Graduate Degree Equivalency Form for CAC Applicants
Instruction Sheet

QUA3: Have completed a Bachelor’s degree from a college, university, or theological school accredited by a member of the Council for Higher Education Accreditation (www.chea.org) and a minimum of thirty-two (32) graduate-level credits of theological study from an accredited institution, pastoral formation program, diocesan ministry training program, or professional ministry program. Equivalencies for the Bachelor’s and/or graduate-level credits in theology will be granted by the individual professional organizations according to their own established guidelines, as some educational institutions award a combined Bachelor’s/Master’s degree diploma.

Eligibility for applying for an equivalency for CAC graduate-level semester credits of theological study

- Have completed a Bachelor’s degree from a college, university, or theological school accredited by a member of the Council for Higher Education Accreditation
- CAC applicants will need to evidence a minimum of thirty-two (32) graduate-level semester credits of theological coursework pertinent to NACC Competencies for Certification from a CHEA-accredited educational institution. Graduate degree equivalency may also be obtained through an accredited pastoral formation program, diocesan ministry training program, or professional ministry program. (Pages 2-3 explain the types of equivalencies the applicant may list and the number of hours of attendance that are required for each graduate semester credit).

Certification Competencies
The candidate for certification will demonstrate the ability to:

ITP2.1 Demonstrate an understanding of Vatican II and Post Vatican II documents of the Church, Systematic/Foundational Theology, Scripture, Theology of the Trinity, Christology, Ecclesiology, Sacramental Theology, Catholic Social Teaching, Canon Law, Ecumenical and Interreligious Practice.

ITP2.2 Articulate an understanding of one’s baptismal call and chaplaincy as a ministry of the church.

ITP 4.1 Demonstrate an understanding of The Ethical and Religious Directives for Catholic Health Care Services.

Therefore, the applicant needs to evidence graduate-level familiarity with the following theological areas:

- Dogmatic/Systematic Theology (Vatican II/Post Vatican II studies in Trinity, Christology, Ecclesiology, Sacraments, Liturgy)
- Scriptures: Hebrew and Christian
- Catholic Social Teaching
- Ethics/Moral Theology (in addition to the Ethical and Religious Directives for Catholic Health Care Services)
- Pastoral Theology and Ministry

They can also include

- Canon Law
- Ecumenism
- Interreligious/Interfaith Practice
How to count what counts?

What will be allowed to count toward evidencing the thirty-two (32) graduate semester credit equivalency in core coursework pertinent to NACC Competencies for Certification?

1. Graduate-level theological course work (as many credits as applicable) from a CHEA-accredited school
   a. What is needed: Transcripts
   b. Each credit is considered 1 graduate semester credit.

2. Graduate-level theological course work from a non-CHEA-accredited school (up to 15 graduate semester credits)
   a. What is needed - Transcripts
   b. Each credit is considered .5 graduate semester credit

3. Professional ministry training programs applicable to pastoral care ministry (up to 16 graduate semester credits)
   a. What is needed - Proof of completion from the institution including curriculum, hours required, and fulfillment expectations (lay formation or permanent diaconate program)
   b. Every 100 hours is 1 graduate semester credit

4. Professional development, such as, audited graduate courses, continuing education (up to 10 graduate semester credits)
   a. What is needed - Listing of event title, date, CEUs or total hours (50-60 min.)
   b. Every 100 hours is 1 graduate semester credit

5. NACC-approved webinars, e-learning sessions, or webinar recordings (contact NACC for approved listing), (up to 10 graduate semester credits)
   a. What is needed - Listing of event title, date, CEUs or total hours (50-60 min.)
   b. Every 100 hours is 1 graduate semester credit

6. Mentored/Supervised Education, such as accredited CPE units (see QUA 4), or supervised education by other qualified mentors (up to 6 graduate semester credits)
   a. What is needed – from mentor/supervisor/educator, a statement of what was offered and number of hours (Accredited CPE units beyond the 2 required units are eligible)
   b. Every 100 hours is 1 graduate semester credit

7. Professional/Pastoral teaching/writing (presentations, published writings, etc.) that evidence knowledge and application of theological areas of study (up to 6 graduate semester credits)
   a. What is needed – professional theological/pastoral research published in journals, conferences or professional/pastoral formation level courses, seminars, retreats with number of hours involved or required
   b. Every 100 hours is 1 graduate semester credit
8. Pastoral Ministry experience (in excess of the 1,000 required hour prerequisite) is eligible (up to 6 graduate semester credits)
   a. What is needed – 1. A letter from a BCC, an ACPE Educator, or a Pastor/Ministry Supervisor (with credentials) who has known applicant for at least two years who can attest to applicant’s work and hours committed to work, and 2. From applicant, a 2-page essay on the work and how the work required knowledge/competence in areas of the NACC-Specific or the Common Competencies.
   b. Every 100 hours is 1 graduate semester credit

9. Graduate Degree, CHEA accredited, with content pertinent to chaplaincy (up to 15 graduate semester credits)
   a. What is needed – Transcripts and Essay describing how the education applies to chaplaincy ministry (up to 2 pages)
   b. Each credit is considered 1 graduate semester credit

10. Theological coursework in upper-level (Junior/Senior year level #300 and above) undergraduate studies coursework to supplement the degree (up to 6 graduate semester credits)
    a. What is needed – Transcripts and Essay describing how the education applies to chaplaincy ministry (up to 2 pages)
    b. Each credit is considered .5 graduate semester credit