Code of Ethics and Qualifications and Competencies for Certification and Renewal of Certification

Approved by
United States Conference of Catholic Bishops (USCCB)
Subcommittee on Certification for Ecclesial Ministry and Service (SCEMS)
2022 - 2027

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Code of Ethics for Spiritual Care Professionals[1]

Code of Ethics

101   The Code of Ethics for Spiritual Care Professionals:

101.1 gives expression to the basic values and standards of the profession;
101.2 guides decision-making and professional behavior;
101.3 provides a mechanism for professional accountability; and
101.4 informs the public as to what they should expect from Spiritual Care Professionals.

102   Preamble

102.1 Spiritual Care Professionals are grounded in communities of faith and informed by professional education and training.

Spiritual Care Professionals:

102.11 Remain proficient by regularly updating themselves in theology, enhancing professional competence, and growing in personal spirituality.

102.12 Promote ethical and moral values by following *The Ethical and Religious Directives for Catholic Health Care Services.*

102.13 Respect the primacy of conscience in themselves and in those they serve.

102.2 They are called to nurture their personal health of mind, body, and spirit, and be responsible for their personal and professional conduct as they grow in their respect for all living beings and the natural environment.

102.3 When Spiritual Care Professionals behave in a manner congruent with the values of this Code of Ethics, they bring greater justice, compassion, and healing to our world.

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[1] Spiritual Care Professionals is the term commonly adopted by the Spiritual Care Collaborative to include chaplains, pastoral counselors, pastoral educators, and students.

102.4 Spiritual Care Professionals:

102.41 affirm the dignity and value of each individual;

102.411   Honor all persons as being created in the image and likeness of God.

102.42   respect the right of each faith group to hold to its values and traditions;

102.43 advocate for professional accountability that protects the public and advances the profession;

102.431   Are in compliance with the Charter for the Protection of Children and Young People

102.44   respect the cultural, ethnic, gender, racial, sexual orientation, and religious diversity of other professionals and those served, and strive to eliminate discrimination.

102.441   Respect diversity of age, national origin, and physical ability.

102.442   Refrain from using their position, influence, knowledge, or professional affiliation for unfair advantage or for personal gain.

103   Ethical Principles in Relationships with Clients

Spiritual Care Professionals understand clients to be any counselees, patients, family members, students, or staff to whom they provide spiritual care. In relationships with clients, Spiritual Care Professionals uphold the following standards of professional ethics.
Spiritual Care Professionals:

103.1   Speak and act in ways that honor the dignity and value of every individual.

103.2 Provide care that is intended to promote the best interest of the client and to foster strength, integrity, and healing.

103.3 Demonstrate respect for the cultural and religious values of those they serve and refrain from imposing their own values and beliefs on those served.

103.4 Are mindful of the imbalance of power in the professional/client relationship and refrain from exploitation of that imbalance.

103.5 Maintain relationships with clients on a professional basis only.

103.6 Avoid or correct any conflicts of interest or appearance of conflicting interest(s).

103.7 Refrain from any form of sexual misconduct, sexual harassment, or sexual assault in relationships with clients.

103.8 Refrain from any form of harassment, coercion, intimidation, or otherwise abusive words or actions in relationships with clients.

103.9 Safeguard the confidentiality of clients when using materials for educational purposes or written publication.

103.10 Respect the confidentiality of information entrusted to them by clients when communicating with family members or significant others, except when disclosure is required for necessary treatment and granted by client permission, for the safety of any person or when required by law.

103.11 Understand the limits of their individual expertise and make referrals to other professionals when appropriate.

104 Ethical Principles in Relationships Between Supervisors/Educators and Students

Spiritual Care Professionals respect the integrity of students, using the power they have as supervisors/educators in responsible ways. Spiritual Care Professionals:

104.1 Maintain a healthy educational environment free of coercion or intimidation.

104.2 Maintain clear boundaries in the areas of self-disclosure, intimacy, and sexuality.

104.3 Provide clear expectations regarding responsibilities, work schedules, fees, and payments.

104.4 Provide adequate, timely, and constructive feedback to students.

104.5 Maintain a healthy respect for the personal growth of students and provide appropriate professional referrals.

104.6 Maintain appropriate confidentiality regarding all information and knowledge gained in the course of supervision.

105   Ethical Principles in Relationships with Faith Community

Spiritual Care Professionals are accountable to their faith communities, one another, and other organizations. Spiritual Care Professionals:

105.1 Maintain good standing in their faith group.
105.2 Abide by the professional practice and/or teaching standards of the state/province, the community, and the institution in which they are employed. If for any reason a Spiritual Care Professional is not free to practice or teach according to conscience, the Spiritual Care Professional shall notify the employer, his or her professional organization, and faith group as appropriate.
105.3 Do not directly or by implication claim professional qualifications that exceed actual qualifications or misrepresent an affiliation with any institution.

106   Ethical Principles in Relationships with Other Professionals and the Community

Spiritual Care Professionals are accountable to the public, faith communities, employers, and professionals in all professional relationships. Spiritual Care Professionals:

106.1   Promote justice in relationships with others, in their institutions, and in society.
106.2   Represent accurately their professional qualifications and affiliations.
106.3   Exercise good stewardship of resources entrusted to their care and employ sound financial practices.
106.4   Respect the opinions, beliefs, and professional endeavors of colleagues and other professionals.
106.5   Seek advice and counsel of other professionals whenever it is in the best interest of those being served and make referrals when appropriate.
106.6   Provide expertise and counsel to other health professionals in advocating for best practices in care.
106.7   Seek to establish collaborative relationships with other community and health professionals.
106.8   Advocate for changes in their institutions that would honor spiritual values and promote healing.

106.9   Provide other professionals with chart notes where they are used that further the treatment of the clients or patients, obtaining consent when required.

106.10 Communicate sufficient information to other care team members while respecting the privacy of clients.

106.11 Ensure that private conduct does not impair the ability to fulfill professional responsibilities or bring dishonor to the profession.

106.12 Clearly distinguish between statements made or actions taken as a private individual and those made as a member or representative of one of the cognate organizations.

107   Ethical Principles in Relationships with Colleagues

Spiritual Care Professionals engage in collegial relationships with peers, other chaplains, local clergy, and counselors, recognizing that perspective and judgment are maintained through consultative interactions rather than through isolation. Spiritual Care Professionals:

107.1   Honor all consultations, whether personal or client-related, with the highest professional regard and confidentiality.

107.2   Maintain sensitivity and professional protocol of the employing institution and/or the certifying organization when receiving or initiating referrals.

107.3   Exercise due caution when communicating through the internet or other electronic means.

107.4   Respect each other and support the integrity and well being of their colleagues.

107.5   Take collegial and responsible action when concerns about or direct knowledge of incompetence, impairment, misconduct, or violations against this Code arise.

107.6   Communicate sufficient information to other care team members while respecting the privacy of clients.

108   Ethical Principles in Advertising

Spiritual Care Professionals engage in appropriate informational activities that educate the public about their professional qualifications and individual scopes of practice. Spiritual Care Professionals:

108.1 Represent their competencies, education, training, and experience relevant to their practice of pastoral care, education, and counseling in an accurate manner.

108.2 Do not use any professional identification (business cards, letterhead, Internet or telephone directory, etc.) if it is false, misleading, fraudulent, or deceptive.

108.3 List and claim as evidence only degrees and certifications that are earned from educational institutions and/or training programs recognized by the certifying organizations of Spiritual Care Professionals.

108.4 Ascertain that the qualifications of their employees, supervisees, and students are represented in a manner that is not false, misleading, fraudulent, or deceptive.

108.5 Represent themselves as providing specialized services only if they have the appropriate education, training, or supervised experience.

109 Ethical Principles in Research

Spiritual Care Professionals engaging in research follow guidelines and applicable laws that strive to protect the dignity, privacy, and well-being of all participants. Spiritual Care Professionals:

109.1 Engage only in research within the boundaries of their competence.

109.2 In research activities involving human participants, are aware of, and ensure that the research question, design, and implementation are in full compliance with ethical principles.

109.3 Adhere to informed consent, including a clear and understandable explanation of the procedures, a description of the risks and benefits, and the duration of the desired participation.

109.4 Inform all participants of the right to withdraw consent and to discontinue involvement at any time.

109.5 Engage in research while being sensitive to the cultural characteristics of participants.

109.6 Maintain the confidentiality of all research participants and inform participants of any limits of that confidentiality.

109.7 Use any information obtained through research for professional purposes only.

109.8 Exercise conscientiousness in attributing sources in their research and writing, thereby avoiding plagiarism.

109.9 Report research data and findings accurately.

Principles for Processing Ethical Complaints

201 As spiritual care professionals from many faith traditions we recognize the infinite value of each person and demonstrate respect for all living beings and the natural environment.

202 While our individual spiritual care organizations may configure specific procedures in different ways, we are all committed to accountability to the principles stated in this document. We strive toward the very best in our common calling as healers, as we steadfastly seek to confront ethical breaches as both challenge and opportunity. In so doing we seek to discover the true meaning of concepts like "faithfulness" and "justice".

203 The principles of restorative justice should inform the lens and questions by which situations are addressed within each organization's process of addressing ethical concerns. Restorative justice asks: Who has been hurt? What are their needs? Whose obligations are these? (Howard Zehr, The Little Book of Restorative Justice, 2002, p. 21)

204 It is with the above realization in mind that the following principles for ethical processes have been fashioned. They exist to serve two complementary purposes.

    204.1 To provide our organizations and their members with procedures designed to support highly ethical behavior and a means to address breaches in the Code of Ethics.

    204.2 To communicate clearly to the public at large the means by which we seek to fashion our ethical ideals into practical instruments of service.

205 Guiding Principles

Following is a general set of principles which should serve as the foundation for procedures for addressing ethical concerns.

    205.1 Each process for ethical accountability shall be consistent with the adopted Code of Ethics.

205.2 Each organization shall administer its own procedures and impose sanctions, maintaining a commitment to respect for the dignity and well-being of each person involved in the process.

205.3 Each process should be based on transparency and designed to encourage as much openness and communication as possible.

205.4 Each process will balance transparency and confidentiality. Maintenance of records will permit access to information and materials only in accordance with an organization's policies.

206 Recommended Elements for Ethics Procedures

Each professional organization's framework within which to process concerns about ethical behavior of members should include the following:

206.1 Use of an accountability statement (with renewal subject to the discretion of each organization, e.g. annual renewal when membership is renewed).

206.11.1 Every certified member is required to sign and submit the NACC Ethics Accountability Statement at the time of certification and at each renewal of certification.

206.2 Structure for processing an ethical complaint.

206.3 Optional procedures for intervention before a formal complaint is filed.

206.4 Guidelines for filing a written complaint.

206.5 Guidelines for investigating a complaint which include:

206.51 Notice of allegations to the person purported to have violated the Code of Ethics.

206.52 Opportunity for that person to be heard in responding to the allegations.

206.53 By an impartial gatherer of facts.

206.6 Guidelines for adjudicating a complaint after investigation, and a clear standard of review by which evidence will be evaluated by an impartial fact finder.

206.7 Guidelines for determining remedies and sanctions.

206.8 Guidelines for communicating a decision.

206.9 Guidelines for appealing a decision on the limited grounds within an organization's policies.

BCC: Qualifications and Competencies for Certification and Renewal of Certification of Board Certified Chaplains

The following Qualifications and Competencies represent the Certification for Professional Spiritual Care Common Qualifications and Competencies (*approved by the Strategic Partners in Spiritual Care*) and the NACC-Specific Qualifications and Competencies (*approved by USCCB SCEMS*). Please note that the NACC-Specific Competencies are those that are indented in 302-305.

301   Qualifications of Professional Chaplaincy (QUA)

The candidate for certification must:

QUA1:Provide documentation of current endorsement or of good standing in accordance with the requirements of his/her own faith/spiritual tradition.

QUA2:Be current in the payment of the annual fees as designated by one's professional association.

QUA3:Have completed graduate-level theological degree from a college, university or theological school accredited by a member of the Council for Higher Education Accreditation. Equivalencies for the Bachelor's and/or graduate level theological degree will be granted by the individual professional organizations according to their own established guidelines.

*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 of the Pontifical Universities and their affiliated institutions.

QUA4:Provide documentation of a minimum of four units (Levels I & II) of Clinical Pastoral Education (CPE) accredited or approved by the Association for Clinical Pastoral Education (ACPE), by programs that were accredited by the former United States Conference of Catholic Bishops Commission on Certification and Accreditation (USCCB/CCA), or the Canadian Association for

Spiritual Care (CASC/ACSS). Equivalency for one unit of CPE (two units in CASC) may be considered.

302   Integration of Theory and Practice Competencies (ITP)

The candidate for certification will demonstrate the ability to:

ITP1:   Articulate an approach to spiritual care rooted in one's spiritual tradition and integrated with a theory of spiritual care.

> ITP1.1 Demonstrate an understanding of Vatican II and Post Vatican II documents of the Church, Systematic/Foundational Theology, Scripture, Theology of the Trinity, Christology, Ecclesiology, Sacramental Theology, Catholic Social Teaching, Canon Law, Ecumenical and Interreligious Practice.

> ITP1.2 Articulate an understanding of one's baptismal call and chaplaincy as a ministry of the church.

> ITP1.3 Recognize both the reality of personal and social sin and demonstrate the power of justice, mercy, forgiveness, and reconciliation to heal persons and relationships.

ITP2:   Provide spiritual care that incorporates a working knowledge of an academic discipline that is not explicitly religious/ spiritual (e.g., psychology, sociology, anthropology, history).

ITP3:   Incorporate the spiritual and emotional dimensions of human development into one's practice of care.

ITP4:   Incorporate a working knowledge of at least one ethical theory appropriate to one's professional context.

> ITP 4.1   Demonstrate an understanding of *The Ethical and Religious Directives for Catholic Health Care Services.*

ITP5:   Articulate a conceptual understanding of group dynamics and organizational behavior.

ITP6:   Articulate how primary research and research literature inform the profession of chaplaincy and one's spiritual care practice.

303   Professional Identity and Conduct Competencies (PIC)

The candidate for certification will demonstrate the ability to:

PIC1:   Identify one's professional strengths and limitations in the provision of spiritual care.

PIC2:   Articulate ways in which one's feelings, values, assumptions, culture, and social location affect professional practice.

PIC3:   Attend to one's own physical, emotional, and spiritual well-being.

PIC 3.1   Articulate a spirituality grounded in a relationship with God, self, and others.
PIC 3.2   Demonstrate one's commitment to on-going faith development and spiritual growth.
PIC 3.3   Demonstrate life-work balance skills, including time management.

PIC4:   Respects the physical, emotional, cultural, and spiritual boundaries of others.

PIC5:   Use appropriately one's professional authority as a chaplain.

PIC5.1 Articulate an understanding of the responsibility of the public nature of a chaplain's role.

PIC6   Advocate for the persons in one's care.

PIC7:   Function within the APC/NACC/NAJC Code of Ethics.

304   Professional Practice Skills Competencies (PPS)

The candidate for certification will demonstrate the ability to:

PPS1: Establish, deepen, and conclude professional spiritual care relationships with sensitivity, openness, and respect.

PPS2: Provide effective spiritual support that contributes to the wellbeing of care recipients, including patients (or the relevant analogue in a non-healthcare setting), their families/friends, and staff.

> PPS2.1   Possess an appropriate level of comfort and proficiency with contemporary communication technology and be able to employ it in spiritual care.

PPS3: Provide spiritual care that respects diversity, relative to differences in race, culture, gender, sexual orientation, etc.

PPS4: Triage and manage crises in the practice of spiritual care.

PPS5: Provide spiritual care to persons experiencing loss and grief.

PPS6: Provide religious/spiritual resources that are appropriate to given care recipients, their spiritualities/religions, their contexts, and their goals.

PPS7: Develop, coordinate, and facilitate public/ semi-public liturgy appropriate to a range of settings and needs.

> PPS7.1   Demonstrate the ability to integrate sacred art, music, and space for liturgical celebrations and communal prayer.

PPS8: Facilitate care recipients' own theological/spiritual/ philosophical reflection.

PPS9: Facilitate group processes in the provision of spiritual care.

PPS10: Make and use spiritual assessments to inform chaplain interventions and contribute to interdisciplinary plans of care.

PPS11: Document one's spiritual care accurately, cautiously, and usefully and in the appropriate records.

305   Organizational Leadership Competencies (OL)

The candidate for certification will demonstrate the ability to:

OL1:   Promote the integration of spiritual care into the life and service of the institution in which one functions.

OL2:   Establish and maintain intradisciplinary and interdisciplinary relationships.

> OL2.1 Demonstrate the ability to build peer relationships for the purpose of collaboration and active participation in the creation and maintenance of a healthy work environment.

> OL2.2 Demonstrate skills in organization, conflict management, leadership, or supervision of others.

OL3:   Understand and function within the chaplain's institutional culture and systems, including utilizing business best practices appropriate to one's role in the organization.

OL4:   Advocate for and facilitate ethical decision-making in one's workplace.

> OL4.1   Demonstrate skill in facilitating decision-making based on an understanding of culture/ethnicity, gender, race, age, educational background and theological values, religious heritage, behavioral sciences, networking, and systems thinking.

OL5: Foster a collaborative relationship with community clergy and faith group leaders.

306   Requirements for the Maintenance of Certification (MNT)

In order to maintain status as a Certified Chaplain, the chaplain must:

MNT1: Participate in a peer review process every fifth year.

MNT2: Document fifty (50) hours of annual continuing education as designated by one's professional association.

MNT3: Provide every fifth year documentation of current endorsement or of good standing in accordance with the requirements of his/her own faith tradition.

MNT4: Be current in the payment of the annual fees as designated by one's professional association.

MNT5: Adhere to the Common Code of Ethics for Chaplains, Pastoral Counselors, Clinical Pastoral Educators, and Students.

307   Appeals of Certification Decisions (ACD)

The individual seeking an appeal of a certification decision:

ACD1 Has a right to a timely and complete review of a negative recommendation.

ACD2 Has access to a certification appeals panel free from conflict of interest, and panel members shall not have participated in the original recommendation.

ACD3 Submits a written request for an appeal based on the grounds that such recommendation was an alleged violation of the Competencies and/or Procedures.

ACD4 Accepts the decision of the Certification Appeals Panel as final and binding for the association.

BCC-E: Qualifications for Renewal of Certification of NACC Certified Educators

401   NACC Certified Educators have achieved certification as pastoral educators/supervisors by the Association for Clinical Pastoral Education (ACPE), the Canadian Association for Spiritual Care (CASC), or the National Association of Catholic Chaplains (NACC).

402   NACC Certified Educators maintain current membership in the NACC.

403   NACC Certified Educators maintain additional certification through the Association   for Clinical Pastoral Education (ACPE) or the Canadian Association for Spiritual Care (CASC).

404   NACC Certified Educators endorse and abide by the NACC Code of Ethics for Spiritual Care Professionals and agree to self-report any breaches of this Code of Ethics to the NACC.

406   NACC Certified Educators maintain current ecclesiastical endorsement.

407   NACC Certified Educators engage in ongoing personal and professional development, peer review, and continuing education.

408   Requirements for the Maintenance of Certification

In order to maintain certification, a NACC Certified Educator must:

408.1 Be current in the payment of NACC membership dues.

408.2 Provide documentation of current endorsement every five years.

408.3 Meet all ACPE or CASC professional development, continuing education, and peer review requirements.

408.4 Adhere to the NACC Code of Ethics for Spiritual Care Professionals.

408.5 Submit required renewal of certification materials to the NACC Certification Commission as outlined in the Certification Procedures Manual.

CPE: Accreditation of Clinical Pastoral Education Programs by United States Conference of Catholic Bishops/Commission on Certification and Accreditation (USCCB/CCA)

501   Clinical Pastoral Education programs are accredited by the USCCB/CCA which serves as an accrediting commission of the United States Conference of Catholic Bishops.

502   The standards, policies, and procedures for accrediting Clinical Pastoral Education programs are contained in the USCCB/CCA's *Accreditation Handbook for Clinical Pastoral Education Programs.*

PCHAC: Competencies for Palliative Care and Hospice Advanced Certification

The Applicant for Palliative Care and Hospice Advanced Certification (PCHAC) shall demonstrate mastery of fourteen (14) professional competencies, both experientially in the Applicant's practice and in the knowledgeable application of the palliative care and hospice literature. The demonstration of competency should reflect the advanced and specialized work required for palliative care and hospice beyond the skills and knowledge of the Board Certified Chaplain (BCC). The team will be looking for advanced practice and the special sensitivities, behaviors and unique concerns of the palliative care and hospice chaplain. While it is understood that an Applicant may be more experienced in a particular setting, such as home hospice or hospital-based palliative care, it is expected that the Applicant for BCC-PCHAC will demonstrate mastery across the continuum of palliative care and hospice.

Overarching Characteristics are foundational for advanced chaplaincy care which will be demonstrated through the Competencies:

- Understanding of and practice in all eight (8) domains of the National Consensus Project on Palliative Care.
- Exemplifies advanced transdisciplinary integrated practice.
- Reflects educated compassion-integrating the total pain, including medical, psycho-social, spiritual and emotional compassionate response.
- Demonstrates the ability to be an emotional broker while holding various emotions and facilitating communication.
- Offers ethical mediation, including but not limited to understanding of futile care.
- Provide moral distress diffusion for staff, care recipients and families.

601   Qualifications of Palliative Care and Hospice Advanced Certification

QUA1:Full or Retired membership in the NACC.

QUA2:Board Certification as a NACC Chaplain or Educator for a minimum of one year.

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

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

QUA5: 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.

602   Competencies of Palliative Care and Hospice Advanced Certification

The applicant will demonstrate the ability to:

602.1 Integrate the history of the hospice movement and the subsequent expansion of palliative care while differentiating between the current philosophy and goals of palliative care and hospice in practice.

602.2 Familiarity with state and federal laws regarding Advance Directives and other end of life practices.

602.3 Demonstrate an integrated knowledge of implications of medical treatment for life-threatening or life limiting illness as it impacts a patient's physical, psycho-social, emotional, and spiritual pain.

602.4 Demonstrate utilization of family systems theory incorporated in the practice of palliative care and hospice as applied to care recipients, families and health care providers.

602.5 Apply culturally appropriate, evidence-informed strategies for addressing the breadth and depth of multifaceted grief including complicated and anticipatory grief to extend to bereavement resources.

602.6 Incorporate a working knowledge and integration of psycho-socio, emotional and spiritual perspectives to function as a communication and emotional expert in the practice of palliative and hospice care.

602.7 Demonstrate effective communication and facilitation of goals of care family meetings that align treatment plans with patient's values and or advanced care plans.

602.8 Demonstrate collaborative and facilitative leadership with care recipients, family, teams and organizations.

602.9 Demonstrate best practices in palliative care and hospice spiritual assessment and documentation to facilitate aligning patient values and goals with the treatment plan.

602.10 Demonstrate a working knowledge of the difference in the provision of advanced practice chaplaincy care as care recipients and families negotiate through the trajectory of a life-threatening illness in various settings.

602.11 Demonstrate knowledge and skill in addressing ethical dilemmas at end of life and concerns as related to spiritual and/or religious issues.

602.12 Demonstrate and model the ability to attend to the physical, emotional, social and spiritual well-being of the transdisciplinary team.

602.13 Demonstrates the ability to teach and educate through articulating and integrating current research of best practices for the provision of palliative care and hospice chaplaincy care.

602.14 Participate in quality improvement projects and/or research to increase standard of palliative care and hospice care provided.

603 Requirements for the Maintenance of Advanced Certification (MNT)

In order to maintain status of Palliative Care and Hospice Advanced Certification, the chaplain must follow his/her current schedule for renewal of certification as a Board Certified Chaplain and meet the requirements for a chaplain with advanced certification. See Certification Procedures Manual – Part Five (Renewal of Certification).

604 Appeals of Certification Decisions (ACD)

The individual seeking an appeal of a certification decision:

ACD1 Has a right to a timely and complete review of a negative recommendation.

ACD2 Has access to a certification appeals panel free from conflict of interest, and panel members shall not have participated in the original recommendation.

ACD3 Submits a written request for an appeal based on the grounds that such recommendation was an alleged violation of the Competencies and/or Procedures.

ACD4 Accepts the decision of the Certification Appeals Panel as final and binding for the association.

CAC: Qualifications and Competencies for Certification and Renewal of Certification of Associate Chaplains

The following Qualifications and Competencies represent the Certification for Professional Spiritual Care Common Qualifications and Competencies (*approved by the Strategic Partners in Spiritual Care*) and the NACC-Specific Qualifications and Competencies (*approved by USCCB SCEMS*). Please note that the NACC-Specific Competencies are those that are indented in 702-705.

701   Qualifications of Professional Chaplaincy (QUA)

The candidate for certification must:

QUA1: Provide documentation of current endorsement or of good standing in accordance with the requirements of his/her own faith/spiritual tradition.

QUA2: Be current in the payment of the annual fees as designated by one's professional association.

QUA3: Have completed 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) and a minimum of eighteen (18) graduate-level credits of theological study from an accredited institution, pastoral formation program, diocesan ministry training program, or professional ministry program. Equivalencies for the Bachelor's and/or graduate-level hours will be granted by the individual professional organizations according to their own established guidelines.

QUA4: Provide documentation of a minimum of two (2) units (Levels I & II) of Clinical Pastoral Education (CPE) accredited or approved by the Association for Clinical Pastoral Education (ACPE), by programs that were accredited by the former United States Conference of Catholic Bishops Commission on Certification and Accreditation (USCCB/CCA), or the Canadian Association for Spiritual Care (CASC/ACSS).

QUA5: Have completed a minimum of five hundred (500) ministry hours within three years prior to application for certification. Ministry hours may be achieved through employment, volunteer ministry hours, or

any additional accredited CPE hours beyond the 2 CPE units required for Certified Association Chaplain.

702 Integration of Theory and Practice Competencies (ITP)

The candidate for certification will demonstrate the ability to:

ITP1.1 Demonstrate an understanding of Vatican II and Post Vatican II documents of the Church, Systematic/Foundational Theology, Scripture, Theology of the Trinity, Christology, Ecclesiology, Sacramental Theology, Catholic Social Teaching, Canon Law, Ecumenical and Interreligious Practice.

ITP1.2 Articulate an understanding of one's baptismal call and chaplaincy as a ministry of the church.

ITP1.3 Recognize both the reality of personal and social sin and demonstrate the power of justice, mercy, forgiveness, and reconciliation to heal persons and relationships.

ITP 4.1 Demonstrate an understanding of *The Ethical and Religious Directives for Catholic Health Care Services.*

703 Professional Identity and Conduct Competencies (PIC)

The candidate for certification will demonstrate the ability to:

PIC1: Identify one's professional strengths and limitations in the provision of spiritual care.

PIC2: Articulate ways in which one's feelings, values, assumptions, culture, and social location affect professional practice.

PIC3: Attend to one's own physical, emotional, and spiritual well-being.

PIC 3.1 Articulate a spirituality grounded in a relationship with God, self, and others.

PIC 3.2 Demonstrate one's commitment to on-going faith development and spiritual growth.

PIC 3.3 Demonstrate life-work balance skills, including time management.

PIC4: Respects the physical, emotional, cultural, and spiritual boundaries of others.

PIC5: Use appropriately one's professional authority as a chaplain.

   PIC5.1 Articulate an understanding of the responsibility of the public nature of a chaplain's role.

PIC6   Advocate for the persons in one's care.

PIC7: Function within the APC/NACC/NAJC Code of Ethics.

704   Professional Practice Skills Competencies (PPS)

The candidate for certification will demonstrate the ability to:

PPS1: Establish, deepen and conclude professional spiritual care relationships with sensitivity, openness, and respect.

PPS2: Provide effective spiritual support that contributes to the wellbeing of care recipients, including patients (or the relevant analogue in a non-healthcare setting), their families/friends, and staff.

   PPS2.1   Possess an appropriate level of comfort and proficiency with contemporary communication technology and be able to employ it in spiritual care.

PPS3: Provide spiritual care that respects diversity, relative to differences in race, culture, gender, sexual orientation, etc.

PPS4: Triage and manage crises in the practice of spiritual care.

PPS5: Provide spiritual care to persons experiencing loss and grief.

PPS6: Provide religious/spiritual resources that are appropriate to given care recipients, their spiritualities/religions, their contexts, and their goals.

PPS7: Develop, coordinate, and facilitate public/ semi-public liturgy appropriate to a range of settings and needs.

   PPS7.1   Demonstrate the ability to integrate sacred art, music, and space for liturgical celebrations and communal prayer.

PPS8: Facilitate care recipients' own theological/spiritual/ philosophical reflection.

PPS9: Facilitate group processes in the provision of spiritual care.

PPS10: Make and use spiritual assessments to inform chaplain interventions and contribute to interdisciplinary plans of care.

PPS11: Document one's spiritual care accurately, cautiously, and usefully and in the appropriate records.

705   Organizational Leadership Competencies (OL)

The candidate for certification will demonstrate the ability to:

OL2.1   Demonstrate the ability to build peer relationships for the purpose of collaboration and active participation in the creation and maintenance of a healthy work environment.

OL2.2   Demonstrate skills in organization, conflict management, leadership, or supervision of others.

OL4.1   Demonstrate skill in facilitating decision-making based on an understanding of culture/ethnicity, gender, race, age, educational background and theological values, religious heritage, behavioral sciences, networking, and systems thinking.

706   Requirements for the Maintenance of Certification (MNT)

In order to maintain status as a Certified Associate Chaplain, the chaplain must:

MNT1: Participate in a peer review process every fifth year.

MNT2: Document thirty (30) hours of annual continuing education as designated by one's professional association.

MNT3: Provide every fifth year documentation of current endorsement or of good standing in accordance with the requirements of his/her own faith tradition.

MNT4: Be current in the payment of the annual fees as designated by one's professional association.

MNT5: Adhere to the Common Code of Ethics for Chaplains, Pastoral Counselors, Clinical Pastoral Educators, and Students.

707   Appeals of Certification Decisions (ACD)

The individual seeking an appeal of a certification decision:

ACD1 Has a right to a timely and complete review of a negative recommendation.

ACD2 Has access to a certification appeals panel free from conflict of interest, and panel members shall not have participated in the original recommendation.

ACD3 Submits a written request for an appeal based on the grounds that such recommendation was an alleged violation of the Competencies and/or Procedures.

ACD4 Accepts the decision of the Certification Appeals Panel as final and binding for the association.

BCC-VA: Qualifications and Competencies for Certification and Renewal of Certification of Chaplains in Veterans

The following Qualifications and Competencies represent the Certification for Professional Spiritual Care Common Qualifications and Competencies (*approved by the Strategic Partners in Spiritual Care*), the NACC-Specific Catholic Qualifications and Competencies and the NACC-Specific Veterans Affairs Qualifications and Competencies (*approved by USCCB SCEMS*). Please note that the NACC-Specific Catholic Competencies and the NACC-Specific Veterans Affairs Competencies are those that are indented.

801   Qualifications of Professional Chaplaincy (QUA)

The candidate for certification must:

QUA1: Provide documentation of current endorsement by the Archdiocese of the Military.

QUA2: Be current in the payment of the annual fees as designated by one's professional association.

QUA3: Have completed a graduate-level theological degree from a college, university or theological school accredited by a member of the Council for Higher Education Accreditation. Equivalencies for the Bachelor's and/or graduate level theological degree will be granted by the individual professional organizations according to their own established guidelines.

*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 from a Pontifical University or an affiliated institution.

QUA4: Provide documentation of a minimum of four units (Levels I & II) of Clinical Pastoral Education (CPE) accredited or approved by the Association for Clinical Pastoral Education (ACPE), by programs that were accredited by the former United States Conference of Catholic Bishops Commission on Certification and Accreditation (USCCB/CCA),

or the Canadian Association for Spiritual Care (CASC/ACSS). Equivalency for one unit of CPE (two units in CASC) may be considered.

QUA5: Be employed by a Veterans Affairs facility (full time, part time, fee basis, or contract basis) as a chaplain.

QUA6: Provide evidence of successful completion of VIRTUS or similar approved training.

802   Integration of Theory and Practice Competencies (ITP)

The candidate for certification will demonstrate the ability to:

ITP1: Articulate an approach to spiritual care rooted in one's spiritual tradition and integrated with a theory of spiritual care.

ITP1.1 Demonstrate an understanding of Vatican II and Post Vatican II documents of the Church, Systematic/Foundational Theology, Scripture, Theology of the Trinity, Christology, Ecclesiology, Sacramental Theology, Catholic Social Teaching, Canon Law, Ecumenical and Interreligious Practice.

ITP1.2 Articulate an understanding of one's baptismal call and chaplaincy as a ministry of the church.

ITP1.3 Recognize both the reality of personal and social sin and demonstrate the power of justice, mercy, forgiveness, and reconciliation to heal persons and relationships.

ITP2: Provide spiritual care that incorporates a working knowledge of an academic discipline that is not explicitly religious/ spiritual (e.g., psychology, sociology, anthropology, history).

ITP3: Incorporate the spiritual and emotional dimensions of human development into one's practice of care.

ITP4: Incorporate a working knowledge of at least one ethical theory appropriate to one's professional context.

ITP 4.1   Demonstrate an understanding of *The Ethical and Religious Directives for Catholic Health Care Services.*

ITP5:   Articulate a conceptual understanding of group dynamics and organizational behavior.

ITP6:   Articulate how primary research and research literature inform the profession of chaplaincy and one's spiritual care practice.

803   Professional Identity and Conduct Competencies (PIC)

The candidate for certification will demonstrate the ability to:

PIC1:   Identify one's professional strengths and limitations in the provision of spiritual care.

PIC2:   Articulate ways in which one's feelings, values, assumptions, culture, and social location affect professional practice.

PIC3:   Attend to one's own physical, emotional, and spiritual well-being.

PIC 3.1   Articulate a spirituality grounded in a relationship with God, self, and others.
PIC 3.2   Demonstrate one's commitment to on-going faith development and spiritual growth.
PIC 3.3   Demonstrate life-work balance skills, including time management.

PIC4:   Respects the physical, emotional, cultural, and spiritual boundaries of others.

PIC5:   Use appropriately one's professional authority as a chaplain.

PIC5.1 Articulate an understanding of the responsibility of the public nature of a chaplain's role.

PIC6   Advocate for the persons in one's care.

PIC7:   Function within the APC/NACC/NAJC Code of Ethics.

804   Professional Practice Skills Competencies (PPS)

The candidate for certification will demonstrate the ability to:

PPS1: Establish, deepen and conclude professional spiritual care relationships with sensitivity, openness, and respect.

PPS2: Provide effective spiritual support that contributes to the wellbeing of care recipients, including patients (or the relevant analogue in a non-healthcare setting), their families/friends, and staff.

>   PPS2.1   Possess an appropriate level of comfort and proficiency with contemporary communication technology and be able to employ it in spiritual care.

PPS3: Provide spiritual care that respects diversity, relative to differences in race, culture, gender, sexual orientation, etc.

>   PPS3.1 Provide spiritual care to veterans with respect to their specific needs as they relate to military service, combat, and the different Eras in which they served.

>   PPS3.2 Provide spiritual care to veterans who suffer from PTSD, TBI, mental illness, substance abuse, military sexual trauma as well as other pains and sufferings of veterans.

>   PPS3.3 Provide spiritual care to veterans in special care settings such as palliative care and long-term care facilities.

>   PPS3.4 Provide competent spiritual care to veterans who experience a variety of emotions and deal with moral conflict/moral injury related to war and combat.

PPS4: Triage and manage crises in the practice of spiritual care.

PPS5: Provide spiritual care to persons experiencing loss and grief.

PPS6: Provide religious/spiritual resources that are appropriate to given care recipients, their spiritualities/religions, their contexts, and their goals.

PPS7: Develop, coordinate, and facilitate public/ semi-public liturgy appropriate to a range of settings and needs.

> PPS7.1 Demonstrate the ability to integrate sacred art, music, and space for liturgical celebrations and communal prayer.

PPS8: Facilitate care recipients' own theological/spiritual/ philosophical reflection.

PPS9: Facilitate group processes in the provision of spiritual care.

PPS10: Make and use spiritual assessments to inform chaplain interventions and contribute to interdisciplinary plans of care.

PPS11: Document one's spiritual care accurately, cautiously, and usefully and in the appropriate records.

805 Organizational Leadership Competencies (OL)

The candidate for certification will demonstrate the ability to:

OL1: Promote the integration of spiritual care into the life and service of the institution in which one functions.

OL2: Establish and maintain intradisciplinary and interdisciplinary relationships.

> OL2.1 Demonstrate the ability to build peer relationships for the purpose of collaboration and active participation in the creation and maintenance of a healthy work environment.

> OL2.2 Demonstrate skills in organization, conflict management, leadership, or supervision of others.

OL3: Understand and function within the chaplain's institutional culture and systems, including utilizing business best practices appropriate to one's role in the organization.

OL4: Advocate for and facilitate ethical decision-making in one's workplace.

OL4.1 Demonstrate skill in facilitating decision-making based on an understanding of culture/ethnicity, gender, race, age, educational background and theological values, religious heritage, behavioral sciences, networking, and systems thinking.

OL5: Foster a collaborative relationship with community clergy and faith group leaders.

806 Requirements for the Maintenance of Certification (MNT)

In order to maintain status as a Certified Chaplain, the chaplain must:

MNT1: Participate in a peer review process every fifth year.

MNT2: Document fifty (50) hours of annual continuing education as designated by one's professional association.

MNT3: Provide every fifth year documentation of current endorsement or of good standing in accordance with the requirements of his/her own faith tradition.

MNT4: Be current in the payment of the annual fees as designated by one's professional association.

MNT5: Adhere to the Common Code of Ethics for Chaplains, Pastoral Counselors, Clinical Pastoral Educators, and Students.

807 Appeals of Certification Decisions (ACD)

The individual seeking an appeal of a certification decision:

ACD1 Has a right to a timely and complete review of a negative recommendation.

ACD2 Has access to a certification appeals panel free from conflict of interest, and panel members shall not have participated in the original recommendation.

ACD3 Submits a written request for an appeal based on the grounds that such recommendation was an alleged violation of the Competencies and/or Procedures.

ACD4 Accepts the decision of the Certification Appeals Panel as final and binding for the association.