



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 Eight – Retired Board Certified Chaplain, Retired Board Certified Educator, Retired Certified Associate Renewal of Certification Utilizing Reduced Certification Requirements Procedures

- CP81 The Retired Board Certified Chaplain, Retired Board Certified Educator, Retired Certified Associate Chaplain Renewal of Certification utilizing Reduced Certification Requirements is a process by which Catholic Retired members certified by the NACC may elect to maintain certification in retirement. The renewal of certification utilizing reduced certification requirements process takes place every five (5) years.
- CP82 Prerequisites
- 821 Retired Certified membership in the NACC (Competency 306.MNT4, Competency 706.MNT4, Educator Qualification 408.1). Retired Certified membership is available to Board Certified Chaplains, Board Certified Educators, Certified Associate Chaplains who have maintained membership in NACC for at least five or more consecutive years and are now retired and wish to retain certification status.
 - 822 A Retired Certified member (Chaplain/Educator/Associate) of the NACC who has been certified for at least five (5) years and who has successfully engaged in at least one (1) five (5) year renewal process.
 - 823 Adherence to the Code of Ethics for Spiritual Care Professionals and knowledge of the requirements of that Code (Chaplain Competency 306.MNT5, Associate Competency 706.MNT5, Educator Qualification 408.4).
 - 824 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.
- CP83 Procedures
- 831 Application Process
 - 831.1 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 Retired Certified member (Chaplain/Educator/Associate) receives a letter directing him/her to the NACC website for materials for renewal.
 - 831.2 The Retired Certified member (Chaplain/Educator/Associate) completes the application for Renewal Utilizing Reduced Certification Requirements and the NACC Ethics Accountability Statement. All forms are available on the NACC website.
 - 831.3 The Retired Certified member (Chaplain/Educator/Associate) completes the renewal of certification process within the calendar year in which renewal is required.

- 832 The Retired Certified member (Chaplain/Educator/Associate) sends the following materials (CP832.1-832.2) to the NACC National Office and also retains copies of these documents for future purposes:
- 832.1 The Renewal Utilizing Reduced Certification Requirements Application.
 - 832.2 Completed NACC Ethics Accountability Statement.
- 833 Certification Commission Action
- 833.1 The Certification Commission reviews the materials and determines if the Retired Certified member (Chaplain/Educator/Associate) meets the requirements for Renewal of Certification Utilizing Reduced Certification Requirements.
 - 833.2 The NACC National Office notifies the Retired Certified member (Chaplain/Educator/Associate) of the Certification Commission's decision within thirty (30) days of the decision.
 - 833.2a When renewal of certification is granted, the Retired Certified member (Chaplain/Educator/Associate) is issued a new certificate.
 - 833.2b When renewal of certification is denied, the Retired Certified member (Chaplain/Educator/Associate) is issued a letter outlining the reason(s) for denial. The Certification Commission's decision is final.
 - 833.3 When a Retired Certified member (Chaplain/Educator/Associate) is granted renewal of certification, the NACC National Office retains the following in the NACC's long-term certification files:
 - 833.3a The Renewal Utilizing Reduced Certification Requirements Application.
 - 833.3b A copy of the certificate.
 - 833.3c A copy of the NACC letter confirming renewal of certification.
 - 833.3d The completed NACC Ethics Accountability Statement.
 All other written and electronic documents are destroyed.
 - 833.4 When a Retired Certified member (Chaplain/Educator/Associate) is denied renewal of certification, the NACC National Office retains the following in the NACC's electronic certification file:
 - 833.4a The Renewal Utilizing Reduced Certification Requirements Application.
 - 833.4b A copy of the NACC letter denying renewal of certification.
 All other written and electronic documents are destroyed.

CP84 Return to Salaried Ministry Process

- 841 If a Retired Certified member (Chaplain/Educator/Associate) returns to salaried ministry the following procedures will be adhered to.

- 841.1 Submit formal notification (by letter) to the NACC National Office and to the Chair of the Certification Commission alerting of the return to salaried ministry.
- 841.2 Pay applicable membership fee.
- 841.3 If the Certified member (Chaplain/Educator/Associate) is a lay person, the Certified member requests that a current letter of recommendation from his/her pastor or from a priest in active 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 return to salaried ministry. This letter accompanies the request for ecclesiastical endorsement initiated by the NACC National Office.
- 841.4 The NACC National Office requests a current letter of ecclesiastical endorsement. Current is defined as within one year of return to salaried ministry. The NACC will complete the endorsement request on the Chaplain's or Educator's behalf. Ecclesiastical endorsement is formal approval for ministry by:
- 841.4a The Bishop of the diocese of the Certified member's (Chaplain/Educator/Associate) ministry if the Certified member is a lay person, or
- 841.4b The major superior if the Certified member (Chaplain/Educator/Associate) is a member of a religious order, or
- 841.4c The Ordinary (understood as the Bishop of the diocese where the priest or deacon is incardinated) if the Certified member (Chaplain/Educator/Associate) is a diocesan priest or deacon.
- 841.5 The NACC National Office retains the following in the NACC's electronic certification file:
- 841.5a Notification from Chaplain/Educator/Associate of return to salaried ministry.
- 841.5b A copy of the NACC letter confirming return to salaried ministry.
- 841.5c The Ecclesiastical Endorsement letter.
- All other written and electronic documents are destroyed.
- 841.6 The fifty (50) hour per year education requirement (Chaplain Competency 306.MNT2, Associate Competency 706.MNT2, Educator Standard 408.3) will be reinstated, beginning at the point of return to salaried ministry. If the return to salaried ministry occurs partway through a year, the number of hours for the year when the Chaplain/Educator/Associate returned to ministry will be prorated. The education requirement will remain unless the Chaplain/Educator/Associate again retires from salaried ministry.
- 841.7 If the Chaplain/Educator/Associate is engaged in salaried ministry in the year in which the next renewal of certification is required, the Chaplain/Educator/Associate will need to complete the full Renewal of Certification process (education reports for years of active ministry [see CP 841.6], peer review, etc.).

Chaplains refer to Certification Procedures Manual - Part Five
Associates refer to Certification Procedures Manual - Part Six
Educators refer to Certification Procedures Manual - Part Seven

The Renewal of Certification Utilizing Reduced Certification Requirements for Retired Chaplains, Educators, Associates will no longer be available as the prerequisites are no longer met.

- 841.8 If the Chaplain/Educator/Associate retires from salaried ministry prior to the year in which renewal of certification is required, the Chaplain/Educator/Associate may renew certification adhering to the Renewal of Certification Utilizing Reduced Certification Requirements Procedures.