



Certification Procedures Manual

**United States Conference of Catholic Bishops (USCCB)
Subcommittee on Certification for Ecclesial Ministry and Service (SCEMS)**



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NACC Certification Commission**

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Certification Procedures Manual

Part Twelve – Graduate Degree Equivalency Procedures

CP12.1 Graduate Degree Equivalency is a process by which an Applicant seeking certification as a Chaplain may be granted an equivalency to meet the required Graduate-Level Theological Degree (Qualification 301.QUA3) in a way other than that specified in the NACC Qualifications and Competencies for Certification. An equivalency may be granted providing the Applicant demonstrates and documents that the submitted graduate-level degree and supplemental experience and education satisfactorily address the requirements of Qualification 301.QUA3. A Graduate Degree Equivalency Subcommittee of the NACC Certification Commission reviews requests for Graduate Degree Equivalencies.

CP12.2 An Applicant seeking certification as a Chaplain by the NACC who does not have the required graduate-level theological degree as defined by the NACC (Qualification 301.QUA3) may apply for a Graduate Degree Equivalency by submitting the following no later than nine (9) weeks before the Certification Application deadline:

- 12.21 A completed NACC Graduate Degree Equivalency Form for BCC Applicants
- 12.22 Graduate-level transcripts of a completed graduate-level degree, preferably in a spiritual care related field.
- 12.23 Documentation to evidence the completion of at least thirty-two (32) hours of graduate-level equivalencies equal to graduate-level study in core theological coursework pertinent to NACC Competencies for Certification as outlined in the Graduate Degree Equivalency Application form.
- 12.24 Graduate Degree Equivalency fee.

CP12.3 Procedures

12.31 Application Process

12.31.1 The Applicant contacts the NACC National Office for information on seeking a Graduate Degree Equivalency.

12.31.2 The NACC National Office responds electronically within fourteen (14) days with links to the following materials:

12.31.2a Instruction Sheet for Graduate Degree Equivalency Form for BCC Application

12.31.2b Graduate Degree Equivalency Form for BCC Application

12.31.3 The Applicant electronically returns the following (CP12.31.3a-12.31.3d) to the NACC National Office. In order to qualify for the next certification application deadline, a complete set of required materials must be submitted by nine (9) weeks before the certification application deadline.

12.31.3a Graduate Degree Equivalency Application fee.

12.31.3b Completed application for Graduate Degree Equivalency.

12.31.3c Graduate Degree Transcript(s).

12.31.3d All required evidentiary documents, as applicable.

12.31.4 The NACC National Office responds electronically to the Applicant upon receipt of all the above materials, to inform him/her that the Graduate Degree Equivalency Subcommittee will review the materials within twenty-one (21) days, and that a decision will be given within fourteen (14) days of that review.

12.31.5 The NACC National Office electronically sends the materials in CP12.31.3b-12.31.3d to the Graduate Degree Equivalency Subcommittee and sets up a telephone call or email discussion for decision within the twenty-one (21) day time line.

12.31.6 The decision of the Graduate Degree Equivalency Subcommittee is communicated electronically by the NACC National Office to the applicant within fourteen (14) days after the decision is made. All decisions made by the Graduate Degree Equivalency Subcommittee are final.

12.31.6a When an Applicant's Graduate Degree Equivalency to meet Qualification 301.QUA3 is approved for moving ahead in the Certified Chaplain application process, the Applicant is sent a letter to that effect. The Applicant is instructed to include the NACC Graduate Degree Equivalency approval letter in the Graduate Degree Transcript Tab of his/her Certification Portfolio. NACC keeps the decision notification letter in its temporary files for up to five (5) years if the Applicant does not apply within that time frame.

12.31.6b When an Applicant's Graduate Degree Equivalency to meet Qualification 301.QUA3 is not approved, the Applicant is sent a letter of encouragement to continue pursuing study for future certification, with specific content areas noted, to promote a successful transcript or document review and evaluation in the future. NACC keeps the decision notification letter in its temporary files for up to five (5) years if the applicant does not apply within that time frame.

All other written and electronic documents are destroyed.