

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



Graduate Degree Equivalency Form for CAC Application (See Graduate Degree Equivalency Form for CAC "Instruction Sheet")

Personal Information

Membership Number: _____

Title: Rev. Sister Brother Deacon Mr. Mrs. Ms. Miss Dr. Other: _____

Full Name: _____
First M.I. Last Religious initials (if applicable)

Address: _____
Street Address Apartment / Unit #

_____ *City State ZIP Code*

Primary Email: _____ Alternate Email: _____

Home Number: (_____) Cell Number: (_____)

Employment Information

Workplace: _____

Address: _____
Street Address

_____ *City State ZIP Code*

Your Title: _____ Department: _____

Work Number: (_____) Ext: _____ Fax: (_____)

Resume of Educational Background

Please list the most recent first.

College / Seminary of Undergraduate Degree: _____

Date Degree Conferred: _____

Degree Title: _____

NAME: _____
 (Last Name) (First Name) (MI)

Record of Graduate-Level Theological Equivalency and required evidentiary documents. If the space provided on this form is insufficient, use additional sheets as necessary to list items.

1. How many graduate semester credits of graduate-level coursework in Theology from a **CHEA-accredited** school are you evidencing that you have completed?
 (Each credit equals 1 graduate semester credit hour. (On a separate sheet, please include the full name of each course and a brief description of the course, citing its relevance to the provision of spiritual care/chaplaincy)

List Graduate-Level Course Work in Theology (as many credits as applicable):

<i>Institution</i>	<i>Title of Course</i>	<i>Number of Credits</i>
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<i>Institution</i>	<i>Title of Course</i>	<i>Number of Credits</i>

2. How many graduate semester credits of graduate-level coursework in Theology from a **non-CHEA-accredited** school are you evidencing that you have completed? _____ (Each credit equals .5 graduate semester credit) (On a separate sheet, please include the full name of the course, and a brief description of the course, citing its relevance to the provision of spiritual care/chaplaincy)

List Graduate-Level Course Work in Theology (up to a maximum of 30 credits)

<i>Title</i>	<i>Number of Credits</i>
<i>Title</i>	<i>Number of Credits</i>
<i>Title</i>	<i>Number of Credits</i>
<i>Title</i>	<i>Number of Credits</i>
<i>Title</i>	<i>Number of Credits</i>
<i>Title</i>	<i>Number of Credits</i>

3. How many graduate semester credits of a professional ministry training program applicable to pastoral care ministry are you evidencing that you have completed? _____ (100 hours equal 1 graduate semester credit)

List Professional Ministry Training Programs Applicable to Pastoral Care Ministry (up to 1600 hours):

<i>Type of Ministry Training Program</i>	<i>Number of Hours</i>
<i>Type of Ministry Training Program</i>	<i>Number of Hou</i>

NAME: _____
 (Last Name) (First Name) (MI)

 Type of Ministry Training Program Number of Hours

 Type of Ministry Training Program Number of Hours

4. How many graduate semester credits of professional development, such as audited graduate courses, or continuing education events have you completed? _____
 100 CEUs/hours equal 1 graduate semester hour

List Professional Development (may list a maximum of 1,000 CEUs/Hours):

 Event Title Date Number of CEUs/Hours

 Event Title Date Number of CEUs/Hours

 Event Title Date Number of CEUs/Hours

 Event Title Date Number of CEUs/Hours

5. How many graduate semester credits NACC-Approved Webinars, E-Learning Sessions or Webinar Recordings have you completed? _____
 (100 CEUs/hours equal 1 graduate semester hour)

List NACC-Approved Webinars, E-Learning Sessions or Webinar Recordings (Maximum 1,000 CEUs/Hours):

 Event Title Date Number of CEUs/Hours

 Event Title Date Number of CEUs/Hours

 Event Title Date Number of CEUs/Hours

 Event Title Date Number of CEUs/Hours

6. How many graduate semester credits of accredited CPE units (see QUA 4) beyond the 2 required units, or other Supervised Education by qualified mentors have you completed?
 (100 hours equal 1 graduate semester credit) _____

List Mentored/Supervised Education (up to a maximum of 600 hours):

 Mentor/Supervisor Dates Number of Hours

 Mentor/Supervisor Dates Number of Hours

 Mentor/Supervisor Dates Number of Hours

NAME: _____
 (Last Name) (First Name) (MI)

7. How many graduate semester credits of Professional/Pastoral teaching/published writing evidencing knowledge and application of theological areas of study have you completed?

_____ (100 hours equal 1 graduate semester credit)

List Professional/Pastoral teaching/published writing (maximum 600 hours, each presentation may be counted only once):

<i>Title</i>	<i>Type of Teaching/Writing/Etc.</i>	<i>Number of Hours</i>

8. How many graduate semester credits beyond the required 1,000 hours) of Pastoral Ministry Experience have you completed? (100 hours equal 1 graduate semester hour.)

List Professional Ministry Experience (may list maximum of 600 hours): _____

<i>Person Attesting Experience</i>	<i>Title/Certification Credentials</i>	<i>Number of Hours</i>

9. How many graduate semester credits from a CHEA accredited graduate degree with content pertinent to chaplaincy do you have?

(Each credit equals 1 graduate semester hour) (On a separate sheet, please include the full name of each course and a brief description of the course, citing its relevance to the provision of spiritual care/chaplaincy.)

List Graduate Degree, Institution, and coursework with content pertinent to chaplaincy (Max. of 15 credits):

<i>Graduate Degree Title</i>	<i>Institution Graduate Degree Earned</i>

<i>Title of Course</i>	<i>Number of credits</i>

NAME: _____
(Last Name) (First Name) (MI)

10. How many graduate semester credits of coursework from upper-level (Junior/Senior year course #300 and above) undergraduate studies to supplement a degree do you have? ----- (Each credit equals .5 graduate semester hours)

List coursework from upper-level (course #300 and above) undergraduate studies to supplement the degree you have (may list a maximum of 12 credits):

_____	_____
<i>Title of Course</i>	<i>Number of credits</i>
_____	_____
<i>Title of Course</i>	<i>Number of credits</i>
_____	_____
<i>Title of Course</i>	<i>Number of credits</i>

Declaration & Original Signature

I declare that the information I have provided in this application is true to the best of my knowledge. I understand that any false, misleading, or missing information may delay the process or disqualify me from entering or completing the graduate degree equivalency process.

(Date) (Applicant's Original Signature)

Please include a check or money order for the Application Fee of \$50.00.