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Recognition of Certification Application Checklist

- Gather and prepare required materials according to the requirements in the checklist below. Your portfolio will be composed of two sets of documents:
 - Documents requested by the applicant - These documents should be emailed directly to certification@nacc.org by the sender (the priest). (See page 2)
 - Documents submitted by you via email to certification@nacc.org. (See page 3)

The following written materials **must be created using the template provided on the NACC website**: Narrative Statement I and the Integrative Theological Essay. Templates can be found on the NACC web page titled: *Recognition of Strategic Partners Certification*

- Files submitted must be in PDF format. Word documents may be converted to PDF by simply choosing **Save As** and picking a file type of PDF.
- Files submitted must follow the file naming convention indicated in the grid below.
- Applicants should keep a complete copy of all application materials.
- Application materials must be submitted via email to certification@nacc.org. All files must be submitted at one time.
- Application materials received by the NACC office that are not in full compliance with this checklist will be returned to the applicant for further work.

PLEASE NOTE: If you are a NACC Board Certified Chaplain seeking recognition of Educator certification, you only need to submit the following: 1. Application for Recognition of Certification, 2. Proof of Current Membership and Certification, 3. Recent Peer Review Report. (See page 3) You do not need to submit documents 4 through 6, and you do not need a letter of recommendation (page 2). In addition, the \$50 application fee is waived.

Documents requested by Applicant to be sent directly to NACC Office

Document	Document Content Instructions	Required Document Format	Sending instructions
<input type="checkbox"/> If applicable, Letter of Recommendation from Pastor/Priest	If the Applicant is a lay person, 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. Letter must be dated within one year of application for certification.	<ul style="list-style-type: none"> • May use the template provided on the NACC website. • Must be addressed to Chair of Certification Commission (see template for name and address) • Must be on letterhead • Must be signed 	Letter is emailed by priest directly to certification@nacc.org .

Please note that once your application materials are submitted and approved, the **NACC will request** a letter of ecclesiastical endorsement. Applicants **should not** request this letter. For lay persons, the request goes to the bishop of the diocese of the Applicant's ministry and includes a copy of the Priest/Pastor Letter of Recommendation. For members of religious orders, request goes to major superior. For priests or deacons, letter goes to Ordinary where priest/deacon is incardinated.

Materials to be included in your email submission to the NACC National Office:

	Document No. and Name	Document Content Instructions	Required Document Format	Required File Name Format
<input type="checkbox"/>	1. Application for Recognition of Certification	Application form is received by the applicant upon becoming a Chaplaincy Member of the NACC. You may request an application from certification@nacc.org . All applicable fields must be completed, and the form must be signed by the Applicant.	N/A	1-RecognitionApplication-Lastname-Firstname.PDF
<input type="checkbox"/>	2. Proof of Current Membership and Certification	Applicant must provide proof of current membership and valid certification in one of the accepted strategic partner groups.	Scan all documents into one file and rename the file following the naming convention indicated.	2-MembershipAndCertification-Lastname-Firstname.PDF
<input type="checkbox"/>	3. Recent Peer Review Report	Applicant must provide a copy of the 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 (CP431.3d)	Rename the file to follow the naming convention indicated.	3-PeerReview-Lastname-Firstname.PDF
<input type="checkbox"/>	4. Narrative Statement I	Documents how Applicant meets the NACC-Specific Competencies outlined in the Narrative Statement I Template.	Applicant must use the Narrative Statement I Template.	4-NarrativeStatementI-Lastname-Firstname.PDF
<input type="checkbox"/>	5. Integrative Theological Essay	Addresses Applicant's familiarity with the documents and theologies of Competency ITP1.1.	Applicant must use the Integrative Theological Essay Template.	5-IntegrativeTheologicalEssay-Lastname-Firstname.PDF
<input type="checkbox"/>	6. Certificate of completion of E-Learning module and Post-Test	Post-Test is administered at the conclusion of the E-Learning module. A certificate of completion will be emailed to the Applicant if the test score is 7 or higher.	N/A	6-PostTestCertificate-Lastname-Firstname.PDF