



## Checklist for Supportive Materials Required for Renewal of Certified Chaplain – Veterans Affairs for Renewal Year 2022

### Important Notes

- All current documents and forms related to Renewal of Certification are available on the NACC website. Please ensure you are using the most current versions.
- Several resources are available to educate Chaplains completing the renewal process. Resources can be found on the NACC website and it is recommended that these are reviewed prior to beginning your renewal process.
- Keep a complete copy of your application form and materials in a long-term file for your future renewal processes and mail one complete copy to the NACC National Office.

### To be sent to NACC National Office

- Completed Chaplain Renewal of Certification Application Form. (CP14.34.1)
- Renewal of Certification Application Fee (to be determined). (CP14.34.2)
- Renewal of Certification Education Report Form (**send one form for each of 5 years**). Education report forms must be electronically produced (computer or typewriter). Handwritten forms will not be accepted. (CP14.32.1)

The BCC-VA chaplain must complete fifty (50) hours\* of education per year. A minimum of fifteen (15) hours of educational activities per year (of the fifty (50) hours total required per year) must be related to education in the specialty certification area (Veterans Affairs). For ease of identification, the fifteen (15) hours per year related to the specialty certification should be coded with the credentials of the certification (BCC-VA). (CP14.32.3)

*\* Due to the Covid-19 pandemic in 2020/2021, the Competencies Commission approved a decrease in the required yearly education hours from fifty (50) hours to thirty-five (35) hours (per year). This special exception is for education years for 2020 and 2021 only. See the NACC website for other information about special exceptions.*

**For renewal in 2022, you may report either the years 2017-2021 or 2018-2022, depending on the Continuing Education Hours you have obtained that you did not report in a previous renewal cycle.**

- Completed Peer Review Form signed by both the Chaplain and the Peer Reviewer (CP14.33.5). The peer reviewer is a certified Chaplain or Educator, active or retired, who is a current member of the NACC with whom the renewing Chaplain does not share a reporting relationship (the renewing Chaplain reports to the Peer Reviewer or vice versa) and who is not an Inactive or Emeritus member. Additionally, the peer reviewer must also hold the same specialty certification (BCC-VA) or demonstrate experience in the specialty certification area. (C14.33.2) Peer Review Form must be electronically produced (computer or typewriter). Handwritten forms will not be accepted. (CP14.33.1)
- Completed NACC Ethics Accountability Statement. (Code of Ethics 206.11.1 and CP14.34.6)
- Evidence of employment by a Veterans Affairs facility – a copy of the chaplain's listing in the National Chaplain Center Directory should be provided. (CP14.31.3)
- The NACC National Office requires and requests a current letter of ecclesiastical endorsement (Competency 806.MNT3) from the Archdiocese of the Military. Current is defined as within one year of application for certification. Upon receipt of your application and supportive materials, **the NACC National Office will request a current letter of endorsement (CP14.31.4) to be sent directly to the National Office.** Ecclesiastical endorsement also assures NACC that any Safe Environment Training requirements (*of the endorsing body*) have been met by the Chaplain. Renewing chaplains are encouraged to reach out to their endorsing body to ensure they have met these requirements prior to submitting their renewal application to the NACC.