

NATIONAL ASSOCIATION OF CATHOLIC CHAPLAINS

BOARD CERTIFIED MEMBERS OPTIONS FOR RENEWING CERTIFICATION DUE IN 2023

1. **For a Board Certified Chaplain member who will be up for renewal of certification in 2023 and who does not plan to retire** you would continue to renew your certification utilizing the current Certification Competencies and Procedures by submitting your renewal application and materials by the deadline of December 31, 2023. If you do not submit materials by the deadline your certification status will no longer be current. In January 2024, the NACC will update their records to show the change in certification status from certified to non-certified.
2. **For a Board Certified member who will be up for renewal of certification in 2023 and is retired or plans to retire in 2023.** At the time of your membership renewal, you would inform NACC of your plans to retire. If you are already retired your membership fee will be reduced from the Member rate (\$325 in 2023) to the Retired Board Certified rate (\$120 in 2023). Then, by **December 31, 2023** discern how you would like to handle your renewal of certification (based on the options below):
 - a) **Renew certification utilizing the “Retired Board Certified – Reduced Certification Requirements.”** To be eligible for this renewal process the member must be certified for at least five years and have successfully engaged in at least one five-year renewal of certification process.
 - Maintain your NACC membership at the fee set for 2023. Certification Competency 306.MNT4.
 - Complete the “**Application for Retired Chaplain and Educator Renewal – Reduced Certification Requirements**” form and submit to the NACC office by December 31, 2023. This form will meet Certification Competency 306.MNT5 as it will include an Ethics Statement to be signed. Renewal of certification fee is waived.
 - Applications will be reviewed and voted upon at the next Certification Commission meeting and within 30 days of the meeting notifications will be sent.
 - Remain eligible to serve on committees, task forces, panels (excluding the Certification Appeals Panel and Ethics Appeals Panel), and as certification interviewers, interview team educators, and peer reviewers.
 - b) **Renew certification utilizing the current Certification Competencies and Procedures.**
 - Maintain your NACC membership at the fee set for 2023.
 - Follow Certification Competency 306.MNT1-306.MNT5 and submit materials to the NACC office by December 31, 2023. Renewal of certification fee is waived.
 - Applications will be reviewed and voted upon at the next Certification Commission meeting and within 30 days of the meeting notifications will be sent.
 - Remain eligible to serve on all NACC governing and certification bodies.
 - c) **Elect not to renew certification**
 - Maintain your NACC membership at the fee set for 2023.
 - Current certification status remains through December 31, 2023.
 - In January 2024, the NACC will update their records to show the change in certification status from certified to non-certified.
 - The membership fee due in 2024 will be according to the fee set for Retired Non-Certified members (\$60 in 2023 for retired non-certified).

Please contact Jeanine Annunziato with any questions related to this communication. (jannunziato@nacc.org or 414-483-4898 ext 303)