Certification Procedures Manual
Part Eleven – CPE Equivalency Procedures
(Note: CPE Equivalency Process may not be utilized by an Applicant seeking certification as an Associate Chaplain)

CP111 CPE Equivalency is a process by which an Applicant seeking certification as a Chaplain may be granted an Equivalency for one (1) unit of CPE (Qualification 301.QUA4) providing the Applicant demonstrates that an educational program, acquired in a way other than through a traditional unit of CPE, successfully meets the NACC Qualifications and Competencies. An equivalency must be attained through formal academic and/or accredited programs, which are educational, experiential, and supervised. The CPE Equivalency Panel of the Certification Commission decides whether a CPE equivalency request is granted or denied. CPE Equivalency may not be utilized by an Applicant seeking certification as an Associate Chaplain.

CP112 Prerequisites

1121 Applicant must have taken at least one (1) full unit of CPE, with accreditation from ACPE, USCCB or CASC/ACSS, prior to applying for equivalency for one (1) of the other three (3) required units.

1122 Applicant must have participated in a single learning experience (not a combination of several experiences) that contains all of the following:

1122.1 The practice of ministry to persons.

1122.2 An adult education, action-reflection model of learning that helps students evaluate their personal and pastoral functioning through case conferences, worship, didactics, spiritual assessments, theological reflection, and group process.

1122.3 A specific time period which consists of at least 400 hours of supervised learning. At least 200 of these hours involve the actual practice of ministry and at least 100 hours involve group work, reflection, and didactics on the practice of ministry.

1122.4 A small group of peers (3-8) in a common learning experience.

1122.5 Regular supervisor-directed peer group meetings for the purpose of facilitating learning through interpersonal dynamics and fostering leadership. Students demonstrate leadership in utilizing peer groups for interaction, support, clarification, and confrontation as a means of integrating their personal and pastoral identity.

1122.6 Pastoral supervision.

1122.7 Theological Reflection on ministry that articulates a pastoral theology that is both contemporary and functional.

1122.8 An individual contract for learning developed in dialogue with the supervisor that addresses Integration of Theory and Practice, Professional Identity and
Conduct, Professional Practice Skills and Organizational Leadership and criteria for measuring this learning.

1122.9 An evaluation of the student’s experience, including final evaluations by both student and supervisor.

CP113 Procedures

1131 Application Process

1131.1 The Applicant contacts the NACC National Office for information regarding CPE Equivalency.

1131.2 The NACC National Office responds electronically within fourteen (14) days with links to the following materials:

1131.2a CPE Equivalency Application.
1131.2b Procedures for CPE Equivalency.
1131.2c Checklist for Supportive Materials required for CPE Equivalency Petition.

1131.3 When the applicant confirms with the NACC National Office that they will apply for an Equivalency of one (1) unit of CPE, the NACC National Office sends the following:

1131.3a The names and addresses of the Chair and members of the CPE Equivalency Panel of the Certification Commission.

1131.4 Applicant submits the following written materials to the CPE Equivalency Panel:

1131.4a CPE Equivalency Application.
1131.4b Letter requesting CPE equivalency.
1131.4c Documentation of previous unit(s) of CPE.
1131.4d A written narrative that articulates how the experience (one program) parallels the above requirements (see CP1122) with specific examples.
1131.4e Documentation of written assignments and didactic sessions that illustrate the curriculum. Specify amount of time for each didactic, other group work, and the practice of ministry.
1131.4f A copy of the learning contract negotiated with the Supervisor.
1131.4g Final evaluation(s) by the Supervisor signed and dated at the end of the program.
1131.4h Final evaluation(s) by the Applicant signed and dated at the end of the program.

1131.5 Applicant sends the non-refundable fee, made payable to the NACC, and a copy of the letter requesting equivalency to the NACC National Office.
1132  CPE Equivalency Panel Process

1132.1 The CPE Equivalency Panel reviews the materials and renders a decision. The decision of the CPE Equivalency Panel is final and binding.

1132.2 The CPE Equivalency Panel notifies the Chair of the Certification Commission of the outcome.

1132.3 The decision is communicated by the Chair of the Certification Commission to the Applicant within sixty (60) days of the original request.

1132.3a When CPE Unit Equivalency is granted, the Applicant is sent a notification letter. The CPE Unit Equivalency is granted pending the Applicant’s entrance into the certification process with the NACC. The Certification Commission’s letter granting equivalency must be included in the CPE Unit Equivalency Tab of his/her Certification Portfolio at the time of the Applicant’s application for certification.

1132.3b When CPE Unit Equivalency is denied, the Applicant is sent a notification letter.

1132.4 The decision rendered is recorded in the NACC membership database. 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.