Checklist for Supportive Materials Required for Renewal of NACC Educator Certification for Renewal Year 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.
➢ 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/](https://www.nacc.org/certification/renewal-of-certification/)

To be sent to NACC National Office

❑ Completed Educator Renewal of Certification Application Form. (CP732.1)
❑ Renewal of Certification Application Fee ($100) (CP732.2)
❑ Copy of Renewal of Certification Education Report Form(s) from most recent ACPE Renewal of Certification (CP732.3)
❑ Copy of Peer Review from most recent ACPE Renewal of Certification (CP732.4)
❑ Completed NACC Ethics Accountability Statement. (Code of Ethics 206.11.1 and CP732.5)
❑ 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. This letter accompanies the request for ecclesiastical endorsement as a lay ecclesial health care minister initiated by the NACC National Office. (CP731.3) Please see the NACC website for a recommendation letter template. 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 (Qualification 406). 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 (CP731.4)** to be sent directly to the National Office. This is formal approval for ministry by:
  o The Bishop of the diocese of the Applicant’s ministry if the Applicant is a lay person or;
  o The major superior if the Applicant is a member of a religious order or;
  o 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.)