for certification recognition. If the request will not be reviewed:
  - 432.2a The Applicant will have the opportunity to reapply for certification recognition.
  - 432.2b One-third of the certification recognition application fee will be refunded.
  - 432.2c All documents are destroyed except those documents cited below in CP433.6.
- 432.3 If the request for certification recognition is scheduled for review, the NACC National Office initiates the request for endorsement on behalf of the Applicant (Qualification 301.QUA1).

433 Certification Commission Action

- 433.1 The Certification Commission reviews the materials and determines if the Applicant meets the Competencies for NACC certification recognition.

- 433.2 The Certification Commission's decision to grant or to deny certification recognition is communicated to the Applicant within thirty (30) days of the Certification Commission's action.
- 433.2a When certification recognition is granted and ecclesiastical endorsement has been received, the Applicant receives a notification packet. The certificate is presented at the Missioning Ceremony of those newly certified during a Eucharistic Celebration at the next annual conference. If the Applicant is unable to attend the ceremony, or upon request, the certificate is mailed.
- 433.2b When certification recognition is denied, the Applicant has a right to appeal the decision (Competency 307.ACD) or reapply for certification recognition. Information about the appeals process is included with the notification of denial of certification recognition. The NACC National Office maintains a copy of the Applicant's materials until the time of appeal has lapsed.
- 433.3 When certification recognition is granted and ecclesiastical endorsement has been received, the Applicant will follow the requirements for maintenance of certification as per current NACC Certification Procedures Manual:
- Chaplain: Part Five  
 Certified Associate Chaplain: Part Six  
 NACC Certified Educator: Part Seven  
 Palliative Care and Hospice Advanced Certification: Part Five
- 433.4 When an Applicant is granted recognition, the NACC National Office retains the following in its long-term certification files:
- 433.4a The Certification Recognition Application.  
 433.4b The Ecclesiastical Endorsement letter.  
 433.4c A copy of the NACC letter requesting ecclesiastical endorsement.  
 433.4d A copy of the certificate of recognition.  
 433.4e Copies of the proof of membership and certification with the Strategic Partner.  
 433.4f A copy of the NACC letter confirming certification recognition.  
 433.4g The Notification Form.  
 433.4h Copies of the notification letters.  
 433.4i Completed NACC Ethics Accountability Statement.  
 All other written and electronic documents are destroyed.
- 433.5 When an Applicant is denied recognition, the NACC National Office retains the following in its electronic certification files:
- 433.5a The Certification Recognition Application.  
 433.5b A copy of the NACC letter denying certification recognition.

433.6 When an Applicant is denied recognition review or denied recognition, the NACC National Office retains the following in its temporary files for the period of time indicated by each item:

433.6a For lay Applicants, a current letter of recommendation from his/her pastor or from a priest in active ministry (NACC to keep for one (1) year from date of origin).

433.6b Current letter of ecclesiastical endorsement (NACC to keep for one (1) year from date of origin).

433.6c A copy of the NACC letter requesting ecclesiastical endorsement (NACC to keep for one (1) year from date of origin).

All other written and electronic documents are destroyed.