

10. CERTIFICATION VERIFICATION

If your employer requires verification of your certification once the renewal process is complete, please list your employer's contact information.

NAME: _____
(First Name) (MI) (Last Name)

TITLE: _____

INSTITUTION: _____

ADDRESS: _____

(City, State Zip) (Email)

11. LETTER OF RECOMMENDATION *(for lay applicants)*

If you are a lay applicant you are responsible for requesting a letter of recommendation from your pastor or a priest in active ministry. The letter is to be a signed original on letterhead. The NACC will not request this letter for you. This letter of recommendation is to be sent directly to the NACC National Office. The NACC sends a copy of this letter to your bishop when your endorsement is requested. If you are a lay applicant ministering in the Archdiocese of New York, please contact the NACC National Office for additional information. Sample letters of recommendation are available on the NACC website.

12. ENDORSEMENT:

The NACC National Office requests a current letter of endorsement. Current is defined as within one year of application for renewal of certification. This letter is formal approval for ministry by the bishop of the diocese in which you minister, or by your major superior if you are a member of a religious order, or your ordinary (understood as the bishop of the diocese where you are incardinated) if you are a diocesan priest or deacon.

THE NACC NATIONAL OFFICE WILL REQUEST YOUR LETTER OF ENDORSEMENT

On the lines below, please provide the name, title, and address of **one** of the following:

- If you are a **lay person** -- YOUR (ARCH) BISHOP OF THE DIOCESE IN WHICH YOU MINISTER (WORK)
- If you are a **religious priest, brother, or sister** -- YOUR MAJOR SUPERIOR
- If you are a **diocesan priest or deacon** -- YOUR ORDINARY (from the diocese where you are incardinated)

NAME: _____
(First Name) (MI) (Last Name)

TITLE: _____

INSTITUTION: _____

ADDRESS: _____

(City, State Zip) (Email – only required if outside of the United States)

13. The following items will need to be sent to the NACC:

- Completed Renewal of Certification Application Form
- Education Report Forms
- Peer Review Form
- Application Fee (Note: Fee is waived for retired members)
 - Check or Money Order in the amount of \$200.00 payable to the NACC*

All items must be submitted to: National Association of Catholic Chaplains
4915 South Howell Avenue, Suite 501
Milwaukee, WI 53207-5939

NOTE: Ecclesiastical endorsement assures NACC that any Safe Environment Training requirements (of the endorsing body) have been met by the Chaplain. Renewing chaplains are encouraged to reach out to their endorsing body to ensure they have met these requirements prior to submitting their renewal application to the NACC.

(Date) (Applicant's Signature) (electronic signature accepted)