



Qualifications and Competencies for Certification and Renewal of Certification of Certified Associate Chaplains

Approved by

United States Conference of Catholic Bishops (USCCB)
Subcommittee on Certification for Ecclesial Ministry and Service (SCEMS)
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Qualifications and Competencies for Certification and Renewal of Certification of
Associate Chaplains

The following Qualifications and Competencies represent the Certification for Professional Spiritual Care Common Qualifications and Competencies (*approved by the Strategic Partners in Spiritual Care*) and the NACC-Specific Qualifications and Competencies (*approved by USCCB SCEMS*). Please note that the NACC-Specific Competencies are those that are indented in 702-705.

701 Qualifications of Professional Chaplaincy (QUA)

The candidate for certification must:

QUA1: Provide documentation of current endorsement or of good standing in accordance with the requirements of his/her own faith/spiritual tradition.

QUA2: Be current in the payment of the annual fees as designated by one's professional association.

QUA3: Have completed a Bachelor's degree from a college, university, or theological school accredited by a member of the Council for Higher Education Accreditation (www.chea.org) and a minimum of thirty-two (32) graduate-level hours of theological study from an accredited institution, pastoral formation program, diocesan ministry training program, or professional ministry program. Equivalencies for the Bachelor's and/or graduate-level hours will be granted by the individual professional organizations according to their own established guidelines.

QUA4: Provide documentation of a minimum of two (2) units (Levels I & II) of Clinical Pastoral Education (CPE) accredited or approved by the Association for Clinical Pastoral Education (ACPE), by programs that were accredited by the former United States Conference of Catholic Bishops Commission on Certification and Accreditation (USCCB/CCA), or the Canadian Association for Spiritual Care (CASC/ACSS).

QUA5: Have completed a minimum of one thousand (1,000) ministry hours post second unit of accredited CPE (see QUA4). Ministry hours may be achieved through employment, volunteer ministry, additional accredited CPE unit (see QUA4) or a combination of the three.

702 Integration of Theory and Practice Competencies (ITP)

The candidate for certification will demonstrate the ability to:

ITP1.1 Demonstrate an understanding of Vatican II and Post Vatican II documents of the Church, Systematic/Foundational Theology, Scripture, Theology of the Trinity, Christology, Ecclesiology, Sacramental Theology, Catholic Social Teaching, Canon Law, Ecumenical and Interreligious Practice.

ITP1.2 Articulate an understanding of one's baptismal call and chaplaincy as a ministry of the church.

ITP1.3 Recognize both the reality of personal and social sin and demonstrate the power of justice, mercy, forgiveness, and reconciliation to heal persons and relationships.

IIP 4.1 Demonstrate an understanding of *The Ethical and Religious Directives for Catholic Health Care Services*.

703 Professional Identity and Conduct Competencies (PIC)

The candidate for certification will demonstrate the ability to:

- PIC1: Be self-reflective, including identifying one's professional strengths and limitations in the provision of care.
- PIC2: Articulate ways in which one's feelings, attitudes, values, and assumptions affect professional practice.
- PIC3: Attend to one's own physical, emotional, and spiritual well-being.
 - PIC 3.1 Articulate a spirituality grounded in a relationship with God, self, and others.
 - PIC 3.2 Demonstrate one's commitment to on-going faith development and spiritual growth.
 - PIC 3.3 Demonstrate life-work balance skills, including time management.
- PIC4: Function in a manner that respects the physical, emotional, cultural, and spiritual boundaries of others.
- PIC5: Use one's professional authority as a spiritual care provider appropriately.
 - PIC5.1 Articulate an understanding of the responsibility of the public nature of a chaplain's role.
- PIC6 Advocate for the persons in one's care.
- PIC7: Function within the Common Code of Ethics for Chaplains, Pastoral Counselors, Clinical Pastoral Educators, and Students.
- PIC8: Communicate effectively orally and in writing.
- PIC9: Present oneself in a manner that reflects professional behavior, including appropriate attire, and grooming.

704 Professional Practice Skills Competencies (PPS)

The candidate for certification will demonstrate the ability to:

- PPS1: Establish, deepen and conclude professional spiritual care relationships with sensitivity, openness, and respect.
- PPS2: Provide effective spiritual support that contributes to well-being of the care recipients, their families, and staff.
 - PPS2.1 Possess an appropriate level of comfort and proficiency with contemporary communication technology and be able to employ it in spiritual care.
- PPS3: Provide spiritual care that respects diversity and differences including, but not limited to culture, gender, sexual orientation, and spiritual/religious practices.
- PPS4: Triage and manage crises in the practice of spiritual care.
- PPS5: Provide spiritual care to persons experiencing loss and grief.

- PPS6: Provide religious/spiritual resources appropriate to the care recipients, families, and staff.
- PPS7: Develop, coordinate, and facilitate public worship/spiritual practices appropriate to diverse settings and needs.
 - PPS7.1 Demonstrate the ability to integrate sacred art, music, and space for liturgical celebrations and communal prayer.
- PPS8: Facilitate theological/spiritual reflection for those in one's care practice.
- PPS9: Facilitate group processes, such as family meetings, post trauma, staff debriefing, and support groups.
- PPS10: Formulate and utilize spiritual assessments, interventions, outcomes, and care plans in order to contribute effectively to the well-being of the person receiving care.
- PPS11: Document one's spiritual care effectively in the appropriate records.

705 Organizational Leadership Competencies (OL)

The candidate for certification will demonstrate the ability to:

- OL2.1 Demonstrate the ability to build peer relationships for the purpose of collaboration and active participation in the creation and maintenance of a healthy work environment.
- OL2.2 Demonstrate skills in organization, conflict management, leadership, or supervision of others.
- OL4.1 Demonstrate skill in facilitating decision-making based on an understanding of culture/ethnicity, gender, race, age, educational background and theological values, religious heritage, behavioral sciences, networking, and systems thinking.

706 Requirements for the Maintenance of Certification (MNT)

In order to maintain status as a Certified Associate Chaplain, the chaplain must:

- MNT1: Participate in a peer review process every fifth year.
- MNT2: Document thirty (30) hours of annual continuing education as designated by one's professional association.
- MNT3: Provide every fifth year documentation of current endorsement or of good standing in accordance with the requirements of his/her own faith tradition.
- MNT4: Be current in the payment of the annual fees as designated by one's professional association.
- MNT5: Adhere to the Common Code of Ethics for Chaplains, Pastoral Counselors, Clinical Pastoral Educators, and Students.

707 Appeals of Certification Decisions (ACD)

The individual seeking an appeal of a certification decision:

- ACD1 Has a right to a timely and complete review of a negative recommendation.

- ACD2 Has access to a certification appeals panel free from conflict of interest, and panel members shall not have participated in the original recommendation.
- ACD3 Submits a written request for an appeal based on the grounds that such recommendation was an alleged violation of the Competencies and/or Procedures.
- ACD4 Accepts the decision of the Certification Appeals Panel as final and binding for the association.