Certification Procedures Manual
Part Ten – Inactive Status Procedures

CP101 Inactive Status

1011 Inactive Status Definition

1011.1 A certified Associate Chaplain, certified Chaplain, or certified Educator may take a temporary leave of absence due to hardship or personal need (illness, loss of position, family crises, etc.) and request inactive status.

1011.2 An inactive Associate Chaplain, Chaplain, or Educator may not function as an Associate Chaplain, Chaplain, or Educator during the inactive period of time, even on a part-time basis. The status is for a one (1) year term, renewable as needed and approved by the NACC National Office. Inactive status is for a limited time frame, not to exceed five (5) years for a certified Associate Chaplain, certified Chaplain, or for a certified Educator.

1012 Procedures to become an inactive Associate Chaplain, inactive Chaplain, inactive Educator

1012.1 Send letter to the NACC National Office describing the need for inactive status. This letter must be sent annually if a request for inactive status is needed for more than one (1) year.

1012.2 The NACC National Office responds with the fee structure and time frame.

1012.3 The NACC National Office continues the renewal of certification cycle and sends out the renewal information according to that schedule.

CP102 Renewal of Certification While Inactive

1021 To retain certified Associate Chaplain or certified Chaplain status with the NACC, an inactive Associate Chaplain or Chaplain is required to:

1021.1 Keep current with education hours. If this is not possible, show documented evidence of reason when the time for renewal of certification is required.

1021.2 If unable to complete the renewal process within the calendar year in which renewal is required, the inactive Associate Chaplain or Chaplain may request, in writing, an extension from the Chair of the Certification Commission. Extensions are granted in one (1) year increments for a maximum of two (2) years and do not alter the original renewal of certification schedule. If requesting an extension, the inactive Chaplain must submit the appropriate extension fee. Extension request and payment must be received at the NACC National Office by December 31 of the year in which renewal of certification is required.
1022 To retain certified Educator status with the NACC, an inactive Educator is required to:

1022.1 Meets all ongoing personal and professional development, continuing education, and peer review requirements of their respective Association (ACPE or CASC/ACSS) (Qualification 407).

1022.2 If unable to complete the renewal process within the calendar year in which the renewal is required, the inactive Educator may request, in writing, an extension from the Chair of the Certification Commission. Extensions are granted in one (1) year increments for a maximum of two (2) years and do not alter the original renewal of certification schedule. If requesting an extension, the inactive Educator must submit the appropriate extension fee. Extension request and payment must be received at the NACC National Office by December 31 of the year in which renewal of certification is required.

1022.3 If an inactive certified Educator chooses to discontinue supervisory certification, he/she will retain the status of an inactive certified Chaplain.

CP103 Restoring to Active Status

1031 Restoring Active Certification for Associate Chaplain or Chaplain

1031.1 An inactive Associate Chaplain or Chaplain who wishes to resume active status needs to:

1031.1a Submit request to the Chair of the Certification Commission, in care of the NACC National Office, with a brief description of the reason for inactive status and the desire to resume active status.

1031.1b Pay Full membership fee.

1031.1c Demonstrate that continuing education requirements are met at the time of the Associate Chaplain or Chaplain renewal of certification cycle.

1031.1d Follow procedures and process for renewal of Associate Chaplain or Chaplain certification at the scheduled time of the five (5) year renewal cycle.

1031.2 Certification Commission Action

1031.2a The Certification Commission reviews and makes a decision regarding restoring active certification for the Associate Chaplain or Chaplain. The decision of the Certification Commission is final.

1031.2b The NACC National Office, on behalf of the Certification Commission, writes to confirm the decision to the Inactive Associate Chaplain or Inactive Chaplain within thirty (30) days of the Certification Commission’s decision. A copy of the request for active status and a copy of the letter communicating the Commission’s decision are kept in the NACC’s electronic.
certification file. All other written and electronic documents are destroyed.

1032 Restoring Active Certification for Educator

1032.1 An inactive Educator who wishes to resume active status needs to:

1032.1a Submit written request to the Chair of the Certification Commission, in care of the NACC National Office, with a brief description of the reason for inactive status and the desire to resume active status.

1032.1b Pay Full membership fee.

1032.1c Demonstrate that the ongoing personal and professional development and continuing education requirements are met at the time of the Educator renewal of certification cycle.

1032.1d At the discretion of the Chair of the Certification Commission, specific requirements for restoration to active Educator status may include further recommendations and/or peer review.

1032.2 Written Requirements

1032.2a Prepare written request.

1032.2b Submit description of participation in CPE events, student formation, regional and/or national activities, and other continuing education relevant to the use of supervisory skills.

1032.2c Submit a copy of last peer review report.

1032.3 Peer Review

1032.3a Depending on the decision of the Chair of the Certification Commission, the inactive Educator will:

1032.3a1 Meet with a peer review team, chosen in dialogue with the Chair of the Certification Commission and the inactive Educator.

1032.3a2 The peer review team prepares a report that describes how the educational and supervisory requirements are met and defines further action should the inactive Educator not be recommended to return to active status.

1032.3a3 The peer review team provides an oral report with the inactive Educator.

1032.3a4 The peer review report is sent to the NACC National Office for review by the Certification Commission.

1032.4 Certification Commission Action

1032.4a The Certification Commission either approves or modifies the report of the peer review team and sends the report to the inactive CPE Supervisor within thirty (30) days of the Certification
Commission’s decision. The decision of the Certification Commission is final.

1032.4b The NACC National Office, on behalf of the Certification Commission:
1032.4b1 Writes to confirm the restoration to active Educator status, or
1032.4b2 Defines further action necessary to reinstate active Educator status.

1032.4c A copy of the Educator’s request for active status and a copy of the letter communicating the Commission’s decision are retained in the NACC’s long-term certification files. All other written and electronic documents are destroyed.