



Certification Procedures Manual

**Approved by
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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Part Seven – NACC Certified Educator Renewal of Certification Procedures

(Note: As of January 1, 2018, Certified CPE Supervisors will be referred to as NACC Certified Educators)

CP71 NACC Certified Educator Renewal of Certification is the process by which Catholic Certified Educators certified by the NACC demonstrate ongoing proficiency as pastoral educators and continue to meet the NACC Qualifications. Renewal of Certification is the continuation of the certification process, building on recommendations from the previous renewal of certification or the original certification.

Effective January 1, 2018, renewal of certification for an active Certified Educator is conducted in partnership with ACPE or the Canadian Association for Spiritual Care/Association Canadienne de Soins Spirituels (CASC/ACSS) following the respective Association's standards for peer review and professional development, and augmented by NACC requirements for ethics and ecclesiastical endorsement.

A Retired Certified member of the NACC who has been certified for at least five (5) years and has successfully engaged in at least one (1) five (5) year renewal process may maintain certification without the expectation of fulfilling Certification Competencies 306.MNT1 – 306.MNT3 (Certification Procedures 723-725). See the Certification Procedures Manual, Part Eight: Retired Chaplain or Retired Educator Renewal of Certification Utilizing Reduced Certification Requirements Procedures.

The renewal process takes place every five (5) years.

CP72 Prerequisites

721 Chaplaincy Ministry or Retired Certified membership in the NACC (Qualification 402).

722 For active Certified Educators, full membership and certification in either the ACPE or CASC/ACSS (Qualification 403).

723 If the Certified Educator is a lay person, the Certified Educator requests that a current letter of recommendation from his/her pastor or from a priest in active ministry within the applicant's Diocese of Ministry, be submitted by the pastor/priest directly to the NACC National Office. Letter is to be a signed original on letterhead (Qualification 406). Current is defined as within one year of application for renewal of certification. This letter accompanies the request for ecclesiastical endorsement initiated by the NACC National Office.

724 The NACC National Office requests a current letter of ecclesiastical endorsement (Qualification 406). Current is defined as within one year of application for renewal of certification. Ecclesiastical endorsement is formal approval for ministry by:

724.1 The Bishop in the diocese of the Certified Educator's ministry if the Certified Educator is a lay person or;

724.2 The major superior if the Certified Educator is a member of a religious order or;

724.3 The Ordinary (understood as the Bishop of the diocese where the priest or deacon is incardinated) if the Certified Educator is a diocesan priest or deacon.

Ecclesiastical endorsement also assures NACC that any Safe Environment Training requirements (of the endorsing body) have been met by the Educator.

725 Meets all ongoing personal and professional development, continuing education, and peer review requirements of their respective Association (ACPE or CASC/ACSS) (Qualification 407).

726 Adherence to the NACC Code of Ethics for Spiritual Care Professionals and knowledge of the requirements of that Code (Qualification 404).

727 Current completion of the NACC Ethics Accountability Statement (Code of Ethics 206.11.1). Current is defined as within one year of application for renewal of certification.

CP73 Procedures

731 Application Process

731.1 The renewal process occurs every five (5) years, beginning with the year of initial certification. During the month of December of the calendar year prior to the year in which renewal of certification is required, the Certified Educator receives a letter directing him/her to the NACC website for materials for renewal.

731.2 The Certified Educator completes the renewal of certification application, the NACC Ethics Accountability Statement, and submits a copy of their ACPE or CASC/ACSS peer review form and ACPE or CASC/ACSS continuing education report form(s). All NACC forms are available on the NACC website.

731.3 If the Certified Educator is a lay person, the Certified Educator requests that a current letter of recommendation from his/her pastor or from a priest in active ministry within the applicant's Diocese of Ministry, be submitted by the pastor/priest directly to the NACC National Office. Letter is to be a signed original on letterhead. Current is defined as within one year of application for renewal of certification. This letter accompanies the request for ecclesiastical endorsement initiated by the NACC National Office.

731.4 After all materials are received, the NACC National Office requests a current letter of ecclesiastical endorsement on behalf of the Certified Educator (see CP724). Current is defined as within one year of application for renewal of certification.

731.5 The Certified Educator completes the renewal of certification process within the calendar year in which renewal is required.

731.6 If unable to complete the renewal of certification process within the calendar year in which renewal is required, the Certified Educator may request, in writing, an extension from the Chair of the Certification Commission. Extensions are granted in one (1) year increments for a maximum of two (2) years and do not alter the original renewal of certification schedule. If

requesting an extension, the Certified Educator must submit the appropriate extension fee. Extension request and payment must be received at the NACC National Office by December 31 of the year in which renewal of certification is required.

- 732 The Certified Educator sends the following materials to the NACC National Office and also retains copies of these documents for future purposes:
 - 732.1 The Renewal of Certification Application.
 - 732.2 The Renewal of Certification Fee.
 - 732.3 A copy of the ACPE or CASC/ACSS Renewal of Certification education reporting form(s)
 - 732.4 A signed copy of the ACPE or CASC/ACSS Renewal of Certification peer review reporting form.
 - 732.5 Completed NACC Ethics Accountability Statement.

- 733 Certification Commission Action
 - 733.1 The Certification Commission reviews the materials and determines if the Certified Educator meets the Qualification for Certified Educator Renewal of Certification.
 - 733.2 The NACC National Office notifies the Certified Educator of the Certification Commission's decision within thirty (30) days of the decision.
 - 733.2a When renewal of certification is granted and the ecclesiastical endorsement has been received, the Certified Educator is issued a new certificate.
 - 733.2b When renewal of certification is denied, the Certified Educator is issued a letter outlining the reason(s) for denial. The Certification Commission's decision is final.
 - 733.3 When a Certified Educator is granted renewal of certification, the NACC National Office retains the following in the NACC's long-term certification files:
 - 733.3a The Renewal of Certification Application.
 - 733.3b The Renewal of Certification peer review report form.
 - 733.3c The Ecclesiastical Endorsement letter.
 - 733.3d A copy of the certificate.
 - 733.3e A copy of the NACC letter confirming renewal of certification.
 - 733.3f A copy of the NACC letter stating exceptions, if applicable.
 - 733.3g The completed NACC Ethics Accountability Statement.All other written and electronic documents are destroyed.
 - 733.4 When a Certified Educator is denied renewal of certification, the NACC National Office retains the following in the NACC's electronic certification file:
 - 733.4a The Renewal of Certification Application.
 - 733.4b The Renewal of Certification peer review report form.

733.4c A copy of the NACC letter denying renewal of certification.
All other written and electronic documents are destroyed.