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Notes:

1. As of August 2014, the National Association of Catholic Chaplains discontinued its Certification of CPE Supervisors. CPE Supervisor Certification Procedures were removed from the Procedures Manual in October 2016.
2. As of January 2018, the National Association of Catholic Chaplains discontinued its use of the certification title “CPE Supervisors” and alternatively implemented the use of the title “Certified Educators”.


Certification Procedures Manual

Part One – Chaplain Certification Procedures

CP11 NACC Chaplains are Catholics who manifest proficiency in Catholic theology and spiritual care praxis, and develop competence in the areas of Theory and Practice, Professional Identity and Conduct, Professional Practice Skills and Organizational Leadership. Certification is determined through written materials (see below, CP131.3) and an interview (in-person or virtual) in which an Interview Team assesses the Applicant’s Competencies for certification. At the completion of the interview, the Interview Team recommends or does not recommend the Applicant to the Certification Commission for certification. It is the decision of the Certification Commission to certify or not to certify. The NACC encourages Applicants for certification to engage in a mentoring relationship with a NACC Certified Chaplain or NACC Certified Educator upon entering the certification process.

CP12 Prerequisites

121 Chaplaincy Ministry membership in the NACC (Qualification 301.QUA2).

122 Satisfactory completion of four (4) units (Level I or Level II) of CPE from an accredited ACPE, USCCB/CCA, or CASC/ACSS CPE center (Qualification 301.QUA4).

122.1 If applicable, an Applicant granted one (1) unit of equivalency for CPE must include a copy of the letter from the NACC Certification Commission granting equivalency.

123 If the Applicant is a lay person, the Applicant requests that a current letter of recommendation from his/her pastor or from a priest in active ministry (in the Applicant’s Diocese of Ministry) be submitted by the pastor/priest directly to the NACC National Office (Qualification 301.QUA1). Letter is to be a signed original on letterhead. Current is defined as within one year of application for certification. This letter accompanies the request for ecclesiastical endorsement as a lay ecclesial health care minister requested by the NACC National Office.

124 The NACC National Office requests a current letter of ecclesiastical endorsement (Qualification 301.QUA1). Current is defined as within one year of application for certification. The NACC will complete the endorsement request on the Applicant’s behalf. Ecclesiastical endorsement is formal approval for ministry by:

124.1 The Bishop of the diocese of the Applicant’s ministry if the Applicant is a lay person, or

124.2 The major superior if the Applicant is a member of a religious order, or

124.3 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 Applicant.
125 Completion of 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). (Qualification 301.QUA3).

126 Completion of a graduate-level theological degree in theology, divinity, religious studies, pastoral ministry, pastoral studies, or spirituality from a college, university, or theological school accredited by a member of the Council for Higher Education Accreditation (www.chea.org). (Qualification 301.QUA3).

*Graduate-level theological degree*

The NACC defines a graduate-level theological degree as a graduate degree in theology, divinity, religious studies, pastoral ministry, pastoral studies, or spirituality. Included among the acceptable degrees is the Bachelor of Sacred Theology (STB) degree plus one further year of theological studies of the Pontifical Universities and their affiliated institutions.

126.1 If applicable, an Applicant granted Graduate Degree Equivalency must include a copy of the letter from the NACC Certification Commission granting equivalency.

127 Adherence to the Code of Ethics for Spiritual Care Professionals and knowledge of the requirements of that Code (Code of Ethics 100).

128 Current completion of the NACC Ethics Accountability Statement (Code of Ethics 206.11.1). Current is defined as within one year of application for certification.

**CP13 Procedures**

131 Application Process

131.1 The Applicant contacts the NACC National Office for links to certification materials on the NACC website.

131.2 The NACC National Office responds electronically within fourteen (14) days with links to the following materials (the Application form will be attached to the electronic correspondence):

131.2a Application for certification (available as an email attachment only upon becoming a full member of the NACC).

131.2b Checklist for Supportive Materials required for Certification Interview.

131.2c Certification Procedures Manual - Part One (I).

131.2d Code of Ethics for Spiritual Care Professionals.

131.2e Ethics and Accountability Statement for signature.

131.2f E-Learning Module and Post-Test Instructions.

131.2g Guidelines and Templates for:

131.2g1 Narrative Statement I - NACC-Specific Competencies.

131.2g2 Narrative Statement II - Common Competencies.

131.2g3 Integrative Theological Essay.
131.2g4 Spiritual Care Encounter.

131.2h Narrative Writing Guides for:
   131.2h1 Narrative Statement I – NACC-Specific Competencies.
   131.2h2 Narrative Statement II – Common Competencies.

131.3 Applicant submits a Certification Portfolio to the NACC National Office by the applicable deadline and retains a copy of all materials submitted, including the application form. Certification Portfolio may be submitted either as a binder (paper copy) through mail/package service or by digital upload (electronic copy) through the NACC Certification Portal. Digital upload method is preferred. Certification Portfolio submitted as binder (paper copy) must be postmarked by the applicable deadline. Certification Portfolio submitted as digital upload (electronic copy) must be uploaded by the applicable deadline. All materials in Certification Portfolio must be formatted in single-spaced, 12 point type (Arial, Garamond, or Times New Roman), with one inch margins [Note: CPE Evaluations may be submitted as originally formatted]. Applicants opting to submit the Certification Portfolio in the Binder format should utilize a three-ring 1 ½ inch binder with tabs.

131.3a Completed application form.

131.3b Autobiography, not to exceed seven (7) numbered pages, addressing personal, professional, and faith development.

131.3c One current example of the Applicant’s provision of Spiritual Care utilizing the Spiritual Care Encounter Cover Sheet with numbered pages (minimum of five (5) pages, maximum of ten (10) pages). Current is defined as within one year of application for certification. The Spiritual Care Encounter should include the Cover Sheet and follow the instructions as set forth in the Cover Sheet. It will address, at minimum, the following Competencies ITP2, PPS10 and PPS11.

131.3d Final evaluations by Applicant of the final CPE Unit and one other CPE Unit of the Applicant’s choice which demonstrate the Applicant’s ability and willingness to grow as a professional chaplain. Each evaluation is to be clearly dated and separated by a tab or a colored page.

131.3e Final evaluations by the Certified Educator of the final CPE Unit and the corresponding CPE Unit evaluation of the Applicant’s choice as referenced in CP131.3d. Each evaluation is to be clearly dated, signed, and separated by a tab or a colored page.

131.3f Narrative Statement I, not to exceed four (4) pages, documenting how the Applicant meets each of the NACC-Specific Competencies required for certification (excluding ITP1.1 which will be assessed through the Integrative Theological Narrative [see CP131.3h] and ITP4.1 which will be assessed through an E-Learning module [see CP131.3n]).

131.3f1 Applicant must utilize the Narrative Statement I Template and retain the headings which list each Competency’s alphanumeric label and description.
131.3f2 If this is not the Applicant’s first interview for certification, an additional page must be included addressing how the Applicant has grown in the Competencies that were not met as outlined in the Presenter’s Report Part II from each previous interview.

131.3g Narrative Statement II, not to exceed ten (10) pages, documenting how the Applicant meets each of the Common Competencies required for certification (excluding PIC8 & PIC9 which will be assessed through materials and within the interview).

131.3g1 Applicant must utilize the Narrative Statement II Template and retain the headings which list each Competency’s alphanumeric label and description.

131.3g2 If this is not the Applicant’s first interview for certification, an additional page must be included addressing how the Applicant has grown in the Competencies that were not met as outlined in the Presenter’s Report Part II from each previous interview.

131.3h Integrative Theological Essay (Competency ITP1.1), not to exceed three (3) pages in length, addressing the Applicant’s familiarity with the documents and theologies of the Competency, including ministerial examples demonstrating how the theologies have enhanced the Applicant’s provision of spiritual care.

131.3i If applicable, letter from the NACC Certification Commission granting equivalency of one (1) CPE Unit.

131.3j If applicable, Presenter’s Reports Part I and II from each previous interview.

131.3k The certification application fee, two-thirds of which is non-refundable if the process is discontinued for any reason.

131.3l Current letter of recommendation from the person to whom the Applicant reports in his/her place of ministry. If the Applicant is not currently ministering, a letter from anyone in a reporting position that can attest to the ministerial experience of the Applicant is required. Letter is to be submitted directly to the NACC National Office by the person making the recommendation. Letter is to be a signed original on letterhead. Current is defined as within one year of application for certification.

131.3m If the Applicant is a lay person, the Applicant requests that a current letter of recommendation from his/her pastor or from a priest in active ministry (in the applicant’s Diocese of 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 application for certification. This letter accompanies the request for ecclesiastical endorsement that will be initiated by the NACC National Office.

131.3n Certificate of completion of E-Learning module and Post-Test on NACC-Specific Competency ITP4.1.
131.3o An official transcript of the Bachelor’s degree. Transcripts are requested by the Applicant to be delivered directly from the institution to the NACC National Office. The Certification Commission requires transcript analysis, at the Applicant’s expense, for all degrees acquired outside the United States.

131.3p An official transcript of the graduate-level theological degree. Transcripts are requested by the Applicant to be delivered directly from the institution to the NACC National Office. The Certification Commission requires transcript analysis, at the Applicant’s expense, for all degrees acquired outside the United States. If applicable, a letter from the NACC Certification Commission granting a Graduate Degree Equivalency is submitted.

131.3q Current completion of the NACC Ethics Accountability Statement (Code of Ethics 206.11.1). Current is defined as within one year of application for certification.

131.4 Upon receipt of Applicant materials, the NACC National Office starts a file for the Applicant. The NACC office reviews the Applicant’s materials to assess the completion of Certification Procedures 131.3a through 131.3q. If any materials are missing, an interview will not be scheduled. If the interview is not scheduled:

131.4a The Applicant will have the opportunity to reapply for certification.

131.4b One-third of the certification application fee will be refunded.

131.4c All documents will be destroyed except those documents cited below in CP133.5.

131.5 If an interview is scheduled, the NACC National Office initiates the request for endorsement on behalf of the Applicant (Qualification 301.QUAI).

131.6 The NACC National Office sends the Applicant:

131.6a The names and addresses of the interview team, identified by role within the interview team: Chair, Presenter, Reader.

131.6b The date, time and location of the interview.

131.7 The Applicant reviews interview team names for potential conflict of interest and alerts the NACC National Office if any conflict exists.

131.8 The NACC National Office will give the interview team access to the relevant Applicant electronic materials via a secured web portal within forty-five (45) days of the initial interview.
Interview Process

132.1 The certification interview is an interview (in-person or virtual) grounded in the NACC Code of Ethics for Spiritual Care Professionals, in which the Applicant meets with an interview team, composed of a Chair, Presenter, and Reader, to determine if the Applicant meets the Competencies for Certification of Chaplains.

132.2 The interview team meets to collaboratively draft the Presenter’s Report Part I. An Interview Team Educator reviews the Presenter’s Reports Part I for the education of the interview team members and to facilitate the work of the interview team on behalf of the certification Applicant.

132.3 The Presenter prepares the Presenter’s Report Part I and the Administrative Specialist/Certification makes available electronically by email the Presenter’s Report Part I to the Applicant twenty-four (24) hours prior to the time of the interview. Applicant must verify receipt of Presenter’s Report Part I by email or phone call within 1 hour to the Administrative/Specialist Certification.

132.4 The interview is fifty (50) minutes in length.

132.5 Following the interview, the team deliberates and votes either to recommend or not to recommend the Applicant to the Certification Commission for certification. The interview team considers all written materials as well as the content and the dynamics of the interview in determining its recommendation for certification. An Interview Team Educator reviews the Presenter’s Report Part II for the education of the interview team members and to facilitate the work of the interview team on behalf of the certification Applicant.

132.6 Following the deliberation process, the Applicant is provided an oral summary of the team’s recommendation.

132.7 A written report, the Presenter’s Report Part II, of this process, and the Presenter’s Report Part I, are forwarded to the Certification Commission for action. In the event of a split vote (i.e. 2-1 or 1-2), the interview team must clearly define the rationale of the split vote and both points of view (recommendations for and against certification) must be fully explained in the Presenter’s Report Part II.

Certification Commission Action

133.1 The Certification Commission reviews Presenter’s Reports, Part I and II, and the recommendation of the interview team and determines whether the Applicant meets the Competencies for Certification of Chaplains.

133.2 The Presenter’s Report Part II and the Certification Commission’s decision to grant or to deny certification, or to offer the Applicant a new interview, is communicated to the Applicant within thirty (30) days of the Certification Commission’s action.
133.2a When certification is granted and the ecclesiastical endorsement has been received, the Applicant receives a notification packet. The certificate is presented at the Missioning Ceremony of those newly certified during the Eucharistic Celebration at the next annual conference. If the Applicant is unable to attend the ceremony, or upon request, the certificate is mailed.

133.2b When certification is denied, the Applicant has a right to appeal the decision (Competency 307.ACD) or reapply for certification. Information about the appeals process is included with the notification of denial of certification. The NACC National Office maintains a copy of the Applicant’s materials until the time of appeal has lapsed. If the Applicant decides to apply again, all Competencies may be considered in subsequent interview(s) including but not limited to Competencies cited as not being met in previous interview(s).

133.2c When an Applicant is offered a new interview by the Certification Commission, all materials are submitted according to established dates and guidelines. Normal and reasonable interview expenses incurred by the Applicant are paid by the NACC. The Applicant has the subsequent two application deadlines to submit new materials and engage in a new interview process at the expense of NACC. If the Applicant does not submit new materials and engage in a new interview process in that time frame, the right to a new interview at NACC’s expense is relinquished.

133.3 When an Applicant is granted certification, the NACC National Office retains the following in the NACC’s long-term certification files:

133.3a The Certification Application.
133.3b The Ecclesiastical Endorsement letter.
133.3c A copy of the NACC letter requesting ecclesiastical endorsement.
133.3d A copy of the certificate.
133.3e Presenter’s Reports Part I and II.
133.3f A copy of the NACC letter confirming certification.
133.3g The Receipt of Certification Materials Form.
133.3h Certification Waivers (if applicable).
133.3i The Chaplain Notification Form.
133.3j Copies of the notification letters.
133.3k The completed NACC Ethics Accountability Statement.

All other written and electronic documents are destroyed.

133.4 When an Applicant is denied certification, the NACC National Office retains the following in the NACC’s electronic certification file:

133.4a The Certification Application.
133.4b Presenter’s Reports Part I and II.
133.4c A copy of the NACC letter denying certification.
133.4d  The Receipt of Certification Materials Form.
133.4e  Certification Waivers (if applicable).

133.5  When an Applicant is denied an interview or denied certification, the NACC National Office retains the following in its temporary files for the period of time indicated by each item:

133.5a  Official transcript of the basic academic degree (NACC to keep for five (5) years from the date of origin).
133.5b  Official transcript of the graduate-level theological degree or letter granting Graduate Degree Equivalency (NACC to keep for five (5) years from the date of origin).
133.5c  Transcript analysis, if applicable, of academic and theological degree (NACC to keep for five (5) years from the date of origin).
133.5d  Current letter of recommendation from the person to whom the Applicant reports in his/her place of ministry or if not currently ministering, a letter from anyone in a reporting position that can attest to the ministerial experience of the Applicant (NACC to keep for one (1) year from date of origin).
133.5e  For lay Applicants, a current letter of recommendation from his/her pastor or from a priest in active ministry (NACC to keep for one (1) year from date of origin).
133.5f  Current letter of ecclesiastical endorsement (NACC to keep for one (1) year from date of origin).
133.5g  A copy of the NACC letter requesting ecclesiastical endorsement. (NACC to keep for one (1) year from date of origin).

All other written and electronic documents are destroyed.
CP21 NACC Certified Associate Chaplains (CAC) are Catholics who have formal education in Catholic theology and spiritual care praxis and develop competence in all NACC-Specific competencies and select Common Competencies in the areas of Professional Identity and Conduct and Professional Practice Skills. Certification is determined through written materials (see below, CP231.3) and a virtual interview in which an Interview Team assesses the Applicant’s competencies for certification. At the completion of the interview, the Team recommends or does not recommend the Applicant to the Certification Commission for certification. It is the decision of the Certification Commission to certify or not to certify. The NACC encourages Applicants for certification to engage in a mentoring relationship with a NACC Certified Chaplain or Certified Educator upon entering the certification process.

CP22 Prerequisites

221 Chaplaincy Ministry membership in the NACC (Qualification 701.QUA2).

222 Satisfactory completion of a minimum of two (2) units (Level I or Level II) of CPE from an accredited ACPE, USCCB/CCA, or CASC/ACSS CPE center (Qualification 701.QUA4). No equivalencies are granted for the minimum two units of CPE prerequisite for the Certified Associate Chaplain level.

223 If the Applicant is a lay person, the Applicant requests a current letter of recommendation from his/her pastor or from a priest in active ministry (in the applicant’s Diocese of Ministry) be submitted by the pastor/priest directly to the NACC National Office (Qualification 701.QUA1). Letter is to be a signed original on letterhead. Current is defined as within one year of application for certification. This letter accompanies the request for ecclesiastical endorsement as a lay ecclesial health care minister that will be requested by the NACC National Office (see CP224).

224 The NACC National Office requests a current letter of ecclesiastical endorsement (Qualification 701.QUA1). Current is defined as within one year of application for certification. The NACC will complete the endorsement request on the Applicant’s behalf. Ecclesiastical endorsement is formal approval for ministry by:

224.1 The Bishop of the diocese of the Applicant’s ministry if the Applicant is a lay person, or

224.2 The major superior if the Applicant is a member of a religious order, or

224.3 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 Applicant.

225 Completion of an undergraduate degree from an accredited institution (Qualification 701.QUA3).
Completion of a minimum of thirty-two (32) graduate-level hours or equivalent of theological study from an accredited institution, pastoral formation program, diocesan ministerial training program, or professional ministry program. Qualification 701.QUA3. Activities accepted for education equivalency are varied and specifics are outlined in the in the Education Equivalency for CAC Instruction Sheet.

Completion of a minimum of one thousand (1,000) ministry hours post-second unit of accredited CPE. The one thousand (1,000) hours may be employment, volunteer ministry hours, additional accredited CPE unit, or a combination of the three. (Qualification 701.QUA5).

Adherence to the Code of Ethics for Spiritual Care Professionals and knowledge of the requirements of that Code (Code of Ethics 100).

Current completion of the NACC Ethics Accountability Statement (Code of Ethics 206.11.1). Current is defined as within one year of application for certification.

**CP23 Procedures**

231 Application Process

231.1 The Applicant contacts the NACC National Office for the Education Equivalency materials.

231.2 The NACC National Office responds electronically within fourteen (14) days with links to the following materials:

231.2a Education Equivalency for CAC Instruction Sheet
231.2b Request for Education Equivalency for CAC Form

231.3 Applicant submits the completed Request for Education Equivalency for CAC Form and documentation to the NACC National Office postmarked or digitally submitted no later than nine (9) weeks prior to the Certification application deadline in order to submit application documents for that deadline.

231.4 The submitted form and documentation will be reviewed to ensure Qualification 701.QUA3 has been met, and the Applicant will receive a letter to that effect. The confirmation letter will be included in the Applicant’s Certification Portfolio.

231.5 If the equivalency is approved, the NACC National Office sends to the Applicant electronically links to the following materials:

231.5a Application for Certified Associate Chaplain Certification (available as an email attachment only upon becoming a full member of the NACC).
231.5b Checklist for Supportive Materials required for Certified Associate Chaplain Interview.
231.5c Certification Procedures Manual - Part Two (2).
231.5d Code of Ethics for Spiritual Care Professionals.
231.5e Ethics and Accountability Statement for signature.
231.5f E-Learning Module and Post-Test Guidelines.
231.5g Guidelines and Templates for:
   231.5g1 Certified Associate Chaplain Narrative Statement – NACC-Specific and Required Common Competencies.
   231.5g2 Integrative Theological Essay.
   231.5g3 Certified Associate Chaplain Spiritual Care Encounter.
231.5h Narrative Writing Guides for:
   231.5h1 Certified Associate Chaplain Narrative Statement–NACC-Specific and Required Common Competencies.

231.6 Applicant submits a Certification Portfolio to the NACC National Office by the applicable deadline and retains a copy of all materials submitted, including the application form. Certification Portfolio may be submitted either as a binder (paper copy) through mail/package service or by digital upload (electronic copy) through the NACC Certification Portal. Digital upload method is preferred. Certification Portfolio submitted as binder (paper copy) must be postmarked by the applicable deadline. Certification Portfolio submitted as digital upload (electronic copy) must be uploaded by the applicable deadline. All materials in Certification Portfolio must be formatted in single-spaced, 12 point type (Arial, Garamond, or Times New Roman), with one inch margins [Note: CPE Evaluations may be submitted as originally formatted]. Applicants opting to submit the Certification Portfolio in the Binder format should utilize a three-ring 1 ½ inch binder with tabs.

231.6a Completed application form.
231.6b Autobiography, not to exceed seven (7) pages, addressing personal, professional, and faith development with numbered pages.
231.6c One current example of the Applicant’s provision of Spiritual Care utilizing the Certified Associate Chaplain Spiritual Care Encounter Cover Sheet with numbered pages (minimum of five (5) pages, maximum of ten (10) pages). Current is defined as within one year of application for certification. The Certified Associate Chaplain Spiritual Care Encounter should include the Cover Sheet and follow the instructions as set forth in the Cover Sheet. It will address, at minimum, the following Competencies OLA1, PPS10 and PPS11.
231.6d Final evaluations by Applicant of two CPE Units. Each evaluation is to be clearly dated and separated by a tab or a colored page.
231.6e Final evaluations by the Certified Educator of two CPE Units. Each evaluation is to be clearly dated, signed, and separated by a tab or a colored page.
231.6f Certified Associate Chaplain Narrative Statement, not to exceed eleven (11) pages, documenting how the Applicant meets all the Common Competencies in the sections Professional Identity and
Conduct (PIC) (excluding PIC 8 and PIC 9 which will be assessed through materials and within the interview); and Professional Practice Skills (PPS), and the eleven NACC-Specific competencies in the sections Integration of Theory and Practice (ITP1.2, ITP1.3), Professional Identity and Conduct (PIC3.1, PIC3.2, PIC3.3, PIC5.1), Professional Practice Skills (PPS2.1, PPS7.1) and Organizational Leadership (OL2.1, OL2.2, OL4.1).

231.6f1 Applicant must utilize the Certified Associate Chaplain Narrative Statement Template and retain the headings which list the competencies’ alphanumeric label and description.

231.6f2 If this is not the Applicant’s first interview for certification, an additional page must be included addressing how the Applicant has grown in the Competencies that were not met as outlined in the Presenter’s Report Part II from each previous interview.

231.6g Integrative Theological Essay (Competency ITP1.1), not to exceed three (3) pages in length, addressing the Applicant’s familiarity with the documents and theologies of the Competency, including ministerial examples demonstrating how the theologies have enhanced the Applicant’s practice of spiritual care.

231.6h If applicable, Presenter’s Reports Part I and II from each previous interview.

231.6i The certification application fee, two-thirds of which is non-refundable if the process is discontinued for any reason.

231.6j Current letter of recommendation from the person to whom the Applicant reports in his/her place of ministry. If the Applicant is not currently ministering, a letter from anyone in a reporting position that can attest to the ministerial experience of the Applicant is required. Letter is to be submitted directly to the NACC National Office by the person making the recommendation. Letter is to be a signed original on letterhead. Current is defined as within one year of application for certification.

231.6k If the Applicant is a lay person, the Applicant requests a current letter of recommendation from his/her pastor or from a priest in active ministry within the applicant’s Diocese of Ministry, be submitted by the pastor/priest directly to the NACC National Office (Qualification 701.QUAL1). Current is defined as within one year of application for certification. This letter accompanies the request for ecclesiastical endorsement that will be requested by the NACC National Office.

231.6l Certificate of completion of E-Learning module and Post-Test on NACC-Specific Competency ITP4.1.

231.6m An official transcript of undergraduate degree. Transcripts are requested by the Applicant to be delivered directly from the institution to the NACC National Office. The Certification Commission requires transcript analysis, at the Applicant’s expense, for all degrees acquired outside the United States.
231.6n  Letter from the NACC Certification Commission confirming that the requirement of thirty-two (32) hours of graduate-level hours of theological study or the equivalency thereof has been met.

231.6o  Documentation of one thousand (1,000) ministry hours completed post second unit of accredited CPE. The one thousand (1,000) hours may be employment, volunteer ministry hours, additional accredited CPE unit, or a combination of the three. Applicant documents required ministry hours on Ministry Hours Form.

231.6p  Current completion of the NACC Ethics Accountability Statement (Code of Ethics 206.11.1). Current is defined as within one year of application for certification.

231.7  Upon receipt of Applicant materials, the NACC National Office starts a file for the Applicant. The NACC office reviews the Applicant’s materials to assess the completion of Certification Procedures 231.3a through 231.3p. If any materials are missing, an interview will not be scheduled. If the interview is not scheduled:

231.7a  The Applicant will have the opportunity to reapply for certification.

231.7b  One-third of the certification application fee will be refunded.

231.7c  All documents are destroyed except those documents cited below in CP233.5.

231.8  If an interview is scheduled, the NACC National Office initiates the request for endorsement on behalf of the Applicant (Qualification 701.QUA1).

231.9  The NACC National Office sends the Applicant:

231.9a  The names and addresses of the interview team, identified by role within the interview team: Chair, Presenter, Reader.

231.9b  The date, time and location of the interview.

231.10  The Applicant reviews interviewers’ names for potential conflict of interest and alerts the NACC National Office if any conflict exists.

231.11  The NACC National Office will give the interview team access to the relevant Applicant electronic materials via a secured web portal within 45 days of the initial interview.

232  Interview Process

232.1  The certification interview is a virtual interview grounded in the NACC Code of Ethics for Spiritual Care Professionals, in which the Applicant meets with an interview team, composed of a Chair, Presenter, and Reader, to determine if the Applicant meets the Competencies for Certification as a Certified Associate Chaplain.

232.2  The interview team meets to collaboratively draft the Presenter’s Report Part I. An Interview Team Educator reviews the Presenter’s Reports Part I for the education of the interview team members and to facilitate the work of the interview team on behalf of the certification Applicant.
232.3 The Presenter prepares the Presenter’s Report Part I and the Administrative Specialist/ Certification makes available electronically by email the Presenter’s Report Part I to the Applicant twenty-four (24) hours prior to the time of the interview. Applicant must verify receipt by email or phone call of receipt of PRPI within 1 hour to the Administrative/Specialist Certification.

232.4 The interview is fifty (50) minutes in length.

232.5 Following the interview, the team deliberates and votes either to recommend or not to recommend the Applicant to the Certification Commission for certification. The interview team considers all written materials as well as the content and the dynamics of the interview in determining its recommendation for certification. An Interview Team Educator reviews the Presenter’s Report Part II for the education of the interview team members and to facilitate the work of the interview team on behalf of the certification Applicant.

232.6 Following the deliberation process, the Applicant is provided an oral summary of the team’s recommendation.

232.7 A written report, the Presenter’s Report Part II of this process, as well as the Presenter’s Report Part I, are forwarded to the Certification Commission for action. In the event of a split vote (i.e. 2-1 or 1-2), the interview team must clearly define the rationale of the split vote and both points of view (recommendations for and against certification) must be fully explained in the Presenter’s Report Part II.

233 Certification Commission Action

233.1 The Certification Commission reviews Presenter’s Reports, Parts I and II, and the recommendation of the interview team and determines whether the Applicant meets the Competencies for Certification as a Certified Associate Chaplain.

233.2 The Presenter’s Report Part II and the Certification Commission’s decision to grant or to deny certification, or to offer the Applicant a new interview, is communicated to the Applicant within thirty (30) days of the Certification Commission’s action.

233.2a When certification is granted and the ecclesiastical endorsement has been received, the Applicant receives a notification packet. The certificate is presented at the Missioning Ceremony of those newly certified during the Eucharistic Celebration at the next annual conference. If the Applicant is unable to attend the ceremony, or upon request, the certificate is mailed.

233.2b When certification is denied, the Applicant has a right to appeal the decision (Competency 707.ACD) or to reapply for certification. Information about the appeals process is included with the notification of denial of certification. The NACC National Office maintains a copy of the Applicant’s materials until the time of appeal has lapsed. If the Applicant decides to apply again, all
Competencies may be considered in subsequent interview(s) including but not limited to Competencies cited as not being met in previous interview(s).

233.2c When an Applicant is offered a new virtual interview by the Certification Commission, all materials are submitted according to established dates and guidelines. Normal and reasonable interview expenses incurred by the Applicant are paid by the NACC. The Applicant has the subsequent two application deadlines to submit new materials and engage in a new interview process at the expense of NACC. If the Applicant does not submit new materials and engage in a new interview process in that time frame, the right to a new interview at NACC’s expense is relinquished.

233.3 When an Applicant is granted certification, the NACC National Office retains the following in the NACC’s long-term certification files:

233.3a The Certification Application.
233.3b The Ecclesiastical Endorsement letter.
233.3c A copy of the NACC letter requesting ecclesiastical endorsement.
233.3d A copy of the certificate.
233.3e Presenter’s Reports Part I and II.
233.3f A copy of the NACC letter confirming certification.
233.3g The Receipt of Certification Materials Form.
233.3h Certification Waivers (if applicable).
233.3i The Certified Associate Chaplain Notification Form.
233.3j Copies of the notification letters.
233.3k The completed NACC Ethics Accountability Statement.

All other written and electronic documents are destroyed.

233.4 When an Applicant is denied certification, the NACC National Office retains the following in the NACC’s electronic certification file:

233.4a The Certification Application.
233.4b Presenter’s Reports Part I and II.
233.4c A copy of the NACC letter denying certification.
233.4d The Receipt of Certification Materials Form.
233.4e Certification Waivers (if applicable).

233.5 When an Applicant is denied an interview or denied certification, the NACC National Office retains the following in its temporary files for the period of time indicated by each item:

233.5a Official transcript of the basic academic degree (NACC to keep for five (5) years from the date of origin).
233.5b Official documentation of a minimum of thirty-two (32) graduate-level theological study hours or letter from the Certification Commission granting a Graduate Education Equivalency for
graduate-level hours of theological study (NACC to keep for five (5) years from the date of origin).

233.5c Documentation analysis, if applicable, of theological study (NACC to keep for five (5) years from the date of origin).

233.5d Current letter(s) verifying ministry hours from the person to whom the Applicant reported in the place of ministry (supervisor). (NACC to keep for one (1) year from date of origin).

233.5e Current letter of recommendation from the person to whom the Applicant reports in his/her place of ministry or if not currently ministering, a letter from anyone in a reporting position that can attest to the ministerial experience of the Applicant (NACC to keep for one (1) year from date of origin).

233.5f For lay Applicants, a current letter of recommendation from his/her pastor or from a priest in active ministry (NACC to keep for one (1) year from date of origin).

233.5g Current letter of ecclesiastical endorsement (NACC to keep for one (1) year from date of origin).

233.5h A copy of the NACC letter requesting ecclesiastical endorsement. (NACC to keep for one (1) year from date of origin).

All other written and electronic documents are destroyed.
Certification Procedures Manual

Part Three – Palliative Care and Hospice Advanced Certification Procedures

CP31 NACC Palliative Care and Hospice Advanced Certification (PCHAC) Chaplains are Catholics who manifest proficiency in utilizing Catholic theology, holistic care, and ethical principles within interdisciplinary palliative and end-of-life ministry through the development of specialized Competencies.

The Interview Team recommends or does not recommend the Applicant to the Certification Commission for advanced certification. It is the decision of the Certification Commission to uphold the decision of the Team.

The NACC encourages Applicants for Advanced Certification to engage in a mentoring relationship with a NACC or BCCi Palliative Care and Hospice Advanced Certified Chaplain upon entering the certification process.

CP32 Prerequisites

321 Chaplaincy Ministry membership in the NACC. (Qualification 601.QUA1)

322 Board Certification as a NACC Chaplain or Educator for a minimum of one year. (Qualification 601.QUA2)

323 Direct clinical palliative care and/or hospice work experience spanning three (3) consecutive years at a minimum of 520 hours per year. (Qualification 601.QUA3)

324 Completion of an intensive palliative care and/or hospice course equivalent to three (3) credit hours (45 hours). (Qualification 601.QUA4)

325 Suggested reading: Improving the Quality of Spiritual Care as a Dimension of Palliative Care: The Report of the Consensus Conference; Gone From My Sight: The Dying Experience; Hard Choices for Loving People: CPR, Artificial Feeding, Comfort Care, and the Patient with a Life-Threatening Illness.

CP33 Procedures

331 Written Application and Interview Application Process

331.1 The Applicant can download the application and supporting materials directly from the NACC website under the heading for Palliative Care and Hospice Advanced Certification materials.

331.2 The NACC website provides the following information:

331.2a Application for Palliative Care and Hospice Advanced Certification.

331.2b Checklist for Supportive Materials required for Palliative Care and Hospice Advanced Certification Interview.

331.2c NACC Certification Procedures Manual - Part Three (3).

331.3 Applicant submits electronically, in order and in one (1) email, the following written materials to the NACC National Office by the applicable deadline.
and retains a copy of all materials submitted, including the application form. All applicable materials must be formatted in single-spaced, 12-point type (Arial, Garamond, or Times New Roman), with one-inch margins.

331.3a Completed application form.

331.3b The Advanced Certification application fee. (Reference CP332.3 for refund policy)

331.3c A 1-2-page Progression Essay describing the following:

331.3c1 Professional setting: A description of the palliative care or hospice program in which the Applicant works, including the programs’ disciplines, organizational structure, number of palliative care or hospice consults per month, and the Applicant’s role in the palliative care or hospice program.

331.3c2 The Applicant’s passion for palliative care and hospice work written narratively. Narrative must include why the Applicant is seeking this advanced certification.

331.3c3 Ten (10) to twelve (12) page Major Essay incorporating all of the Palliative Care and Hospice Advanced Certification Competencies. The major essay has three (3) required components, which may be integrated into a single document or may be submitted as three separate documents, in either instance totaling no more than 10-12 pages for all three components. PLEASE NOTE: The applicant must demonstrate all 14 competencies and also demonstrate advance practice integration in this essay. Applicant must annotate throughout the essay where each competency is demonstrated. The following components must be included in the major essay:

331.3c3a Theory and practice of chaplaincy care in palliative care and hospice ministry.

331.3c3b Case study within the past year that is comprehensive in scope of care addressing, but not limited to, an evolving, comprehensive spiritual plan of care; progression of spiritual practice over the case; and integration of chaplaincy care to enhance other palliative care and hospice disciplines in providing holistic service to patient and/or family.

331.3c3c Written demonstration of participation in a quality improvement (QI) process that enhances the delivery of chaplaincy care in palliative care and hospice.

331.3d Three (3) current letters of recommendation. One (1) letter from the Applicant’s palliative care and/or hospice supervisor (can include verification that clinical experience requirements have been met), and two (2) letters from palliative care and/or hospice supervisors.
interdisciplinary care team members (limited to one (1) chaplain colleague who served with the Applicant).

The letters must include the quality of the Applicant’s interaction with patients, families and team members as well as the Applicant’s team collaboration, leadership and educational contributions within a hospice and palliative care team. Each letter is to be submitted with the application to the NACC National Office. Each letter is to be signed and dated. Current is defined as within one (1) year of application for certification.

331.3c If applicable, add Presenter’s Report I and Presenter’s Reports II from each previous PCHAC interview and/or Action/Reflection Certification Process to accompany the application.

332 NACC National Office Action –

332.1 Upon receipt of Applicant materials, the NACC National Office starts a file on the Applicant and reviews the Applicant’s materials in order to assess the completion of Certification Procedures 331.3a through 331.3c.

332.2 The NACC National Office forwards Applicant materials to the PCHAC Process Committee who evaluates the materials and determines whether the Applicant meets the requirements to move forward with an interview. The PCHAC Process Committee is comprised of NACC and BCCi Palliative Care and Hospice Advanced Certified Chaplains.

332.3 If any materials are missing or deemed unacceptable, the Applicant will have the opportunity to:

332.3a Continue in the certification process with the understanding that if they are denied advanced certification that no refund of application fee will occur, or

332.3b Withdraw their application for advanced certification and not proceed to an interview. Applicant will receive a full refund of the application fee. If application is withdrawn, all documents are destroyed except those documents cited below in CP334.5.

332.4 If an interview is scheduled, the NACC National Office sends the Applicant:

332.4a The names of the interview team

332.4b The date and time of the video conference interview.

332.5 The Applicant reviews interview team names for potential conflict of interest and alerts the NACC National Office if any conflict exists.

332.6 The NACC National Office sends a complete copy of materials 331.3a-331.3e (excluding 331.3b) to members of the Interview Team via electronic communication methods.
333 Interview Process

333.1 The Advanced Certification interview is a virtual interview in which the Applicant meets with an Advanced Practice Chaplain Interview Team to determine if the Applicant meets the Competencies for the Palliative Care and Hospice Advanced Certification (PCHAC).

333.2 The Interview Team is composed of a minimum of three (3) NACC or BCCi Board Certified Chaplains with Palliative Care and Hospice Advanced Certification.

333.3 The Interview Team meets to collaboratively draft the Presenter’s Report Part I.

333.4 The Interview Team prepares and makes available the Presenter’s Report Part I to the Applicant electronically by email at least seven (7) days prior to the interview.

333.5 The interview lasts approximately sixty (60) to ninety (90) minutes via Video Conferencing Call.

333.6 Following the interview, the Interview Team deliberates and decides to either recommend or not to recommend the Applicant to the Certification Commission for Advanced Certification.

333.7 ALL competencies must be met in order to attain the Palliative Care and Hospice Advanced Certification (PCHAC).

333.8 Within approximately one hour of the deliberation process, the Applicant is provided an oral summary of the Interview Team’s recommendation. Presenter’s Report Part II, along with Presenter’s Report Part I, is forwarded to the Certification Commission for action within fourteen (14) days of the interview.

333.9 The Presenter’s Report Part II is sent to the Applicant within twenty-one (21) days of the interview.

334 Certification Commission Action –

334.1 The Certification Commission reviews Presenter’s Reports, Part I and II, and the recommendation of the Interview Team and determines whether to uphold the recommendation of the interview team.

334.2 The Presenter’s Report Part II and the Certification Commission’s decision is communicated to the Applicant within twenty-one (21) days of the Certification interview.

334.2a When advanced certification is granted, the Applicant receives a notification packet. The certificate is presented at the Missioning Ceremony of those newly certified during the Eucharistic Celebration at the next annual conference. If the Applicant is
unable to attend the ceremony, or upon request, the certificate is mailed.

334.2b When advanced certification is denied, the Applicant has a right to appeal the decision (Competency 604.ACD) or reapply for advanced certification. Information about the appeals process is included with the notification of denial of advanced certification. The NACC National Office maintains a copy of the Applicant’s materials until the time of appeal has lapsed. If the Applicant decides to apply again, all PCHAC Competencies will need to be demonstrated and met in the reappearance. If the applicant elects to reapply, the Applicant will be eligible for a discounted application fee.

334.3 When an Applicant is granted advanced certification, the NACC National Office retains the following in its long-term certification files:

334.3a The Advanced Certification Application.
334.3b A copy of the certificate.
334.3c Interview Team Presenter’s Reports, Part I and II.
334.3d A copy of the NACC letter confirming advanced certification.
334.3e Certification Waivers (if applicable).
334.3f Copies of the notification letters.
All other written and electronic documents are destroyed.

334.4 When an Applicant is denied advanced certification, the NACC National Office retains the following items in its electronic certification files:

334.4a The Advanced Certification Application.
334.4b Interview Team Reports, Part I and II.
334.4c A copy of the NACC letter denying advanced certification.
334.4d Certification Waivers (if applicable).

334.5 When the Applicant withdraws their application or is denied advanced certification, the NACC National Office retains the following items in its temporary files for the period of time indicated:

334.5a Three (3) current letters of recommendation in total. One from the Applicant’s palliative care and/or hospice supervisor. And, two (2) from palliative care and/or hospice interdisciplinary care team members (limited to one (1) chaplain colleague who served with the Applicant).
All other written and electronic documents are destroyed.
Certification Procedures Manual

Part Four – Recognition of Board Certified Applicants for NACC Certification Procedures

CP41 A NACC member who holds Board Certification with one of the Strategic Partners in Spiritual Care (Strategic Partners) may apply to have his/her certification recognized by NACC. Strategic Partners currently approved for recognition of certification by the NACC are indicated in CP411-CP414.

411 Chaplain Certification:
   - Association of Professional Chaplains (APC)
   - Canadian Association for Spiritual Care / Association Canadienne de Soins Spirituels (CASC/ACSS)
   - National Association of Veterans’ Affairs Chaplains (NAVAC)

412 Certified Associate Chaplain (CAC):
   - Association of Professional Chaplains (APC)

413 Educator Certification:
   - ACPE
   - Canadian Association for Spiritual Care / Association Canadienne de Soins Spirituels (CASC/ACSS)

414 Palliative Care and Hospice Advanced Certification (PCHAC):
   - Association of Professional Chaplains (APC)
   - National Association of Veterans’ Affairs Chaplains (NAVAC)

CP42 Prerequisites

421 Chaplaincy Ministry membership in the NACC (Qualification 301.QUA2).

422 Documented proof of membership and valid certification by one of the accepted Strategic Partners (CP411-CP414).

423 If the Applicant is a lay person, the Applicant requests that a current letter of recommendation from his/her pastor or from a priest in active ministry within the applicant’s Diocese of Ministry, be submitted by the pastor/priest directly to the NACC National Office (Qualification 301.QUA1). Letter is to be a signed original on letterhead. Current is defined as within one year of application for certification recognition. This letter accompanies the request for ecclesiastical endorsement as a lay ecclesial health care minister initiated by the NACC National Office.

424 The NACC National Office requests a current letter of ecclesiastical endorsement (Qualification 301.QUA1). Current is defined as within one year of application for certification recognition. The NACC will complete the endorsement request on the Applicant’s behalf. Ecclesiastical endorsement is formal approval for ministry by:

424.1 The Bishop of the diocese of the Applicant’s ministry if the Applicant is a lay person, or

424.2 The major superior if the Applicant is a member of a religious order, or

424.3 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 Applicant.

425 Adherence to the Code of Ethics for Spiritual Care Professionals and knowledge of the requirements of that Code (Code of Ethics 100).

426 Current completion of the NACC Ethics Accountability Statement (Code of Ethics 206.11.1). Current is defined as within one year of application for certification recognition.

CP43 Procedures

431 Application Process

431.1 The Applicant contacts the NACC National Office for certification recognition materials.

431.2 The NACC National Office responds electronically within fourteen (14) days with a link to the following materials:

431.2a Application for certification recognition (available only upon becoming a full member of the NACC).

431.2b Checklist for Supportive Materials required for Certification Recognition.

431.2c Certification Procedures Manual - Part Four (4).

431.2d Code of Ethics for Spiritual Care Professionals.

431.2e Ethics and Accountability Statement for signature.

431.2f E-Learning Module and Post-Test Instructions.

431.2g Guidelines and Templates for:

431.2g1 Narrative Statement I - NACC-Specific Competencies.

431.2g2 Integrative Theological Essay.

431.2h Narrative Statement I Narrative Writing Guide.

431.3 Applicant submits the following written materials to the NACC National Office and retains a copy of all materials submitted, including the application form. All applicable materials must be formatted in single-spaced, 12 point type (Arial, Garamond, or Times New Roman), with one inch margins. Materials are submitted in a three-ring 1 inch binder.

431.3a Completed certification recognition application form.

431.3b The certification recognition application fee, two-thirds of which is non-refundable if the process is discontinued for any reason.

431.3c Proof of current membership and valid certification with one of the accepted Strategic Partners (CP411-414).

431.3d Copy of most recent peer review report. The report from the initial certification process may be submitted if a peer review process has not yet been completed.
431.3e If the Applicant is a lay Chaplain, the Applicant requests a current letter of recommendation from his/her pastor or from a priest in active ministry within the applicant’s Diocese of Ministry, which is submitted by the pastor/priest directly to the NACC National Office (Qualification 301.QUA1). Letter is to be a signed original on letterhead. Current is defined as within one year of application for recognition. This letter accompanies the request for ecclesiastical endorsement initiated by the NACC National Office.

431.3f Narrative Statement I, not to exceed four (4) pages, documenting how the Applicant meets each of the NACC-Specific Competencies (excluding ITP1.1 which will be assessed through the Integrative Theological Essay [see 431.3g] and ITP4.1 which will be assessed through an E-Learning module [see 431.3h]) required for certification citing each Competency by alphanumeric label. Applicant must utilize the Narrative Statement I Template and retain the headings which list each Competency’s alphanumeric label and description.

431.3g Integrative Theological Essay (Competency ITP1.1), not to exceed three (3) pages in length, addressing the Applicant’s familiarity with the documents and theologies of the Competency, including ministerial examples demonstrating how the theologies have enhanced the Applicant’s provision of spiritual care or education, depending on the recognition being sought.

431.3h Certificate of completion of E-Learning module and Post-Test on NACC-Specific Competency ITP4.1.

431.3 If the Applicant is a current Board Certified Chaplain with the NACC and seeking recognition of their Educator certification, written materials CP431.3b and CP431.3e through CP431.3h are not required.

432 NACC National Office Action:

432.1 Upon receipt of Applicant materials, the NACC National Office starts a file on the Applicant and reviews the Applicant’s materials in order to assess the completion of Certification Procedures 431.3a through 431.3h.

432.2 If any materials are missing, the Certification Commission will not review the request for certification recognition. If the request will not be reviewed:

432.2a The Applicant will have the opportunity to reapply for certification recognition.

432.2b One-third of the certification recognition application fee will be refunded.

432.2c All documents are destroyed except those documents cited below in CP433.6.

432.3 If the request for certification recognition is scheduled for review, the NACC National Office initiates the request for endorsement on behalf of the Applicant (Qualification 301.QUA1). Endorsement will not be requested if
Applicant is a current Board Certified Chaplain with the NACC and seeking recognition of their Educator certification.

Certification Commission Action

433.1 The Certification Commission reviews the materials and determines if the Applicant meets the Competencies for NACC certification recognition.

433.2 The Certification Commission’s decision to grant or to deny certification recognition is communicated to the Applicant within thirty (30) days of the Certification Commission’s action.

433.2a When certification recognition is granted and ecclesiastical endorsement has been received, the Applicant receives a notification packet. The certificate is presented at the Missioning Ceremony of those newly certified during a Eucharistic Celebration at the next annual conference. If the Applicant is unable to attend the ceremony, or upon request, the certificate is mailed.

433.2b When certification recognition is denied, the Applicant has a right to appeal the decision (Competency 307.ACD) or reapply for certification recognition. Information about the appeals process is included with the notification of denial of certification recognition. The NACC National Office maintains a copy of the Applicant’s materials until the time of appeal has lapsed.

433.3 When certification recognition is granted and ecclesiastical endorsement has been received, the Applicant will follow the requirements for maintenance of certification as per current NACC Certification Procedures Manual:

Chaplain: Part Five
Certified Associate Chaplain: Part Six
NACC Certified Educator: Part Seven
Palliative Care and Hospice Advanced Certification: Part Five

433.4 When an Applicant is granted recognition, the NACC National Office retains the following in its long-term certification files:

433.4a The Certification Recognition Application.
433.4b The Ecclesiastical Endorsement letter.
433.4c A copy of the NACC letter requesting ecclesiastical endorsement.
433.4d A copy of the certificate of recognition.
433.4e Copies of the proof of membership and certification with the Strategic Partner.
433.4f A copy of the NACC letter confirming certification recognition.
433.4g The Notification Form.
433.4h Copies of the notification letters.
433.4i Completed NACC Ethics Accountability Statement.

All other written and electronic documents are destroyed.
433.5 When an Applicant is denied recognition, the NACC National Office retains the following in its electronic certification files:

433.5a The Certification Recognition Application.
433.5b A copy of the NACC letter denying certification recognition.

433.6 When an Applicant is denied recognition review or denied recognition, the NACC National Office retains the following in its temporary files for the period of time indicated by each item:

433.6a For lay Applicants, a current letter of recommendation from his/her pastor or from a priest in active ministry (NACC to keep for one (1) year from date of origin).
433.6b Current letter of ecclesiastical endorsement (NACC to keep for one (1) year from date of origin).
433.6c A copy of the NACC letter requesting ecclesiastical endorsement (NACC to keep for one (1) year from date of origin).

All other written and electronic documents are destroyed.
Certification Procedures Manual
Part Five – Chaplain Renewal of Certification Procedures

CP51 Chaplain Renewal of Certification is the process by which Catholic Chaplains certified by the NACC demonstrate their ongoing proficiency as spiritual care providers within the current NACC Competencies for Catholic spiritual care theology and praxis, and the Common Competencies for Certification for Professional Spiritual Care. Renewal of Certification is the continuation of the certification process, building on recommendations from the previous renewal of certification or the original certification. This renewal is achieved primarily through continuing education in the following areas: Integration of Theory and Practice, Professional Identity and Conduct, Professional Practice Skills, and Organizational Leadership. The Chaplain incorporates the recommendations from the previous renewal of certification or the original certification in formulating plans for education and/or development through a peer review process.

A Retired Certified member of the NACC who has been certified for at least five (5) years and has successfully engaged in at least one (1) five (5) year renewal process may maintain certification without the expectation of fulfilling Certification Competencies 306.MNT1 – 306.MNT3 (Certification Procedures 522-525). See the Certification Procedures Manual, Part Eight: Retired Chaplain or Retired Educator Renewal of Certification Utilizing Reduced Certification Requirements Procedures.

The renewal of certification process takes place every five (5) years.

Note: Given the COVID-19 pandemic, the Certification Commission and Competencies Commission approved special exceptions for the 2020, 2021, 2022 education years. See specific details in the following Procedures: CP522, CP532.3 CP532.4, CP532.9, CP532.12d).

CP52 Prerequisites

521 Chaplaincy Ministry or Retired Certified membership in the NACC (Competency 306.MNT4).

522 Completion of fifty (50) hours of educational activities per year for the five (5) year renewal period (Competency 306.MNT2). Note: Competencies Commission approved an exception to decrease the required number of educational hours per year for 2020, 2021, 2022 from fifty (50) hours to thirty-five (35) hours.

523 If the Chaplain is a lay person, the Chaplain requests that a current letter of recommendation from his/her pastor or from a priest in active ministry within the applicant’s Diocese of Ministry, be submitted by the pastor/priest directly to the NACC National Office (Competency 306.MNT3). Letter is to be a signed original on letterhead. Current is defined as within one year of application for renewal of certification. This letter accompanies the request for ecclesiastical endorsement as a lay ecclesial health care minister initiated by the NACC National Office.

524 The NACC National Office requests a current letter of ecclesiastical endorsement (Competency 306.MNT3). Current is defined as within one year of application for renewal of certification. The NACC will complete the endorsement request on the Chaplain’s behalf. Ecclesiastical endorsement is formal approval for ministry by:
524.1 The Bishop of the diocese of the Chaplain’s ministry if the Chaplain is a lay person, or
524.2 The major superior if the Chaplain is a member of a religious order, or
524.3 The Ordinary (understood as the Bishop of the diocese where the priest or deacon is incardinated) if the Chaplain 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.

525 Participation in a peer review with an active or retired certified Chaplain or Educator who is a current member of the NACC (Competency 306.MNT1) with whom you do not share a reporting relationship (renewing Chaplain reports to the Peer Reviewer or vice versa) and who is not an Inactive or Emeritus member of the NACC.

526 Adherence to the Code of Ethics for Spiritual Care Professionals and knowledge of the requirements of that Code (Competency 306.MNT5).

527 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.

CP53 Procedures

531 Application Process

531.1 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 Chaplain receives a letter directing him/her to the NACC website for materials for renewal. If the Chaplain holds advanced certification, he/she must adhere to the applicable NACC Chaplain Renewal of Certification Procedure as specified.

531.2 The Chaplain completes the renewal of certification application, the NACC Ethics Accountability Statement, the peer review form, and the continuing education reporting form(s). All forms are available on the NACC website.

531.3 If the Chaplain is a lay person, the Chaplain requests that a current letter of recommendation from his/her pastor or from a priest in active ministry within the applicant’s Diocese of Ministry, be submitted by the pastor/priest directly to the NACC National Office (Competency 306.MNT3). Letter is to be a signed original on letterhead. Current is defined as within one year of application for renewal of certification. This letter accompanies the request for ecclesiastical endorsement initiated by the NACC National Office.

531.4 After all materials are received, the NACC National Office requests a current letter of ecclesiastical endorsement on behalf of the Chaplain. Current is defined as within one year of application for renewal of certification.

531.5 The Chaplain completes the renewal of certification process within the calendar year in which renewal is required.
531.6 If unable to complete the renewal process within the calendar year in which renewal is required, the Chaplain may request, in writing, an extension from the Chair of the Certification Commission. Extensions are granted in one (1) year increments for a maximum of two (2) years and do not alter the original renewal of certification schedule. If requesting an extension, the Chaplain must submit the appropriate extension fee. Extension request and payment must be received at the NACC National Office by December 31 of the year in which renewal of certification is required.

532 Continuing Education Documentation Process

532.1 The Chaplain maintains an annual record of his/her continuing education hours over the five (5) year period to reflect consistent and intentional educational updating. This annual record must be logged on the current NACC Continuing Education Hours form and must be electronically produced (computer or typewriter). Handwritten forms will not be accepted.

532.2 Categories for continuing education parallel the current Competencies for Certification. Refer to the NACC website for a current version of the Competencies for Certification and Renewal of Certification of Chaplains.

532.3 Completion of fifty* (50) hours of educational activities per year is required for the five (5) year renewal of certification cycle (Competency 306.MNT2). If the Chaplain holds advanced certification, the following guidelines apply: Beginning with the year in which the advanced certification was granted, the Chaplain must complete a minimum of twenty (20) hours of educational activities per year (of the fifty (50) hours total required per year) related to education in the advanced certification. For ease of identification, the twenty (20) hours per year related to the specialty area should be coded with the credentials of the specialty. *Note: Competencies Commission approved an exception to decrease the required number of educational hours for 2020, 2021, 2022 from fifty (50) hours to thirty-five (35) hours (per year).

532.4 When educational activities are recorded, an “hour” equals sixty (60) minutes. A minimum of ten* (10) hours is required in each of the four categories of Competency: Integration of Theory and Practice (ITP), Professional Identity and Conduct (PIC), Professional Practice Skills (PPS), and Organizational Leadership (OL) (see Certification Competencies 302, 303, 304, and 305). Based on the recommendations of his/her previous peer review, certification interview, or the areas where the Chaplain determines a need for growth, the other ten (10) hours may be divided to meet his/her needs. *Note: Certification Commission approved an exception to decrease the minimum number of hours required in each category from ten (10) hours to seven (7) hours. This exception is in effect for education years 2020, 2021, 2022.

532.5 A continuing education activity is only counted once regardless of the Chaplain’s role as an attendee or presenter. If presenting, the Chaplain can also include preparation time. If one is presenting the program multiple times, the presentation and preparation time may be counted only once.
532.6 When a continuing education activity includes time both as a presenter and as an attendee, the Chaplain may record the number of hours spent in presenting/preparing and the number of hours spent in attendance.

532.7 When a continuing education activity provides updating in more than one of the four Categories of Competency (see CP532.4), the Chaplain may elect to record the education hours in multiple categories. The total number of hours recorded should not exceed the total education hours for the activity.

532.8 Routine activities which occur as part of the Chaplain’s professional ministry responsibilities (e.g. liturgical rites, patient visitation, mentoring CPE students) may not be submitted as continuing education activities. Training mandated as part of a Chaplain’s professional ministry requirements may not be submitted as continued education activities.

532.9 At least twenty* (20) hours of continuing education documented annually are to reflect the Chaplain’s attendance at, seminars, workshops, conferences, or live audio conferences/webinars. *Note: Certification Commission approved waiving the “attended” hour requirement for education years 2020, 2021, 2022.

532.10 Designate each activity as “A” for attended, “P” for presented, “M” for review of education materials, or “V” for volunteer service to the NACC of an educational value. Live presentations and/or attendance at live webinars/audio conferences are considered attending educational events and should be designated “A” for attended. Reading of books/articles, and listening/viewing of recorded events (videos/audio conferences/webinars) are considered reviewing of educational materials and should be designated as “M.”

532.11 For attended activities (workshops, live webinars, etc.) include title of program, presenter name, and location or sponsor of program. For reading books or articles include title and author. For listening/viewing to recorded events (videos/audio conferences/webinars) include title of program and presenter name. If using an acronym or abbreviation, define it at least once in the written record.

532.12 The following limits of continuing education activities are:

532.12a Spiritual Direction – Up to ten (10) hours per year.

532.12b Retreat – Up to twenty (20) hours total per year. Report each retreat utilizing the following parameters: Four (4) hours per day for directed, guided, preached, individual retreat; Conference type retreats report total hours of participation.

532.12c Therapy/Professional Supervision – Up to ten (10) hours per year.

532.12d Educational Materials (M) including books, articles, and recorded events (videos/audio conferences/webinars) – Up to twenty-five* (25) hours per year. *Note: Certification Commission approved waiving the limitation set for Educational Materials for education years 2020, 2021, 2022.
532.12e Volunteer Service to the National Association of Catholic Chaplains that is of an educational value – Up to fifteen (15) hours per year. If the Volunteer Service to the NACC includes serving as a volunteer for an initial certification interview weekend (interviewer, interview team educator, etc.), the Chaplain may report up to twenty (20) hours total per year.

532.12f Clinical Pastoral Education (CPE) Units (additional CPE Units or Supervisory CPE Units):

532.12f1 Didactic activity – Number of hours of participation or presentation; activity should be listed by session and include the topic and date.

532.12f2 Supervisory sessions (as part of the Unit) – Up to ten (10) hours per year.

532.12f3 Ministerial activities (patient visitation, conducting worship services, etc.) may not be submitted as continuing education activities.

533 Peer Review Process

533.1 The Chaplain arranges for and completes an hour-long peer review session. The peer review session does not need to be an in-person session. The peer review session may be completed by telephone or Voice Over Internet Protocols (VoIP) technologies (e.g. Skype). The peer review report must be recorded on the current NACC Peer Review form and must be electronically produced (computer or typewriter). Handwritten forms will not be accepted.

533.2 The peer reviewer is a certified Chaplain or 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 of the NACC. If the Chaplain holds advanced certification, the peer reviewer must meet the aforementioned guidelines as well as hold current certification in the same advanced specialty or demonstrate experience in the advanced specialty area.

533.3 Prior to the peer review, the Chaplain sends the following materials to the reviewer allowing ample time for review:

533.3a A copy of recommendations from the last interview or peer review.
533.3b A completed copy of the Renewal of Certification Education Report Forms.
533.3c Renewal of Certification Peer Review Form.

533.4 The electronically produced (computer or typewriter) Peer Review Form contains three (3) sections:

533.4a Process – In this section, the peer reviewer summarizes the process of the peer review: beginning, middle, and end.
533.4b Content – In this section, the peer reviewer notes the content of the peer review, identifying:
533.4b1 The meaning and effectiveness of the continuing education activities for the Chaplain.

533.4b2 An update regarding the Chaplain’s development of Integration of Theory and Practice, Professional Identity and Conduct, Professional Practice, and Organizational Leadership Skills with significant changes in the five (5) year period.

533.4b3 Progress on recommendations made to the Chaplain during the previous interview or peer review.

533.4b4 Discussion of the Chaplain’s plans for future development.

533.4c Recommendations – In this section, the peer reviewer writes recommendations that flow from the process and content. Recommendations are related to the Competencies for Certification and Renewal of Certification of Chaplains and include future plans for maintaining and enhancing competencies. Certification Competency number(s) must be listed after each recommendation.

533.5 The peer reviewer signs the Peer Review Form and sends it back to the Chaplain for review and signature.

534 The Chaplain sends the following materials (CP534.1-534.5) to the NACC National Office and also retains copies of these documents for future purposes:

534.1 The Renewal of Certification Application.

534.2 The Renewal of Certification Fee. If the Chaplain renewing is a NACC Retired Certified member, the Renewal of Certification fee is waived.

534.3 The Renewal of Certification Education Report Form(s).

534.4 A signed copy of the Renewal of Certification Peer Review Form.

534.5 Completed NACC Ethics Accountability Statement.

535 Certification Commission Action

535.1 The Certification Commission reviews the materials and determines if the Chaplain meets the Competencies for Renewal of Certification.

535.2 The NACC National Office notifies the Chaplain of the Certification Commission’s decision within thirty (30) days of the decision.

535.2a When renewal of certification is granted and the ecclesiastical endorsement has been received, the Chaplain is issued a new certificate.

535.2b When additional information and/or clarifications are required by the Certification Commission before a decision can be made, the Chaplain will receive a letter requesting clarifications and/or
additional information. The Certification Commission sets the
deadline by which the revised/additional materials must be
received. The Certification Commission will review the submitted
material(s) at the next scheduled Commission meeting and
determine if the Chaplain meets the Competencies for Renewal of
Certification.

535.2c When renewal of certification is denied, the Chaplain is issued a
letter outlining the reason(s) for denial. The Certification
Commission’s decision is final.

535.3 When a Chaplain is granted renewal of certification, the NACC National
Office retains the following in the NACC’s long-term certification files:

535.3a The Renewal of Certification Application.
535.3b The Renewal of Certification Peer Review Form.
535.3c The Ecclesiastical Endorsement letter.
535.3d A copy of the certificate.
535.3e A copy of the NACC letter confirming renewal of certification.
535.3f A copy of the NACC letter stating exceptions, if applicable.
535.3g The completed NACC Ethics Accountability Statement.
All other written and electronic documents are destroyed.

535.4 When a Chaplain is denied renewal of certification, the NACC National
Office retains the following in the NACC’s electronic certification file:

535.4a The Renewal of Certification Application.
535.4b The Renewal of Certification Peer Review Form.
535.4c A copy of the NACC letter denying renewal of certification.
All other written and electronic documents are destroyed.
Certification Procedures Manual

Part Six – Certified Associate Chaplain Renewal of Certification Procedures

CP61 Certified Associate Chaplain Renewal of Certification is the process by which Catholic Certified Associate Chaplains certified by the NACC demonstrate their ongoing proficiency as spiritual care providers within the current NACC Competencies for Catholic spiritual care theology and praxis, and selected Competencies in the Common Competencies for Certification for Professional Spiritual Care. Renewal of Certification is the continuation of the Certified Associate Chaplain certification process, building on recommendations from the previous renewal of certification or the original certification. This renewal is achieved primarily through continuing education in the Competencies for Certification and Renewal of Certification for Certified Associate Chaplains. The Certified Associate Chaplain incorporates the recommendations from the previous renewal of certification or the original certification in formulating plans for education and/or development through a peer review process.

A Retired Certified member of the NACC who has been certified as an Associate Chaplain for at least five (5) years and has successfully engaged in at least one (1) five (5) year renewal process may maintain certification without the expectation of fulfilling Certification Competencies 706.MNT1 – 706.MNT3 (Certification Procedures 622-625). See the Certification Procedures Manual, Part Eight: Retired Chaplain, Retired Educator Renewal, or Retired Certified Associate Chaplain of Certification Utilizing Reduced Certification Requirements Procedures.

The renewal of certification process takes place every five (5) years.

Note: Given the COVID-19 pandemic, the Certification Commission and Competencies Commission approved special exceptions for the 2021, 2022 education years. See specific details in the following Procedures: CP632.9, CP632.12d.

CP62 Prerequisites:

621 Chaplaincy Ministry or Retired Certified membership in the NACC (Competency 706.MNT4).

622 Completion of thirty (30) hours of educational activities per year for the five (5) year renewal period (Competency 706.MNT2).

623 If the Certified Associate Chaplain is a lay person, the Certified Associate Chaplain requests a current letter of recommendation from his/her pastor or from a priest in active ministry within the applicant’s Diocese of Ministry, be submitted by the pastor/priest directly to the NACC National Office (Competency 706.MNT3). Letter is to be a signed original on letterhead. Current is defined as within one year of application for renewal of certification. This letter accompanies the request for ecclesiastical endorsement as a lay ecclesial health care minister initiated by the NACC National Office.

624 The NACC National Office requests a current letter of ecclesiastical endorsement (Competency 706.MNT3). Current is defined as within one year of application for renewal of certification. The NACC will complete the endorsement request on the
Certified Associate Chaplain’s behalf. Ecclesiastical endorsement is formal approval for ministry by:

624.1 The Bishop of the diocese of the Certified Associate Chaplain’s ministry if the Certified Associate Chaplain is a lay person, or
624.2 The major superior if the Certified Associate Chaplain is a member of a religious order, or
624.3 The Ordinary (understood as the Bishop of the diocese where the priest or deacon is incardinated) if the Certified Associate Chaplain 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 Associate Chaplain.

625 Participation in a peer review with an active or retired Certified Associate Chaplain or Certified Chaplain who is a current member of the NACC (Competency 706.MNT1) with whom you do not share a reporting relationship (renewing Certified Associate Chaplain reports to the Peer Reviewer or vice versa) and who is not an Inactive or Emeritus member of the NACC.

626 Adherence to the Code of Ethics for Spiritual Care Professionals and knowledge of the requirements of that Code (Competency 706.MNT). 

627 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.

CP63 Procedures

631 Application Process

631.1 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 Certified Associate Chaplain receives a letter directing him/her to the NACC website for materials for renewal.

631.2 The Certified Associate Chaplain completes the renewal of certification application, the NACC Ethics Accountability Statement, the peer review form, and the continuing education reporting form(s). All forms are available on the NACC website.

631.3 If the Certified Associate Chaplain is a lay person, the Certified Associate Chaplain requests a current letter of recommendation from his/her pastor or from a priest in active ministry within the applicant’s Diocese of Ministry, be submitted by the pastor/priest directly to the NACC National Office (Competency 706.MNT3). Letter is to be a signed original on letterhead. Current is defined as within one year of application for renewal of certification. This letter accompanies the request for ecclesiastical endorsement initiated by the NACC National Office.
631.4 After all materials are received, the NACC National Office requests a current letter of ecclesiastical endorsement on behalf of the Certified Associate Chaplain. Current is defined as within one year of application for renewal of certification.

631.5 The Certified Associate Chaplain completes the renewal of certification process within the calendar year in which renewal is required.

631.6 If unable to complete the renewal process within the calendar year in which renewal is required, the Certified Associate Chaplain may request, in writing, an extension from the Chair of the Certification Commission. Extensions are granted in one (1) year increments for a maximum of two (2) years and do not alter the original renewal of certification schedule. If requesting an extension, the Certified Associate Chaplain must submit the appropriate extension fee. Extension request and payment must be received at the NACC National Office by December 31 of the year in which renewal of certification is required.

632 Continuing Education Documentation Process

632.1 The Certified Associate Chaplain maintains an annual record of his/her continuing education hours over the five (5) year period to reflect consistent and intentional educational updating. This annual record must be logged on the current NACC Continuing Education Hours form and must be electronically produced by computer or typewriter. Handwritten forms will not be accepted.

632.2 Categories for continuing education parallel the current Competencies for Certified Associate Chaplains. Refer to the NACC website for a current version of the Competencies for Certification and Renewal of Certification of Associate Chaplains.

632.3 Completion of thirty (30) hours of educational activities per year is required for the five (5) year renewal of certification cycle (Competency 706.MNT2).

632.4 When educational activities are recorded, an “hour” equals sixty (60) minutes. Certified Associate Chaplains may have continuing education hours in all four categories of Competency (see Associate Chaplain Certification Competencies 702, 703, 704, 705). Based on the recommendations of his/her previous peer review, certification interview, or the areas where one determines a need for growth, the thirty (30) continuing education hours can be divided between the four sections.

632.5 A continuing education activity is only counted once regardless of the Certified Associate Chaplain’s role as an attendee or presenter. If presenting, one can also include preparation time. If one is presenting the program multiple times, the presentation and preparation time may be counted only once.
632.6 When a continuing education activity includes time both as a presenter and as an attendee, one may record the number of hours spent in presenting/preparing and the number of hours spent in attendance.

632.7 When a continuing education activity provides updating in more than one of the four Categories of Competency (see CP632.4), one may elect to record the education hours in multiple categories. The total number of hours recorded should not exceed the total education hours for the activity.

632.8 Routine activities which occur as part of the Certified Associate Chaplain’s professional ministry responsibilities (e.g. liturgical rites, patient visitation, mentoring CPE students, etc.) may not be submitted as continuing education activities. Training mandated as part of a Certified Associate Chaplain’s professional ministry requirements may not be submitted as continued education activities.

632.9 At least twelve* (12) hours of continuing education documented annually are to reflect the Certified Associate Chaplain’s attendance at seminars, workshops, conferences or live audio conferences/webinars. *Note: Certification Commission approved waiving the “attended” hour requirement for education years 2021, 2022.

632.10 Designate each activity as “A” for attended, “P” for presented, “M” for review of education materials, or “V” for volunteer service to the NACC of an educational value. Live presentations and/or attendance at live webinars/audio conferences are considered attending educational events and should be designated “A” for attended. Reading of books/articles and listening/viewing of recorded events (videos/audio conference/webinars) are considered reviewing of educational materials and should be designated as “M.”

632.11 For attended activities (workshops, live webinars, retreats, etc.) include title of program, presenter name, and location or sponsor of program. For reading books or articles include title and author of books/articles. For listening/viewing of recorded events (videos/audio conferences/webinars) include title of program and presenter name. If using an acronym or abbreviation, define it at least once in the written record.

632.12 The following limits of continuing education activities are:

633.12a Spiritual Direction – Up to five (5) hours per year.

632.12b Retreat – Up to nine (9) hours total per year. Report each retreat utilizing the following parameters: Three (3) hours per day for directed, guided, preached, individual retreats. Conference type retreats report total hours of participation.

632.12c Therapy/Professional Supervision – Up to five (5) hours per year.

632.12d Educational Materials (M) including books, articles, and recorded events (videos/audio conferences/webinars) – Up to fifteen (15) hours per year. *Note: Certification Commission approved waiving the limitation set for Educational Materials for education years 2021, 2022.
632.12e Volunteer Service to the NACC that is of an educational value – Up to eight (8) hours per year. If the Volunteer Service to the NACC includes serving as a volunteer for a Certified Associate interview weekend (interviewer, interview team educator, etc.), the Associate Chaplain may report up to ten (10) hours per year.

632.12f Clinical Pastoral Education (CPE) Units (additional accredited CPE Units or Supervisory CPE Units):

632.12f1 Didactic activity – Number of hours of participation or presentation; activity should be listed by session and include the topic and date.

632.12f2 Supervisory sessions (as part of the Unit) – Up to ten (10) hours per year.

632.12f3 Ministerial activities (patient visitation, conducting worship services, etc.) may not be submitted as continuing education activities.

633 Peer Review Process

633.1 The Certified Associate Chaplain arranges for and completes an hour-long peer review session. The peer review session does not need to be an in-person session. The peer review session may be completed by telephone or Voice Over Internet Protocols (VoIP) technologies (e.g. Skype or Zoom). The peer review report must be recorded on the current NACC Peer Review form and must be electronically produced (computer or typewriter). Handwritten forms will not be accepted.

633.2 The peer reviewer is a Certified Associate Chaplain or Certified Chaplain, active or retired, who is a current member of the NACC with whom the renewing Certified Associate Chaplain does not share a reporting relationship (the renewing Certified Associate Chaplain reports to the Peer Reviewer or vice versa) and who is not an Inactive or Emeritus member of the NACC.

633.3 Prior to the peer review, the Certified Associate Chaplain sends the following materials to the reviewer allowing ample time for review:

633.3a A copy of recommendations from the last interview or peer review.
633.3b A completed copy of the Renewal of Certification Education Report Forms
633.3c Renewal of Certification Peer Review Form

633.4 The electronically produced (computer or typewriter) Peer Review Form contains three (3) sections:

633.4a Process – In this section, the peer reviewer summarizes the process of the peer review: beginning, middle, and end.
633.4b Content – In this section, the peer reviewer notes the content of the peer review, identifying:

633.4b1 The meaning and effectiveness of the continuing education activities for the Certified Associate Chaplain.
633.4b2 An update regarding the Certified Associate Chaplain’s development related to all current NACC-Specific Competencies and Common Competencies in the Professional Identity and Conduct (PIC) and Professional Practice Skills (PPS) sections, with significant changes in the five (5) year period.

633.4b3 Progress on recommendations made by the Certified Associate Chaplain during the previous interview or peer review.

633.4b4 Discussion of the Certified Associate Chaplain’s plans for future development.

633.4c Recommendations – In this section, the peer reviewer writes recommendations that flow from the process and content of the peer review. Recommendations are related to the current Competencies for Certification and Renewal of Certification of Associate Chaplains and include future plans for maintaining and enhancing competencies. Certification Competency number(s) must be listed after each recommendation.

633.5 The peer reviewer signs the Peer Review Form and sends it back to the Associate Chaplain for review and signature.

634 The Certified Associate Chaplain sends the following materials (CP634.1-634.5) to the NACC National Office and also retains copies of these documents for future purposes:

634.1 The Renewal of Certification Application.

634.2 The Renewal of Certification Fee.

634.3 The Renewal of Certification Education Report Form(s).

634.4 A signed copy of the Renewal of Certification Peer Review Form.

634.5 Completed NACC Ethics Accountability Statement.

635 Certification Commission Action

635.1 The Certification Commission reviews the materials and determines if the Associate Chaplain meets the Competencies for Renewal of Certification.

635.2 The NACC National Office notifies the Certified Associate Chaplain of the Certification Commission’s decision within thirty (30) days of the decision.

635.2a When renewal of certification is granted and the ecclesiastical endorsement has been received, the Certified Associate Chaplain is issued a new certificate.

635.2b When additional information and/or clarifications are required by the Certification Commission before a decision can be made, the Certified Associate Chaplain will receive a letter requesting
clarifications and/or additional information. The Certification Commission sets the deadline by which the revised/additional materials must be received. The Certification Commission will review the submitted material(s) at the next scheduled Commission meeting and determine if the Certified Associate Chaplain meets the Competencies for Renewal of Certification.

635.2c When renewal of certification is denied, the Certified Associate Chaplain is issued a letter outlining the reason(s) for denial. The Certification Commissions’ decision is final.

635.3 When a Certified Associate Chaplain is granted renewal of certification, the NACC National Office retains the following in the NACC’s long-term certification files:

635.3a The Renewal of Certification Application.
635.3b The Renewal of Certification Peer Review Form.
635.3c The Ecclesiastical Endorsement letter.
635.3d A copy of the certificate.
635.3e A copy of the NACC letter confirming renewal of certification.
635.3f A copy of the NACC letter stating exceptions, if applicable.
635.3g The completed NACC Ethics Accountability Statement.
All other written and electronic documents are destroyed.

635.4 When a Certified Associate Chaplain is denied renewal of certification, the NACC National Office retains the following in the NACC’s electronic certification file:

634.4a The Renewal of Certification Application.
634.4b The Renewal of Certification Peer Review Form.
634.4c A copy of the NACC letter denying renewal of certification.
All other written and electronic documents are destroyed.
Certification Procedures Manual

Part Seven – NACC Certified Educator Renewal of Certification Procedures
(Note: As of January 1, 2018, Certified CPE Supervisors will be referred to as NACC Certified Educators)

CP71  NACC Certified Educator Renewal of Certification is the process by which Catholic Certified Educators certified by the NACC demonstrate ongoing proficiency as pastoral educators and continue to meet the NACC Qualifications. Renewal of Certification is the continuation of the certification process, building on recommendations from the previous renewal of certification or the original certification.

Effective January 1, 2018, renewal of certification for an active Certified Educator is conducted in partnership with ACPE or the Canadian Association for Spiritual Care/Association Canadienne de Soins Spirituels (CASC/ACSS) following the respective Association’s standards for peer review and professional development, and augmented by NACC requirements for ethics and ecclesiastical endorsement.

A Retired Certified member of the NACC who has been certified for at least five (5) years and has successfully engaged in at least one (1) five (5) year renewal process may maintain certification without the expectation of fulfilling Certification Competencies 306.MNT1 – 306.MNT3 (Certification Procedures 723-725). See the Certification Procedures Manual, Part Eight: Retired Chaplain or Retired Educator Renewal of Certification Utilizing Reduced Certification Requirements Procedures.

The renewal process takes place every five (5) years.

CP72  Prerequisites

721  Chaplaincy Ministry or Retired Certified membership in the NACC (Qualification 402).

722  For active Certified Educators, full membership and certification in either the ACPE or CASC/ACSS (Qualification 403).

723  If the Certified Educator is a lay person, the Certified Educator requests that a current letter of recommendation from his/her pastor or from a priest in active ministry within the applicant’s Diocese of Ministry, be submitted by the pastor/priest directly to the NACC National Office. Letter is to be a signed original on letterhead (Qualification 406). Current is defined as within one year of application for renewal of certification. This letter accompanies the request for ecclesiastical endorsement initiated by the NACC National Office.

724  The NACC National Office requests a current letter of ecclesiastical endorsement (Qualification 406). Current is defined as within one year of application for renewal of certification. Ecclesiastical endorsement is formal approval for ministry by:

724.1  The Bishop in the diocese of the Certified Educator’s ministry if the Certified Educator is a lay person or;

724.2  The major superior if the Certified Educator is a member of a religious order or;
724.3 The Ordinary (understood as the Bishop of the diocese where the priest or deacon is incardinated) if the Certified Educator 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 Educator.

725 Meets all ongoing personal and professional development, continuing education, and peer review requirements of their respective Association (ACPE or CASC/ACSS) (Qualification 407).

726 Adherence to the NACC Code of Ethics for Spiritual Care Professionals and knowledge of the requirements of that Code (Qualification 404).

727 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.

CP73 Procedures

731 Application Process

731.1 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 Certified Educator receives a letter directing him/her to the NACC website for materials for renewal.

731.2 The Certified Educator completes the renewal of certification application, the NACC Ethics Accountability Statement, and submits a copy of their ACPE or CASC/ACSS peer review form and ACPE or CASC/ACSS continuing education report form(s). All NACC forms are available on the NACC website.

731.3 If the Certified Educator is a lay person, the Certified Educator requests that a current letter of recommendation from his/her pastor or from a priest in active ministry within the applicant’s Diocese of 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 application for renewal of certification. This letter accompanies the request for ecclesiastical endorsement initiated by the NACC National Office.

731.4 After all materials are received, the NACC National Office requests a current letter of ecclesiastical endorsement on behalf of the Certified Educator (see CP724). Current is defined as within one year of application for renewal of certification.

731.5 The Certified Educator completes the renewal of certification process within the calendar year in which renewal is required.

731.6 If unable to complete the renewal of certification process within the calendar year in which renewal is required, the Certified Educator may request, in writing, an extension from the Chair of the Certification Commission. Extensions are granted in one (1) year increments for a maximum of two (2) years and do not alter the original renewal of certification schedule. If
requesting an extension, the Certified Educator must submit the appropriate extension fee. Extension request and payment must be received at the NACC National Office by December 31 of the year in which renewal of certification is required.

732 The Certified Educator sends the following materials to the NACC National Office and also retains copies of these documents for future purposes:

732.1 The Renewal of Certification Application.
732.2 The Renewal of Certification Fee.
732.3 A copy of the ACPE or CASC/ACSS Renewal of Certification education reporting form(s)
732.4 A signed copy of the ACPE or CASC/ACSS Renewal of Certification peer review reporting form.
732.5 Completed NACC Ethics Accountability Statement.

733 Certification Commission Action

733.1 The Certification Commission reviews the materials and determines if the Certified Educator meets the Qualification for Certified Educator Renewal of Certification.
733.2 The NACC National Office notifies the Certified Educator of the Certification Commission’s decision within thirty (30) days of the decision.
733.2a When renewal of certification is granted and the ecclesiastical endorsement has been received, the Certified Educator is issued a new certificate.
733.2b When renewal of certification is denied, the Certified Educator is issued a letter outlining the reason(s) for denial. The Certification Commission’s decision is final.

733.3 When a Certified Educator is granted renewal of certification, the NACC National Office retains the following in the NACC's long-term certification files:
733.3a The Renewal of Certification Application.
733.3b The Renewal of Certification peer review report form.
733.3c The Ecclesiastical Endorsement letter.
733.3d A copy of the certificate.
733.3e A copy of the NACC letter confirming renewal of certification.
733.3f A copy of the NACC letter stating exceptions, if applicable.
733.3g The completed NACC Ethics Accountability Statement.
All other written and electronic documents are destroyed.

733.4 When a Certified Educator is denied renewal of certification, the NACC National Office retains the following in the NACC’s electronic certification file:
733.4a The Renewal of Certification Application.
733.4b The Renewal of Certification peer review report form.
733.4c A copy of the NACC letter denying renewal of certification.
All other written and electronic documents are destroyed.
Certification Procedures Manual

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.
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.

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.
Certification Procedures Manual

Part Nine – Certification Appeals Procedures

CP91 When an Applicant for certification receives notification of denial of certification and believes that NACC Procedures for Certification of Associate Chaplains, Chaplains, Chaplains in Veterans Affairs, or Recognition of Board Certified Strategic Partner Applicants were violated, resulting in a negative certification decision, the right to a timely appeals procedure is ensured. The Certification Appeals Panel strives to resolve all appeals according to the time line established below.

CP92 Procedures

921 With the notification of denial of certification, the Applicant will receive information about the appeals process including:

921.1 Appeals Procedure Letter.

921.2 A copy of the NACC Certification Appeals Procedures.

922 If an Applicant chooses to appeal the decision of the Certification Commission, the Applicant has twenty (20) calendar days from the postmark of the notification of denial of certification to send a formal appeal to the Chair of the Certification Appeals Panel in care of the NACC National Office via certified mail or email with a read-receipt for verification by NACC office that appeal was received within twenty (20) days of postmark of the notification of denial.

Additionally, if an applicant submits an appeal of the decision of the Certification Commission, the Chair of the Certification Appeals Panel may request to speak with the Interview Team Educator and/or the appropriate members of the Interview Team so that additional pertinent information relevant to the applicant's interview can be provided. All members involved in the certification process understand that confidentiality must be maintained during this timeframe.

The Appellant materials will include:

922.1 Formal letter requesting an appeal and citing relevant NACC - Procedures that are alleged violations. An appeal must be based upon the grounds that the decision of the Certification Commission was in disregard or violation of NACC procedures, and that the violation had an impact on the outcome of the certification process. Examples of grounds for appeal may include:

- Substantial inaccurate representation of the Applicant’s application materials as presented by the Applicant’s interview team.
- Failure of the Interview Team, the ITE, or the Certification Commission to uphold the policies or follow the procedures of the certification process.

922.2 Presenter’s Reports Part I and II from Associate Chaplain, Chaplain, or Chaplain in Veterans Affairs certification interview, or a copy of the letter
from the Certification Commission denying the Certification of Recognition request.

923 Within fifteen (15) days of the postmark (or email receipt) of the formal appeal from the Appellant, the Chair of the Certification Appeals Panel reviews copies of the Appellant’s formal appeal with at least one additional member of the Certification Appeals Panel for the purpose of determining whether the formal appeal:

923.1 Demonstrates probable cause which indicates a potential violation of the NACC Procedures, or

923.2 Does not demonstrate probable cause and it is determined that there are no grounds to proceed.

924 If it is determined that there are no grounds to proceed, the Appellant is notified by the Chair of the Certification Appeals Panel via the NACC National Office. The decision is final.

If it is determined there is probable cause to proceed with the formal appeal, the Chair of the Certification Appeals Panel, in consultation with the NACC National Office, appoints a three (3) member Certification Appeals Review Team consisting of a Chair, a Presenter, and a Reader from among the Certification Appeals Panel members. The three (3) Review Team members will not have participated in the initial review of the appeal or have a conflict of interest with the Appellant.

925 The Appellant is notified of the composition of the Certification Appeals Review Team by certified mail and has ten (10) days from the postmark of the notification of the composition of the Certification Appeals Review Team to indicate a conflict of interest with a member of the team by notifying the Chair of the Certification Appeals Panel via the NACC National Office.

926 Within ten (10) days from the postmark of notification of the composition of the Certification Appeals Review Team to the Appellant, the Appellant sends a copy of the following materials to the Presenter, Chair and Reader of the Certification Appeals Review Team:

926.1 A copy of the Appellant’s formal appeal.

926.2 A copy of Presenter’s Reports Part I and II from Associate Chaplain, Chaplain, or Chaplain in Veterans Affairs interview, or a copy of the letter from the Certification Commission denying the Recognition request.

926.3 A copy of the supportive materials submitted for applicable certification interview.

926.3a For Chaplain Certification, materials referenced in CP131.3a-131.3j are submitted.

926.3b For Associate Chaplain Certification, materials referenced in CP231.3a-231.3h are submitted.

926.3c For Chaplain in Veterans Affairs Certification, materials referenced in CP13.31.3a-13.31.3k are submitted.
26.3d For Certification Recognition, materials referenced in CP431.3a-431.3h are submitted.

27 No other written or electronic documents are considered in the Certification Appeals Review Team deliberations. The Interview Team Educator that supervised the work of the original interview team and or the appropriate members of the Interview Team that supervised the work of the original interview team may be consulted by the Certification Appeals Review Team, if needed. If this consultation is deemed necessary, the Certification Appeals Review Team will contact the NACC National Office and the Administrative Specialist/Certification will arrange the communication.

28 Within twenty (20) days of the receipt of the Appellant’s materials by the Certification Appeals Review Team, the Certification Appeals Review Team deliberates and renders a decision to:

28.1 Uphold the decision of the Certification Commission to deny certification or,

28.2 Refer the matter back to the Certification Commission, if a violation of the Procedures exists, with a recommendation to either:

28.2a Grant certification or certification recognition, or

28.2b Grant a new interview.

29 The Chair of the Certification Appeals Review Team notifies the Chair of the Certification Appeals Panel of the outcome. The Chair of the Certification Appeals Panel notifies the NACC National Office.

CP93 Outcomes

31 When the Certification Appeals Review Team upholds the decision of the Certification Commission to deny certification, the Appellant is notified via certified mail by the NACC National Office. The decision of the Certification Appeals Review Team regarding upheld denials is final.

32 When the matter is referred back to the Certification Commission, it has thirty (30) days to render a decision on the recommendation.

33 The Certification Commission’s decision to grant or deny certification or certification recognition, or to offer the Appellant a new interview (not applicable to certification recognition), is communicated to the Appellant via certified mail through the NACC National Office within thirty (30) days of the Certification Commission’s action. The decision of the Certification Commission is final.

33.1 When an Appellant is granted certification or certification recognition and the ecclesiastical endorsement has been received, the Appellant is sent a notification packet. The certificate is presented at the Missioning Ceremony of those newly certified during the Eucharist Celebration at the next annual conference. If the Appellant is unable to attend the ceremony, or upon request, the certificate is mailed.
933.2 When an Appellant is denied certification or certification recognition, the Appellant will have the opportunity to reapply for certification. If the Appellant decides to apply again, all Competencies will be considered in subsequent process(es) including but not limited to Competencies cited as not met in previous process(es).

933.3 When an Appellant is offered a new interview by the Certification Commission (not applicable to certification recognition), the interview that initiated the current appeals process will be officially expunged from the Appellant’s certification record. If the Appellant engages in a subsequent interview process, all materials are submitted according to established dates and guidelines. Normal and reasonable interview expenses incurred by the Appellant are paid by the NACC. The Appellant has the subsequent two application deadlines to submit new materials and engage in a new interview process at the expense of NACC. If the Applicant does not submit new materials and engage in a new interview process in that time frame, the right to a new interview at NACC’s expense is relinquished.

934 When an Appellant is granted certification or certification recognition, the NACC National Office retains the following in the NACC’s long-term certification files:

934.1 For Chaplain Certification reference Certification Procedure 133.3 for items retained in file.

934.2 For Associate Chaplain Certification reference Certification Procedure 233.3 for items retained in file.

934.3 For Chaplain in Veterans Affairs Certification reference Certification Procedure 13.33.2c for items retained in file.

934.4 For Certification Recognition reference Certification Procedure 433.4 for items retained in file.

All other written and electronic documents from the appeals process are destroyed.

935 At the conclusion of the appeal process, the NACC National Office retains the following in the NACC’s long-term certification files:

935.1 A copy of the Appellant’s formal appeal.

935.2 A copy of the completed Certification Appeals Report Form.

935.3 A copy of the notification letter alerting the Appellant of the decision.

All other written and electronic documents from the appeals process are destroyed.
Certification Procedures Manual
Part Ten – Inactive Status Procedures

CP101 Inactive Status

1011 Inactive Status Definition

1011.1 A certified Associate Chaplain, certified Chaplain, or certified Educator may take a temporary leave of absence due to hardship or personal need (illness, loss of position, family crises, etc.) and request inactive status.

1011.2 An inactive Associate Chaplain, Chaplain, or Educator may not function as an Associate Chaplain, Chaplain, or Educator during the inactive period of time, even on a part-time basis. The status is for a one (1) year term, renewable as needed and approved by the NACC National Office. Inactive status is for a limited time frame, not to exceed five (5) years for a certified Associate Chaplain, certified Chaplain, or for a certified Educator.

1012 Procedures to become an inactive Associate Chaplain, inactive Chaplain, inactive Educator

1012.1 Send letter to the NACC National Office describing the need for inactive status. This letter must be sent annually if a request for inactive status is needed for more than one (1) year.

1012.2 The NACC National Office responds with the fee structure and time frame.

1012.3 The NACC National Office continues the renewal of certification cycle and sends out the renewal information according to that schedule.

CP102 Renewal of Certification While Inactive

1021 To retain certified Associate Chaplain or certified Chaplain status with the NACC, an inactive Associate Chaplain or Chaplain is required to:

1021.1 Keep current with education hours. If this is not possible, show documented evidence of reason when the time for renewal of certification is required.

1021.2 If unable to complete the renewal process within the calendar year in which renewal is required, the inactive Associate Chaplain or Chaplain may request, in writing, an extension from the Chair of the Certification Commission. Extensions are granted in one (1) year increments for a maximum of two (2) years and do not alter the original renewal of certification schedule. If requesting an extension, the inactive Chaplain must submit the appropriate extension fee. Extension request and payment must be received at the NACC National Office by December 31 of the year in which renewal of certification is required.
To retain certified Educator status with the NACC, an inactive Educator is required to:

1022.1 Meets all ongoing personal and professional development, continuing education, and peer review requirements of their respective Association (ACPE or CASC/ACSS) (Qualification 407).

If unable to complete the renewal process within the calendar year in which the renewal is required, the inactive Educator may request, in writing, an extension from the Chair of the Certification Commission. Extensions are granted in one (1) year increments for a maximum of two (2) years and do not alter the original renewal of certification schedule. If requesting an extension, the inactive Educator must submit the appropriate extension fee. Extension request and payment must be received at the NACC National Office by December 31 of the year in which renewal of certification is required.

1022.3 If an inactive certified Educator chooses to discontinue supervisory certification, he/she will retain the status of an inactive certified Chaplain.

CP103 Restoring to Active Status

1031 Restoring Active Certification for Associate Chaplain or Chaplain

1031.1 An inactive Associate Chaplain or Chaplain who wishes to resume active status needs to:

1031.1a Submit request to the Chair of the Certification Commission, in care of the NACC National Office, with a brief description of the reason for inactive status and the desire to resume active status.

1031.1b Pay Full membership fee.

1031.1c Demonstrate that continuing education requirements are met at the time of the Associate Chaplain or Chaplain renewal of certification cycle.

1031.1d Follow procedures and process for renewal of Associate Chaplain or Chaplain certification at the scheduled time of the five (5) year renewal cycle.

1031.2 Certification Commission Action

1031.2a The Certification Commission reviews and makes a decision regarding restoring active certification for the Associate Chaplain or Chaplain. The decision of the Certification Commission is final.

1031.2b The NACC National Office, on behalf of the Certification Commission, writes to confirm the decision to the Inactive Associate Chaplain or Inactive Chaplain within thirty (30) days of the Certification Commission’s decision. A copy of the request for active status and a copy of the letter communicating the Commission’s decision are kept in the NACC’s electronic...
Restoring Active Certification for Educator

1032.1 An inactive Educator who wishes to resume active status needs to:

1032.1a Submit written request to the Chair of the Certification Commission, in care of the NACC National Office, with a brief description of the reason for inactive status and the desire to resume active status.

1032.1b Pay Full membership fee.

1032.1c Demonstrate that the ongoing personal and professional development and continuing education requirements are met at the time of the Educator renewal of certification cycle.

1032.1d At the discretion of the Chair of the Certification Commission, specific requirements for restoration to active Educator status may include further recommendations and/or peer review.

1032.2 Written Requirements

1032.2a Prepare written request.

1032.2b Submit description of participation in CPE events, student formation, regional and/or national activities, and other continuing education relevant to the use of supervisory skills.

1032.2c Submit a copy of last peer review report.

1032.3 Peer Review

1032.3a Depending on the decision of the Chair of the Certification Commission, the inactive Educator will:

1032.3a1 Meet with a peer review team, chosen in dialogue with the Chair of the Certification Commission and the inactive Educator.

1032.3a2 The peer review team prepares a report that describes how the educational and supervisory requirements are met and defines further action should the inactive Educator not be recommended to return to active status.

1032.3a3 The peer review team provides an oral report with the inactive Educator.

1032.3a4 The peer review report is sent to the NACC National Office for review by the Certification Commission.

1032.4 Certification Commission Action

1032.4a The Certification Commission either approves or modifies the report of the peer review team and sends the report to the inactive CPE Supervisor within thirty (30) days of the Certification
Commission’s decision. The decision of the Certification Commission is final.

1032.4b The NACC National Office, on behalf of the Certification Commission:

1032.4b1 Writes to confirm the restoration to active Educator status, or

1032.4b2 Defines further action necessary to reinstate active Educator status.

1032.4c A copy of the Educator’s request for active status and a copy of the letter communicating the Commission’s decision are retained in the NACC’s long-term certification files. All other written and electronic documents are destroyed.
Certification Procedures Manual

Part Eleven – CPE Equivalency Procedures

(Note: CPE Equivalency Process may not be utilized by an Applicant seeking certification as an Associate Chaplain)

CP111 CPE Equivalency is a process by which an Applicant seeking certification as a Chaplain may be granted an Equivalency for one (1) unit of CPE (Qualification 301.QUA4) providing the Applicant demonstrates that an educational program, acquired in a way other than through a traditional unit of CPE, successfully meets the NACC Qualifications and Competencies. An equivalency must be attained through formal academic and/or accredited programs, which are educational, experiential, and supervised. The CPE Equivalency Panel of the Certification Commission decides whether a CPE equivalency request is granted or denied.

CPE Equivalency may not be utilized by an Applicant seeking certification as an Associate Chaplain.

CP112 Prerequisites

1121 Applicant must have taken at least one (1) full unit of CPE, with accreditation from ACPE, USCCB or CASC/ACSS, prior to applying for equivalency for one (1) of the other three (3) required units.

1122 Applicant must have participated in a single learning experience (not a combination of several experiences) that contains all of the following:

1122.1 The practice of ministry to persons.

1122.2 An adult education, action-reflection model of learning that helps students evaluate their personal and pastoral functioning through case conferences, worship, didactics, spiritual assessments, theological reflection, and group process.

1122.3 A specific time period which consists of at least 400 hours of supervised learning. At least 200 of these hours involve the actual practice of ministry and at least 100 hours involve group work, reflection, and didactics on the practice of ministry.

1122.4 A small group of peers (3-8) in a common learning experience.

1122.5 Regular supervisor-directed peer group meetings for the purpose of facilitating learning through interpersonal dynamics and fostering leadership. Students demonstrate leadership in utilizing peer groups for interaction, support, clarification, and confrontation as a means of integrating their personal and pastoral identity.

1122.6 Pastoral supervision.

1122.7 Theological Reflection on ministry that articulates a pastoral theology that is both contemporary and functional.

1122.8 An individual contract for learning developed in dialogue with the supervisor that addresses Integration of Theory and Practice, Professional Identity and
Conduct, Professional Practice Skills and Organizational Leadership and criteria for measuring this learning.

1122.9 An evaluation of the student’s experience, including final evaluations by both student and supervisor.

CP113 Procedures

1131 Application Process

1131.1 The Applicant contacts the NACC National Office for information regarding CPE Equivalency.

1131.2 The NACC National Office responds electronically within fourteen (14) days with links to the following materials:

1131.2a CPE Equivalency Application.
1131.2b Procedures for CPE Equivalency.
1131.2c Checklist for Supportive Materials required for CPE Equivalency Petition.

1131.3 When the applicant confirms with the NACC National Office that they will apply for an Equivalency of one (1) unit of CPE, the NACC National Office sends the following:

1131.3a The names and addresses of the Chair and members of the CPE Equivalency Panel of the Certification Commission.

1131.4 Applicant submits the following written materials to the CPE Equivalency Panel:

1131.4a CPE Equivalency Application.
1131.4b Letter requesting CPE equivalency.
1131.4c Documentation of previous unit(s) of CPE.
1131.4d A written narrative that articulates how the experience (one program) parallels the above requirements (see CP1122) with specific examples.
1131.4e Documentation of written assignments and didactic sessions that illustrate the curriculum. Specify amount of time for each didactic, other group work, and the practice of ministry.
1131.4f A copy of the learning contract negotiated with the Supervisor.
1131.4g Final evaluation(s) by the Supervisor signed and dated at the end of the program.
1131.4h Final evaluation(s) by the Applicant signed and dated at the end of the program.

1131.5 Applicant sends the non-refundable fee, made payable to the NACC, and a copy of the letter requesting equivalency to the NACC National Office.
CPE Equivalency Panel Process

1132.1 The CPE Equivalency Panel reviews the materials and renders a decision. The decision of the CPE Equivalency Panel is final and binding.

1132.2 The CPE Equivalency Panel notifies the Chair of the Certification Commission of the outcome.

1132.3 The decision is communicated by the Chair of the Certification Commission to the Applicant within sixty (60) days of the original request.

1132.3a When CPE Unit Equivalency is granted, the Applicant is sent a notification letter. The CPE Unit Equivalency is granted pending the Applicant’s entrance into the certification process with the NACC. The Certification Commission’s letter granting equivalency must be included in the CPE Unit Equivalency Tab of his/her Certification Portfolio at the time of the Applicant’s application for certification.

1132.3b When CPE Unit Equivalency is denied, the Applicant is sent a notification letter.

1132.4 The decision rendered is recorded in the NACC membership database. NACC keeps the decision notification letter in its temporary files for up to five (5) years if the applicant does not apply within that time frame. All other written and electronic documents are destroyed.
Certification Procedures Manual  
Part Twelve – Graduate Degree Equivalency Procedures

CP12.1 Graduate Degree Equivalency is a process by which an Applicant seeking certification as a Chaplain may be granted an equivalency to meet the required Graduate-Level Theological Degree (Qualification 301.QUA3) in a way other than that specified in the NACC Qualifications and Competencies for Certification. An equivalency may be granted providing the Applicant demonstrates and documents that the submitted graduate-level degree and supplemental experience and education satisfactorily address the requirements of Qualification 301.QUA3. A Graduate Degree Equivalency Subcommittee of the NACC Certification Commission reviews requests for Graduate Degree Equivalencies.

CP12.2 An Applicant seeking certification as a Chaplain by the NACC who does not have the required graduate-level theological degree as defined by the NACC (Qualification 301.QUA3) may apply for a Graduate Degree Equivalency by submitting the following no later than nine (9) weeks before the Certification Application deadline:

12.21 A completed NACC Graduate Degree Equivalency Form for BCC Applicants

12.22 Graduate-level transcripts of a completed graduate-level degree, preferably in a spiritual care related field.

12.23 Documentation to evidence the completion of at least thirty-two (32) hours of graduate-level equivalencies equal to graduate-level study in core theological coursework pertinent to NACC Competencies for Certification as outlined in the Graduate Degree Equivalency Application form.

12.24 Graduate Degree Equivalency fee.

CP12.3 Procedures

12.31 Application Process

12.31.1 The Applicant contacts the NACC National Office for information on seeking a Graduate Degree Equivalency.

12.31.2 The NACC National Office responds electronically within fourteen (14) days with links to the following materials:

12.31.2a Instruction Sheet for Graduate Degree Equivalency Form for BCC Application

12.31.2b Graduate Degree Equivalency Form for BCC Application

12.31.3 The Applicant electronically returns the following (CP12.31.3a-12.31.3d) to the NACC National Office. In order to qualify for the next certification application deadline, a complete set of required materials must be submitted by nine (9) weeks before the certification application deadline.

12.31.3a Graduate Degree Equivalency Application fee.
12.31.3b Completed application for Graduate Degree Equivalency.
12.31.3c Graduate Degree Transcript(s).
12.31.3d All required evidentiary documents, as applicable.

12.31.4 The NACC National Office responds electronically to the Applicant upon receipt of all the above materials, to inform him/her that the Graduate Degree Equivalency Subcommittee will review the materials within twenty-one (21) days, and that a decision will be given within fourteen (14) days of that review.

12.31.5 The NACC National Office electronically sends the materials in CP12.31.3b-12.31.3d to the Graduate Degree Equivalency Subcommittee and sets up a telephone call or email discussion for decision within the twenty-one (21) day time line.

12.31.6 The decision of the Graduate Degree Equivalency Subcommittee is communicated electronically by the NACC National Office to the applicant within fourteen (14) days after the decision is made. All decisions made by the Graduate Degree Equivalency Subcommittee are final.

12.31.6a When an Applicant’s Graduate Degree Equivalency to meet Qualification 301.QUA3 is approved for moving ahead in the Certified Chaplain application process, the Applicant is sent a letter to that effect. The Applicant is instructed to include the NACC Graduate Degree Equivalency approval letter in the Graduate Degree Transcript Tab of his/her Certification Portfolio. NACC keeps the decision notification letter in its temporary files for up to five (5) years if the Applicant does not apply within that time frame.

12.31.6b When an Applicant’s Graduate Degree Equivalency to meet Qualification 301.QUA3 is not approved, the Applicant is sent a letter of encouragement to continue pursuing study for future certification, with specific content areas noted, to promote a successful transcript or document review and evaluation in the future. NACC keeps the decision notification letter in its temporary files for up to five (5) years if the applicant does not apply within that time frame.

All other written and electronic documents are destroyed.
Certification Procedures Manual
Part Thirteen – Chaplain in Veterans Affairs Certification Procedures

CP13.1 NACC Chaplains are Catholics who manifest proficiency in Catholic theology and spiritual care praxis, and develop competence in the areas of Theory and Practice, Professional Identity and Conduct, Professional Practice Skills and Organizational Leadership. Chaplains seeking certification in the specialty, Veterans Affairs, also demonstrate the development of specialized Competencies to serve this population.

Certification is determined through written materials (see below, CP13.31.3) and an interview (in-person or virtual) in which an Interview Team assesses the Applicant’s Competencies for certification. At the completion of the interview, the Interview Team recommends or does not recommend the Applicant to the Certification Commission for certification. It is the decision of the Certification Commission to certify or not to certify.

The NACC encourages Applicants for certification to engage in a mentoring relationship with a NACC Certified Chaplain or NACC Certified Educator upon entering the certification process.

CP13.2 Prerequisites

13.21 Chaplaincy Ministry membership in the NACC (Qualification 801.QUA2).

13.22 Satisfactory completion of four (4) units (Level I or Level II) of CPE from an accredited ACPE, USCCB/CCA, or CASC/ACSS CPE center (Qualification 801.QUA4).

13.22.1 If applicable, an Applicant granted one (1) unit of equivalency for CPE must include a copy of the letter from the NACC Certification Commission granting equivalency.

13.23 The NACC National Office requests a current letter of ecclesiastical endorsement (Qualification 801.QUA1). Current is defined as within one year of application for certification. The NACC will complete the endorsement request on the Applicant’s behalf. Ecclesiastical endorsement is formal approval for ministry by the Archdiocese of the Military.

13.24 Completion of 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). (Qualification 801.QUA3).

13.25 Completion of a graduate-level theological degree in theology, divinity, religious studies, pastoral ministry, pastoral studies, or spirituality from a college, university, or theological school accredited by a member of the Council for Higher Education Accreditation (www.chea.org). (Qualification 801.QUA3).

13.25.1 If applicable, an Applicant granted Graduate Degree Equivalency must include a copy of the letter from the NACC Certification Commission granting equivalency.
*Graduate-level theological degree*

The NACC defines a graduate-level theological degree as a graduate degree in theology, divinity, religious studies, pastoral ministry, pastoral studies, or spirituality. Included among the acceptable degrees is the Bachelor of Sacred Theology (STB) degree plus one further year of theological studies of the Pontifical Universities and their affiliated institutions.

13.26 Be employed by a Veterans Affairs facility (full time, part time, fee basis or contract basis) as a chaplain.

13.27 Successful completion of VIRTUS or similar training. (Qualification 801.QUA6).

13.28 Adherence to the Code of Ethics for Spiritual Care Professionals and knowledge of the requirements of that Code (Code of Ethics 100).

13.29 Current completion of the NACC Ethics Accountability Statement (Code of Ethics 206.11.1). Current is defined as within one year of application for certification.

CP13.3 Procedures

13.31 Application Process

13.31.1 The Applicant contacts the NACC National Office for links to certification materials on the NACC website.

13.31.2 The NACC National Office responds electronically within fourteen (14) days with links to the following materials (the Application form will be attached to the electronic correspondence):

13.31.2a Application for certification (available as an email attachment only upon becoming a full member of the NACC).

13.31.2b Checklist for Supportive Materials required for Certification Interview.

13.31.2c Certification Procedures Manual - Part Thirteen (13).

13.31.2d Code of Ethics for Spiritual Care Professionals.

13.31.2e Ethics and Accountability Statement for signature.

13.31.2f E-Learning Module and Post-Test Instructions.

13.31.2g Guidelines and Templates for:

13.31.2g1 Narrative Statement I - NACC-Specific Catholic Competencies.

13.31.2g2 Narrative Statement II - Common Competencies.

13.31.2g3 Narrative Statement III – NACC-Veterans Affairs Specific Competencies.

13.31.2g4 Integrative Theological Essay.

13.31.2g5 Spiritual Care Encounter.

13.31.2h Narrative Writing Guides for:

13.31.2h1 Narrative Statement I – NACC-Specific Catholic Competencies.

13.31.2h2 Narrative Statement II – Common Competencies.
13.31.2h3 Narrative Statement III – NACC-Specific Veterans Affairs Competencies.

13.31.3 Applicant submits a Certification Portfolio to the NACC National Office by the applicable deadline and retains a copy of all materials submitted, including the application form. Certification Portfolio may be submitted either as a binder (paper copy) through mail/package service or by digital upload (electronic copy) through the NACC Certification Portal. Digital upload method is preferred. Certification Portfolio submitted as binder (paper copy) must be postmarked by the applicable deadline. Certification Portfolio submitted as digital upload (electronic copy) must be uploaded by the applicable deadline. All materials in Certification Portfolio must be formatted in single-spaced, 12 point type (Arial, Garamond, or Times New Roman), with one inch margins [Note: CPE Evaluations may be submitted as originally formatted]. Applicants opting to submit the Certification Portfolio in the Binder format should utilize a three-ring 1 ½ inch binder with tabs.

13.31.3a Completed application form.

13.31.3b Autobiography, not to exceed seven (7) numbered pages, addressing personal, professional, and faith development.

13.31.3c One current example of your provision of Spiritual Care utilizing the Spiritual Care Encounter Cover Sheet with numbered pages (minimum of five (5) pages, maximum of ten (10) pages). Current is defined as within one year of application for certification. The Spiritual Care Encounter should include the Cover Sheet and follow the instructions as set forth in the Cover Sheet. It will address, at minimum, the following Competencies ITP1.1 PPS10 and PPS11.

13.31.3d Final evaluations by Applicant of the final CPE Unit and one other CPE Unit of the Applicant’s choice which demonstrate the Applicant’s ability and willingness to grow as a professional chaplain. Each evaluation is to be clearly dated and separated by a tab or a colored page.

13.31.3e Final evaluations by the Certified Educator of the final CPE Unit and the corresponding CPE Unit evaluation of the Applicant’s choice as referenced in CP13.31.3d. Each evaluation is to be clearly dated, signed, and separated by a tab or a colored page.

13.31.3f Narrative Statement I, not to exceed four (4) pages, documenting how the Applicant meets each of the NACC-Catholic Specific Competencies required for certification (excluding ITP1.1 which will be assessed through the Integrative Theological Narrative [see CP13.31.3i] and ITP4.1 which will be assessed through an E-Learning module [see CP13.31.3o]).

13.31.3f1 Applicant must utilize the Narrative Statement I Template and retain the headings which list each Competency’s alphanumeric label and description.
13.31.3f2 If this is not the Applicant’s first interview for certification, an additional page must be included addressing how the Applicant has grown in the Competencies that were not met as outlined in the Presenter’s Report Part II from each previous interview.

13.31.3g Narrative Statement II, not to exceed ten (10) pages, documenting how the Applicant meets each of the Common Competencies required for certification (excluding PIC8 & PIC9 which will be assessed through materials and within the interview).

13.31.3g1 Applicant must utilize the Narrative Statement II Template and retain the headings which list each Competency’s alphanumeric label and description.

13.31.3g2 If this is not the Applicant’s first interview for certification, an additional page must be included addressing how the Applicant has grown in the Competencies that were not met as outlined in the Presenter’s Report Part II from each previous interview.

13.31.3h Narrative Statement III, not to exceed three (3) pages, documenting how the Applicant meets each of the NACC-Veterans Affairs Specific Competencies required for certification.

13.31.3h1 Applicant must utilize the Narrative Statement III Template and retain the headings which list each Competency’s alphanumeric label and description.

13.31.3h2 If this is not the Applicant’s first interview for certification, an additional page must be included addressing how the Applicant has grown in the Competencies that were not met as outlined in the Presenter’s Report Part II from each previous interview.

13.31.3i Integrative Theological Essay (Competency ITP1.1), not to exceed three (3) pages in length, addressing the Applicant’s familiarity with the documents and theologies of the Competency, including ministerial examples demonstrating how the theologies have enhanced the Applicant’s provision of spiritual care.

13.31.3j If applicable, letter from the NACC Certification Commission granting equivalency of one (1) CPE Unit.

13.31.3k If applicable, Presenter’s Reports Part I and II from each previous interview.

13.31.3l The certification application fee, two-thirds of which is non-refundable if the process is discontinued for any reason.

13.31.3m Current letter of recommendation from the person to whom the Applicant reports in his/her place of ministry. Letter is to
be submitted directly to the NACC National Office by the person making the recommendation. Letter is to be a signed original on letterhead. Current is defined as within one year of application for certification.

13.31.3n Evidence of employment by a Veterans Affairs facility (full time, part time, fee basis, contract basis) as a chaplain. A copy of the applicant’s listing in the National Chaplain Center Chaplain Directory will suffice.

13.31.3o Certificate of completion of E-Learning module and Post-Test on NACC-Specific Competency ITP4.1.

13.31.3p An official transcript of the Bachelor’s degree. Transcripts are requested by the Applicant to be delivered directly from the institution to the NACC National Office. The Certification Commission requires transcript analysis, at the Applicant’s expense, for all degrees acquired outside the United States.

13.31.3q An official transcript of the graduate-level theological degree. Transcripts are requested by the Applicant to be delivered directly from the institution to the NACC National Office. The Certification Commission requires transcript analysis, at the Applicant’s expense, for all degrees acquired outside the United States. If applicable, a letter from the NACC Certification Commission granting a Graduate Degree Equivalency is submitted.

13.31.3r Current completion of the NACC Ethics Accountability Statement (Code of Ethics 206.11.1). Current is defined as within one year of application for certification.

13.31.4 Upon receipt of Applicant materials, the NACC National Office starts a file for the Applicant. The NACC office reviews the Applicant’s materials to assess the completion of Certification Procedures 13.31.3a through 13.31.3r. If any materials are missing, an interview will not be scheduled. If the interview is not scheduled:

13.31.4a The Applicant will have the opportunity to reapply for certification.

13.31.4b One-third of the certification application fee will be refunded.

13.31.4c All documents will be destroyed except those documents cited below in CP13.33.5.

13.31.5 If an interview is scheduled, the NACC National Office initiates the request for endorsement on behalf of the Applicant (Qualification 801.QUA1).

13.31.6 The NACC National Office sends the Applicant:

13.31.6a The names and addresses of the interview team, identified by role within the interview team: Chair, Presenter, Reader.

13.31.6b The date, time and location of the interview.
13.31.7 The Applicant reviews interview team names for potential conflict of interest and alerts the NACC National Office if any conflict exists.

13.31.8 The NACC National Office will give the interview team access to the relevant Applicant electronic materials via a secured web portal within 45 days of the initial interview.

13.32 Interview Process

13.32.1 The certification interview is an interview (in-person or virtual) in which the Applicant meets with an interview team, composed of a Chair, Presenter, and Reader, to determine if the Applicant meets the Competencies for Certification of Chaplains in Veterans Affairs. At least one (1) member of the interview team must be currently certified in Veterans Affairs (BCC-VA).

13.32.2 The interview team meets to collaboratively draft the Presenter’s Report Part I. An Interview Team Educator reviews the Presenter’s Reports Part I for the education of the interview team members and to facilitate the work of the interview team on behalf of the certification Applicant.

13.32.3 The Presenter prepares the Presenter’s Report Part I and the Administrative Specialist/ Certification makes available electronically by email the Presenter’s Report Part I to the Applicant twenty-four (24) hours prior to the time of the interview. Applicant must verify receipt by email or phone call of receipt of Presenter’s Report Part I within one (1) hour to the Administrative/Specialist Certification.

13.32.4 The interview is fifty (50) minutes in length.

13.32.5 Following the interview, the team deliberates and votes either to recommend or not to recommend the Applicant to the Certification Commission for certification. The interview team considers all written materials as well as the content and the dynamics of the interview in determining its recommendation for certification. An Interview Team Educator reviews the Presenter’s Report Part II for the education of the interview team members and to facilitate the work of the interview team on behalf of the certification Applicant.

13.32.6 Following the deliberation process, the Applicant is provided an oral summary of the team’s recommendation.

13.32.7 A written report, the Presenter’s Report Part II, of this process, and the Presenter’s Report Part I, are forwarded to the Certification Commission for action. In the event of a split vote (i.e. 2-1 or 1-2), the interview team must clearly define the rationale of the split vote and both points of view (recommendations for and against certification) must be fully explained in the Presenter’s Report Part II.
13.33 Certification Commission Action

13.33.1 The Certification Commission reviews Presenter’s Reports, Part I and II, and the recommendation of the interview team and determines whether the Applicant meets the Competencies for Certification of Chaplains.

13.33.2 The Presenter’s Report Part II and the Certification Commission’s decision to grant or to deny certification, or to offer the Applicant a new interview, is communicated to the Applicant within thirty (30) days of the Certification Commission’s action.

13.33.2a When certification is granted and the ecclesiastical endorsement has been received, the Applicant receives a notification packet. The certificate is presented at the Missioning Ceremony of those newly certified during the Eucharistic Celebration at the next annual conference. If the Applicant is unable to attend the ceremony, or upon request, the certificate is mailed.

13.33.2b When certification is denied, the Applicant has a right to appeal the decision (Competency 807.ACD) or reapply for certification. Information about the appeals process is included with the notification of denial of certification. The NACC National Office maintains a copy of the Applicant’s materials until the time of appeal has lapsed. If the Applicant decides to apply again, all Competencies may be considered in subsequent interview(s) including but not limited to Competencies cited in recommendations from previous interview(s).

13.33.2c When an Applicant is offered a new interview by the Certification Commission, all materials are submitted according to established dates and guidelines. Normal and reasonable interview expenses incurred by the Applicant are paid by the NACC. The Applicant has the subsequent two application deadlines to submit new materials and engage in a new interview process at the expense of NACC. If the Applicant does not submit new materials and engage in a new interview process in that time frame, the right to a new interview at NACC’s expense is relinquished.

13.33.3 When an Applicant is granted certification, the NACC National Office retains the following in the NACC’s long-term certification files:

- 13.33.3a The Certification Application.
- 13.33.3b The Ecclesiastical Endorsement letter.
- 13.33.3c A copy of the NACC letter requesting ecclesiastical endorsement.
- 13.33.3d A copy of the certificate.
- 13.33.3e Presenter’s Reports Part I and II.
- 13.33.3f A copy of the NACC letter confirming certification.
13.33.3g The Receipt of Certification Materials Form.
13.33.3h Certification Waivers (if applicable).
13.33.3i The Chaplain Notification Form.
13.33.3j Copies of the notification letters.
13.33.3k The completed NACC Ethics Accountability Statement.

All other written and electronic documents are destroyed.

13.33.4 When an Applicant is denied certification, the NACC National Office retains the following in the NACC’s electronic certification file:

13.33.4a The Certification Application.
13.33.4b Presenter’s Reports Part I and II.
13.33.4c A copy of the NACC letter denying certification.
13.33.4d The Receipt of Certification Materials Form.
13.33.4e Certification Waivers (if applicable).

13.33.5 When an Applicant is denied an interview or denied certification, the NACC National Office retains the following in its temporary files for the period of time indicated by each item:

13.33.5a Official transcript of the basic academic degree (NACC to keep for five (5) years from the date of origin).
13.33.5b Official transcript of the graduate-level theological degree or letter granting Graduate Degree Equivalency (NACC to keep for five (5) years from the date of origin).
13.33.5c Transcript analysis, if applicable, of academic and theological degree (NACC to keep for five (5) years from the date of origin).
13.33.5d Current letter of recommendation from the person to whom the Applicant reports in his/her place of ministry that attests to the ministerial experience of the Applicant (NACC to keep for one (1) year from date of origin).
13.33.5e Current letter of ecclesiastical endorsement (NACC to keep for one (1) year from date of origin).
13.33.5f A copy of the NACC letter requesting ecclesiastical endorsement. (NACC to keep for one (1) year from date of origin).

All other written and electronic documents are destroyed.
Certification Procedures Manual

Part Fourteen – Chaplain in Veterans Affairs Renewal of Certification Procedures

CP14.1 Chaplain in Veterans Affairs Renewal of Certification is the process by which Catholic Chaplains certified by the NACC demonstrate their ongoing proficiency as spiritual care providers within the current NACC Competencies for Catholic spiritual care theology and praxis, the Common Competencies for Certification for Professional Spiritual Care, and the NACC-Veterans Affairs Specific Competencies. Renewal of Certification is the continuation of the certification process, building on recommendations from the previous renewal of certification or the original certification. This renewal is achieved primarily through continuing education in the following areas: Integration of Theory and Practice, Professional Identity and Conduct, Professional Practice Skills, and Organizational Leadership. The Chaplain incorporates the recommendations from the previous renewal of certification or the original certification in formulating plans for education and/or development through a peer review process.

At the time renewal is due, if the Chaplain in Veterans Affairs is no longer ministering in a Veterans Affairs location (as required by CP14.24) but is still in active ministry, the Chaplain may renew certification as a Chaplain as outlined in the Certification Procedures Manual, Part Five: Chaplain Renewal of Certification.

A Retired Certified member of the NACC who has been certified for at least five (5) years and has successfully engaged in at least one (1) five (5) year renewal process may maintain certification without the expectation of fulfilling Certification Competencies 306.MNT1 – 306.MNT3 (Certification Procedures 522-525). See the Certification Procedures Manual, Part Eight: Retired Chaplain or Retired Educator Renewal of Certification Utilizing Reduced Certification Requirements Procedures.

The renewal of certification process takes place every five (5) years.


CP14.2 Prerequisites

14.21 Chaplaincy Ministry membership in the NACC (Competency 806.MNT4).

14.22 Completion of fifty* (50) hours of educational activities per year for the five (5) year renewal period (Competency 806.MNT2). *Note: Competencies Commission approved an exception to decrease the required number of educational hours for 2020, 2021, 2022 from fifty (50) hours to thirty-five (35) hours (per year).

14.23 The NACC National Office requests a current letter of ecclesiastical endorsement (Qualification 801.QUA1). Current is defined as within one year of application for certification. The NACC will complete the endorsement request on the Applicant’s behalf. Ecclesiastical endorsement is formal approval for ministry by the Archdiocese of the Military.
14.24 Be employed by a Veterans Affairs facility (full time, part time, fee basis or contract basis) as a chaplain.

14.25 Successful completion of VIRTUS or similar training.

14.26 Participation in a peer review with an active or retired certified Chaplain or Educator who is a current member of the NACC (Competency 806.MNT1) with whom you do not share a reporting relationship (renewing Chaplain reports to the Peer Reviewer or vice versa) and who is not an Inactive or Emeritus member of the NACC. The reviewer must hold current certification in the same specialty (veterans affairs) or demonstrate experience in the specialty area.

14.27 Adherence to the Code of Ethics for Spiritual Care Professionals and knowledge of the requirements of that Code (Competency 806.MNT5).

14.28 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.

14.31 Application Process

14.31.1 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 Chaplain receives a letter directing him/her to the NACC website for materials for renewal.

14.31.2 The Chaplain completes the renewal of certification application, the NACC Ethics Accountability Statement, the peer review form, and the continuing education reporting form(s). All forms are available on the NACC website.

14.31.3 The Chaplain provides evidence of employment by a Veterans Affairs facility (full time, part time, fee basis, contract basis) as a chaplain. A copy of the renewing chaplain’s listing in the National Chaplain Center Chaplain Directory will suffice.

14.31.4 After all materials are received, the NACC National Office requests a current letter of ecclesiastical endorsement on behalf of the Chaplain. Current is defined as within one year of application for renewal of certification. The ecclesiastical endorsement will provide evidence of successful completion of VIRTUS or similar approved training.

14.31.5 The Chaplain completes the renewal of certification process within the calendar year in which renewal is required.

14.31.6 If unable to complete the renewal process within the calendar year in which renewal is required, the Chaplain may request, in writing, an extension from the Chair of the Certification Commission. Extensions
are granted in one (1) year increments for a maximum of two (2) years and do not alter the original renewal of certification schedule. If requesting an extension, the Chaplain must submit the appropriate extension fee. Extension request and payment must be received at the NACC National Office by December 31 of the year in which renewal of certification is required.

14.32 Continuing Education Documentation Process

14.32.1 The Chaplain maintains an annual record of his/her continuing education hours over the five (5) year period to reflect consistent and intentional educational updating. This annual record must be logged on the current NACC Continuing Education Hours form and must be electronically produced (computer or typewriter). Handwritten forms will not be accepted.

14.32.2 Categories for continuing education parallel the current Competencies for Certification. Refer to the NACC website for a current version of the Competencies for Certification and Renewal of Certification of Chaplains in Veterans Affairs.

14.32.3 Completion of fifty* (50) hours of educational activities per year is required for the five (5) year renewal of certification cycle (Competency 806.MNT2). The Chaplain must complete a minimum of fifteen (15) hours of educational activities per year (of the fifty (50) hours total required per year) related to education in the specialty certification (Veterans Affairs). For ease of identification, the fifteen (15) hours per year related to the specialty area should be coded with the credentials of the specialty (BCC-VA). *Note: Competencies Commission approved an exception to decrease the required number of educational hours for 2020, 2021, 2022 from fifty (50) hours to thirty-five (35) hours (per year).

14.32.4 When educational activities are recorded, an “hour” equals sixty (60) minutes. A minimum of ten* (10) hours is required in each of the four categories of Competency: Integration of Theory and Practice (ITP), Professional Identity and Conduct (PIC), Professional Practice Skills (PPS), and Organizational Leadership (OL) (see Certification Competencies 802, 803, 804, and 805). Based on the recommendations of his/her previous peer review, certification interview, or the areas where the Chaplain determines a need for growth, the other ten (10) hours may be divided to meet his/her needs. *Note: Certification Commission approved an exception to decrease the minimum number of hours required in each category from ten (10) hours to seven (7) hours. This exception is in effect for education years 2020, 2021, 2022.

14.32.5 A continuing education activity is only counted once regardless of the Chaplain’s role as an attendee or presenter. If presenting, the Chaplain can also include preparation time. If one is presenting the program multiple times, the presentation and preparation time may be counted only once.
14.32.6 When a continuing education activity includes time both as a presenter and as an attendee, the Chaplain may record the number of hours spent in presenting/preparing and the number of hours spent in attendance.

14.32.7 When a continuing education activity provides updating in more than one of the four Categories of Competency (see CP14.32.4), the Chaplain may elect to record the education hours in multiple categories. The total number of hours recorded should not exceed the total education hours for the activity.

14.32.8 Routine activities which occur as part of the Chaplain’s professional ministry responsibilities (e.g. liturgical rites, patient visitation, mentoring CPE students) may not be submitted as continuing education activities. Training mandated as part of a Chaplain’s professional ministry requirements may not be submitted as continued education activities.

14.32.9 At least twenty* (20) hours of continuing education documented annually are to reflect the Chaplain’s attendance at, seminars, workshops, conferences, or live audio conferences/webinars. *Note: Certification Commission approved waiving the “attended” hour requirement for education year 2020, 2021, 2022.

14.32.10 Designate each activity as “A” for attended, “P” for presented, “M” for review of education materials, or “V” for volunteer service to the NACC of an educational value. Live presentations and/or attendance at live webinars/audio conferences are considered attending educational events and should be designated “A” for attended. Reading of books/articles, and listening/viewing of recorded events (videos/audio conferences/webinars) are considered reviewing of educational materials and should be designated as “M.”

14.32.11 For attended activities (workshops, live webinars, retreats, etc.) include title of program, presenter name, and location or sponsor of program. For reading books or articles include title and author. For listening/viewing to recorded events (videos/audio conferences/webinars) include title of program and presenter name. If using an acronym or abbreviation, define it at least once in the written record.

14.32.12 The following limits of continuing education activities are:
14.32.12a Spiritual Direction – Up to ten (10) hours per year.
14.32.12b Retreat – Up to twenty (20) hours total per year. Report each retreat utilizing the following parameters: Four (4) hours per day for directed, guided, preached, individual retreat; Conference type retreats report total hours of participation.
14.32.12c Therapy/Professional Supervision – Up to ten (10) hours per year.
14.32.12d Educational Materials (M) including books, articles, and recorded events (videos/audio conferences/webinars) – Up to twenty-five* (25) hours per year. *Note: Certification

14.32.12c Volunteer Service to the National Association of Catholic Chaplains that is of an educational value – Up to fifteen (15) hours per year. If the Volunteer Service to the NACC includes serving as a volunteer for an initial certification interview weekend (interviewer, interview team educator, etc.), the Chaplain may report up to twenty (20) hours total per year.

14.32.12f Clinical Pastoral Education (CPE) Units (additional CPE Units or Supervisory CPE Units):

14.32.12f1 Didactic activity – Number of hours of participation or presentation; activity should be listed by session and include the topic and date.

14.32.12f2 Supervisory sessions (as part of the Unit) – Up to ten (10) hours per year.

14.32.12f3 Ministerial activities (patient visitation, conducting worship services, etc.) may not be submitted as continuing education activities.

14.33 Peer Review Process

14.33.1 The Chaplain arranges for and completes an hour-long peer review session. The peer review session does not need to be an in-person session. The peer review session may be completed by telephone or Voice Over Internet Protocols (VoIP) technologies (e.g. Skype). The peer review report must be recorded on the current NACC Peer Review form and must be electronically produced (computer or typewriter). Handwritten forms will not be accepted.

14.33.2 The peer reviewer is a certified Chaplain or 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 of the NACC. The peer reviewer must meet the aforementioned guidelines as well as hold current certification in the specialty area (Veterans Affairs) or demonstrate experience in the specialty area.

14.33.3 Prior to the peer review, the Chaplain sends the following materials to the reviewer allowing ample time for review:

14.33.3a A copy of recommendations from the last interview or peer review.

14.33.3b A completed copy of the Renewal of Certification Education Report Forms.

14.33.3c Renewal of Certification Peer Review Form.

14.33.4 The electronically produced (computer or typewriter) Peer Review Form contains three (3) sections:
14.33.4a Process – In this section, the peer reviewer summarizes the process of the peer review: beginning, middle, and end.

14.33.4b Content – In this section, the peer reviewer notes the content of the peer review, identifying:

14.33.4b1 The meaning and effectiveness of the continuing education activities for the Chaplain.

14.33.4b2 An update regarding the Chaplain’s development of Integration of Theory and Practice, Professional Identity and Conduct, Professional Practice, and Organizational Leadership Skills with significant changes in the five (5) year period.

14.33.4b3 Progress on recommendations made to the Chaplain during the previous interview or peer review.

14.33.4b4 Discussion of the Chaplain’s plans for future development.

14.33.4c Recommendations – In this section, the peer reviewer writes recommendations that flow from the process and content. Recommendations are related to the Competencies for Certification and Renewal of Certification of Chaplains in Veterans Affairs and include future plans for maintaining and enhancing competencies. Certification Competency number(s) must be listed after each recommendation.

14.33.5 The peer reviewer signs the Peer Review Form and sends it back to the Chaplain for review and signature.

14.34 The Chaplain sends the following materials to the NACC National Office and also retains copies of these documents for future purposes:

14.34.1 The Renewal of Certification Application.

14.34.2 The Renewal of Certification Fee.

14.34.3 The Renewal of Certification Education Report Form(s).

14.34.4 A signed copy of the Renewal of Certification Peer Review Form.

14.34.5 Evidence of employment.

14.34.6 Completed NACC Ethics Accountability Statement.

14.35 Certification Commission Action

14.35.1 The Certification Commission reviews the materials and determines if the Chaplain meets the Competencies for Renewal of Certification.

14.35.2 The NACC National Office notifies the Chaplain of the Certification Commission’s decision within thirty (30) days of the decision.
14.35.2a When renewal of certification is granted and the ecclesiastical endorsement has been received, the Chaplain is issued a new certificate.

14.35.2b When additional information and/or clarifications are required by the Certification Commission before a decision can be made, the Chaplain will receive a letter requesting clarifications and/or additional information. The Certification Commission sets the deadline by which the revised/additional materials must be received. The Certification Commission will review the submitted material(s) at the next scheduled Commission meeting and determine if the Chaplain meets the Competencies for Renewal of Certification.

14.35.2c When renewal of certification is denied, the Chaplain is issued a letter outlining the reason(s) for denial. The Certification Commission’s decision is final.

14.35.3 When a Chaplain is granted renewal of certification, the NACC National Office retains the following in the NACC’s long-term certification files:

14.35.3a The Renewal of Certification Application.
14.35.3b The Renewal of Certification Peer Review Form.
14.35.3c The Ecclesiastical Endorsement letter.
14.35.3d A copy of the certificate.
14.35.3e A copy of the NACC letter confirming renewal of certification.
14.35.3f A copy of the NACC letter stating exceptions, if applicable.
14.35.3g The completed NACC Ethics Accountability Statement.

All other written and electronic documents are destroyed.

14.35.4 When a Chaplain is denied renewal of certification, the NACC National Office retains the following in the NACC’s electronic certification file:

14.35.4a The Renewal of Certification Application.
14.35.4b The Renewal of Certification Peer Review Form.
14.35.4c A copy of the NACC letter denying renewal of certification.

All other written and electronic documents are destroyed.
Certification Procedures Manual

Part Fifteen – Palliative Care and Hospice Advanced Certification Appeals Procedures

CP15.1 When an Applicant for NACC Palliative Care and Hospice Advanced Certification (PCHAC) receives notification of denial of certification and believes that PCHAC Procedures for Certification, were violated, resulting in a negative certification decision, the right to a timely appeals procedure is ensured. The Certification Appeals Panel strives to resolve all appeals according to the timeline established below.

CP15.2 Procedures

15.21 With the notification of denial of certification, the Applicant will receive information about the appeals process including:
   15.21.1 Appeals Procedure Letter.
   15.21.2 A copy of PCHAC Certification Appeals Procedures.

15.22 If an Applicant chooses to appeal the decision of the Certification Commission, the Applicant must make a formal appeal in writing within thirty (30) calendar days of the date of the letter accompanying the written copy of the completed Interview Form (PRPII). All members involved in the PCHAC certification process understand that confidentiality must be maintained during this thirty (30) day time frame.

15.23 Formal appeals must cite relevant PCHAC Procedures that are alleged violations. An appeal must be based upon the grounds that the decision of the Certification Process Committee, Interview Team or Action Reflection Process Team, was in disregard or violation of PCHAC Procedures and that the violation had an impact on the outcome of the advanced certification process. Examples of grounds for appeal may include:
   15.23.1 Substantial inaccurate representation of the Applicant’s application materials as presented by the Applicant’s Interview Team or Action/Reflection Process Committee.
   15.23.2 Failure of the Certification Process Committee, Interview Team or Action/Reflection Process Committee, to uphold the policies or follow the procedures of the certification process.

15.24 Applicant must include:

   15.24.1 Letter of request for an appeal clearly stating the identified reasons for the appeal, referring to the policies and/or procedures that may have been violated.
   15.24.2 A copy of the Presenter’s Reports Part I and Part II.

15.25 Within fifteen (15) days of the postmark of the formal appeal from the Appellant, the Certification Appeals Panel reviews copies of the Appellant’s formal appeal for the purpose of determining whether the formal appeal has demonstrated probable cause. The Panel completing the review will include 1 PCHAC member, not involved in the certification process being appealed.
15.25.1 Demonstrates probable cause which indicates a potential violation of the Advanced Certification Policies and/or Procedures, or

15.25.2 Does not demonstrate probable cause and it is determined that there are no grounds to proceed.

15.26 If it is determined that there are no grounds to proceed, the Appellant is notified by the Certification Appeals Panel via the NACC National Office. The decision is final.

15.27 If it is determined there is probable cause to proceed with the formal appeal, the Certification Appeals Panel, in consultation the NACC National Office will facilitate the appeals process. The panel will include 1 PCHAC member, not involved in the certification process being appealed.

The Appellant is notified of the composition of the Certification Appeals Panel by electronic mail (with a read receipt) and has ten (10) days from the postmark of the notification of the composition of the Certification Appeals Panel to indicate a conflict of interest with a member of the team by notifying the Chair of the Certification Appeals Panel via the NACC National Office.

15.28 The Certification Appeals Panel will request the Certification Interview Team involved in the interview to respond to the appeal individually in writing. Responses will be sent directly to the Certification Appeals Panel.

15.29 Within forty-five (45) days of the composition of the Panel being finalized, the Certification Appeals Panel deliberates and renders a decision to:

15.29.1 Uphold the decision of the PCHAC Certification Interview Team to deny certification or,

15.29.2 Grant a new interview.

15.30 The Certification Appeals Panel prepares a Summary Report that includes the findings, decisions and reasons based on the policies and procedures. The Certification Appeals Panel notifies the NACC National Office of the decision and submits a Summary Report using the current template.

CP15.3 Outcomes

15.31 When the Certification Appeals Panel upholds the decision of the Certification Commission to deny certification, the Appellant is notified via email. The decision of the Certification Appeals Panel regarding upheld denials is final.

15.32 When the Certification Appeals Panel decision is to offer the Appellant a new interview, that recommendation is communicated to the Certification Commission for action. Final decision of the Certification Commission is communicated to the Appellant via email through either the NACC National Office within sixty (60) days of the Certification Process Committee’s action. The decision of the Certification Appeals Panel/Certification Commission is final.

15.33 At the conclusion of the appeal process, NACC National Office retains the following in the long-term certification files:

15.33.1 A copy of the Appellant’s formal appeal.
15.33.2 A copy of the completed Summary Report Form.
15.33.3 A copy of the notification letter alerting the Appellant of the decision.

All other written and electronic documents from the appeals process are destroyed.