



## Checklist for Supportive Materials Required for Renewal of Chaplain Certification for Renewal Year 2022 with first extension to December 31, 2023

### 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.
- <https://www.nacc.org/certification/renewal-of-certification/>

### To be sent to NACC National Office

- Completed Chaplain Renewal of Certification Application Form. (CP534.1)
- Renewal of Certification Application Fee (\$200). (CP534.2)
- 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. (CP532.1)

**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.**

- 2017 – 50 hours (10 hours each in Integration of Theory and Practice, Professional Identity and Conduct, Professional Practice Skills, Organizational Leadership and 10 hours at your discretion)
- 2018 – 50 hours (10 hours each in Integration of Theory and Practice, Professional Identity and Conduct, Professional Practice Skills, Organizational Leadership and 10 hours at your discretion)
- 2019 – 50 hours (10 hours each in Integration of Theory and Practice, Professional Identity and Conduct, Professional Practice Skills, Organizational Leadership and 10 hours at your discretion)
- 2020 – 35 hours\* (7 hours each in Integration of Theory and Practice, Professional Identity and Conduct, Professional Practice Skills, Organizational Leadership and 7 hours at your discretion)
- 2021 – 35 hours\* (7 hours each in Integration of Theory and Practice, Professional Identity and Conduct, Professional Practice Skills, Organizational Leadership and 7 hours at your discretion)
- 2022 – 35 hours\* (7 hours each in Integration of Theory and Practice, Professional Identity and Conduct, Professional Practice Skills, Organizational Leadership and 7 hours at your discretion)

*\*Due to the Covid-19 pandemic, the Competencies Commission approved a decrease in the required education hours from fifty (50) hours to thirty-five (35) hours. **This special exception is for 2020, 2021, 2022.** Please note there are other exceptions that have been made for 2020, 2021, 2022. Please visit the NACC website/Renewal to review the exceptions.*

- ❑ Completed Peer Review Form signed by both the Chaplain and the Peer Reviewer (CP533.4). The peer reviewer is a certified Chaplain or certified 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. (CP533.2) Peer Review Form must be electronically produced (computer or typewriter). Handwritten forms will not be accepted. (CP533.1)
- ❑ Completed NACC Ethics Accountability Statement. (Code of Ethics 206.11.1 and CP534.5)
- ❑ For lay Applicants, a letter of recommendation from one's pastor or from a priest in active ministry (within the applicant's Diocese of Ministry) is submitted by the pastor/priest directly to the NACC National Office. Letter is to be a signed and dated original on letterhead. (CP523) For lay Applicants who minister in the Archdiocese of New York, please contact the NACC national office for additional directions.
- ❑ The NACC National Office requires and requests a current letter of ecclesiastical endorsement (Competency 306.MNT3). 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 (CP524) to be sent directly to the National Office.** This is formal approval for ministry by:
  - The Bishop of the diocese of the Applicant's ministry if the Applicant is a lay person or;
  - The major superior if the Applicant is a member of a religious order or;
  - The Ordinary (understood as the Bishop of the diocese where the priest or deacon is incardinated) if the Applicant 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 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.