



Renewal of Certification Instruction Booklet

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Introduction

Renewal of certification is the process by which Catholic Chaplains and CPE Educators certified by the NACC demonstrate their ongoing proficiency as spiritual care providers within the current Competencies 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. Renewal of certification is available for BCC, BCC-VA, CAC, BCC-PCHAC, and BCC-E.

The renewal of certification process takes place every five years. The Chaplain/Educator may submit renewal materials anytime in the 5th year of certification, no later than December 31st of that year.

Retired chaplains may have the option of maintaining their certification utilizing the reduced requirements renewal method if they meet the prerequisites. See the NACC website for instructions on how to maintain certification in retirement.

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.

Prerequisites

- Chaplaincy Ministry or Retired Certified membership in the NACC
- Completion of yearly educational hours for the five-year renewal period. (See Competency MNT2 for each level of certification). Categories for documenting continuing education parallel the current Competencies for certification. See the [Instructions for Completing Education Forms](#) section of this document for more details.
- Participation in a Peer Review with an active or retired certified Chaplain (not Inactive or Emeritus member) or Educator who is a current member of the NACC with whom the chaplain does not share a reporting relationship. (See Competency MNT1 for each level of certification.) See the Peer Review Form

for more details on selecting a Peer Reviewer and guidelines on the Peer Review process.

- Adherence to the Code of Ethics for Spiritual Care Professionals and knowledge of the requirements of that Code (Code of Ethics 100).
- Per membership requirements, current completion of the NACC Ethics Accountability Statement (Code of Ethics 206.11.1).
- For Certified Educators,
 - Full membership and certification in either the ACPE or CASC/ACSS (Qualification 403).
 - Meets all ongoing personal and professional development, continuing education, and peer review requirements of their respective Association (ACPE or CASC/ACSS) (Qualification 407).

Electronic Submission and Payment

Effective in January 2024, the Renewal of Certification process will require Applicants to submit all application materials electronically via an upload portal on the NACC website. **Email or US Mail submissions will no longer be accepted.** All documents will need to be converted to PDF prior to uploading the forms through the portal.

All submissions are required to use the new forms, with the following exception: Education hours that were earned prior to 2024 may use the old form.

At the time of submission, the Applicant will be prompted to pay the renewal fee.

Converting Files to PDF

Here's how to save a Word document as a PDF:

- Open the Word document you want to convert.
- Click the "File" tab at the top-left corner. A drop-down menu will appear.
- Select the "Save As" option. This will open a new window.
- Choose where to save the file and the name.
- Before saving, make sure to choose "PDF" as the file format. Then click "Save".

Renewal of Certification Checklist

Gather and prepare the required materials according to the requirements in the checklist below.

Request Letters of Recommendation

These letters do not need to be mailed directly to the NACC Office. For Renewal of Certification, these letters will be uploaded along with the other application materials through the upload portal. Please ask your priest/superior to email the letter *to you* so that you can include it in your portfolio. All letters must be within one year of the application date.

- **For Lay Persons:** Lay persons request a current letter of recommendation from his/her pastor or from a priest in active ministry within the Applicant's Diocese of Ministry. The priest letter of recommendation assures the NACC that the Applicant is in good standing with the Church; a copy of this letter will be included in the NACC's ecclesiastical endorsement request letter. The priest letter of recommendation is only required for lay persons. The NACC provides letter templates for priests, should they wish to use one in writing the letter. Templates are posted on the NACC website.
- **For Religious Brothers and Sisters:** Religious Brothers and Sisters request a current letter of recommendation from his/her major superior. This letter of recommendation assures the NACC that the Applicant is in good standing with the Church and religious community; a copy of this letter will be included in the NACC's ecclesiastical endorsement request letter.

The Priest/Superior Letter of Recommendation must be:

- Dated within one year of application for Certification.
- On letterhead addressed to the Chair of the NACC Certification Commission.
- Signed.

Prepare Documents

- **Certification Renewal Application Form** – Please save the completed form as PDF and rename the file, replacing your last name and first name in the file name. For example, **1-CertificationRenewalApplication-Smith-John.PDF**.

- **Peer Review Form** – Please see the Peer Review Form for guidelines on selecting a Peer Reviewer and instructions for completing the form. The completed form should be signed by both the Applicant and the Peer Reviewer. Please save the completed form as PDF and rename the file, replacing your last name and first name in the file name. For example, **2-ChaplainPeerReviewForm-Smith-John.PDF**. Please note:
 - For Certified Educator Renewal, Applicant submits ACPE or CASC/ACSS continuing Peer Review Report(s).

- **Renewal of Certification Education Forms** – The Applicant should have five forms, one for each year since the last certification. Detailed instructions for completing the education form are included in this document. Please save the completed file as PDF and include the reported year, your last name and first name in the file name. For example,
3-RenewalofCertificationEducationForm-2024-Smith-John.PDF.
Please note:
 - For Certified Educator Renewal, Applicant submits ACPE or CASC/ACSS continuing education report form(s).

Application Fee

The application fee for Renewal of Certification is \$250. If the Applicant is a Retired (Certified) member, the application fee for Renewal of Certification is waived.

Document Submission

The bottom of the Certification Renewal page on the NACC website has a button to submit completed forms. Please gather all the information required to complete the upload process. **All forms must be uploaded at one time.** Please note the following:

A dark blue rectangular button with white text that reads "Submit Completed Renewal Forms".

- Applicant will need to login into his/her membership portal with Member ID and password to verify contact information in the NACC database and pay the outstanding invoice for the renewal application fee, which was generated at the beginning of the year.
- Applicant will be prompted to provide contact information for the Ordinary (Bishop) of the Diocese of Ministry and, if applicable, Bishop/Superior information for Diocese of Incardination or major superior.
- Applicant must upload the following completed forms. All documents must be in PDF format and follow the file naming conventions above.
 - ✓ Certification Renewal Application Form
 - ✓ Priest/Superior Letter of Recommendation (if applicable)
 - ✓ External Ecclesiastical Endorsement Letter (if applicable)
 - ✓ Peer Review Form
 - ✓ 5 Renewal of Certification Education Forms, one for each certification year

Submission Deadline

The submission deadline is December 31st of the 5th year of certification. See the NACC website for information on requesting extensions.

Certification Commission Review and Decision

Upon receipt of Applicant materials, the NACC Staff will review the Applicant's materials to assess the proper completion of the documents and will then forward the materials to the Certification Commission. NACC Staff will request ecclesiastical endorsement from the Applicant's diocese of ministry.

The Certification Commission reviews the materials to determine if the Applicant meets the Competencies for Renewal of Certification. If additional information

and/or clarifications are required by the Certification Commission before a decision can be made, the Applicant will be notified of any necessary clarifications or corrections.

The NACC National Office will notify the Applicant of the Certification Commission's decision within thirty days of the decision pending receipt of ecclesiastical endorsement.

Instructions for Completing Education Forms

Please review the following important information related to completing your yearly **Renewal of Certification Education Report Form**. It is the Applicant's responsibility to track yearly education. It is good practice to complete your Education Report Form each year while the activities you completed are still fresh in your mind. However, you will only submit the forms to the NACC in year five as part of your application portfolio.

In preparation for completing your Education Report Form, it is recommended that you review the current Certification Competencies to refresh your understanding of the four Categories of Competency. When it is your year for renewal of certification and you are sharing your education report forms with your peer reviewer, do encourage your peer reviewer to review this instruction booklet. This will assist you in flagging any corrections that need to be made before submitting to the NACC National Office.

Formatting Guidelines

- Use one Education Report Form for each year since the last certification (5 forms total). Each Education Report Form includes the date range for the renewal year. Continuing Ed Hours can be accumulated one of two ways:
 - By calendar year (i.e., 1/1/2020 – 12/31/2020), OR
 - From the certification date (i.e., if the cert date was 5/25/2020, then the first education year would be 5/25/2020 – 5/24/2021)
- Entries must be typed; handwritten forms will not be accepted.
- Save the document as PDF, retaining the file name format and inserting your name into the file name. For example,

3-RenewalofCertificationEducationForm-2020-Smith-John.PDF

3-RenewalofCertificationEducationForm-2021-Smith-John.PDF

3-RenewalofCertificationEducationForm-2022-Smith-John.PDF

3-RenewalofCertificationEducationForm-2023-Smith-John.PDF

3-RenewalofCertificationEducationForm-2024-Smith-John.PDF

Education Activity Reporting Parameters

- Code each activity using the NACC key code:
 - A = Attended activities (events, presentations, retreats, live webinars). The NACC no longer requires a minimum number of attended hours; however, it is encouraged to attend as many live events as possible.
 - P = Presented activities (you may include your time presenting and preparing)

- M = Review of educational materials (e.g., reading books, articles, recorded audio or video, recorded webinars)
 - V = Volunteer service to the NACC of an educational value
- Use a diverse array of activities.
- In the “Description of Activity” include detailed information for each activity being reported:
 - Presentations/Workshops/Events – include presenter name, title of activity, location.
 - Books and Articles (read materials) – include titles and authors.
 - Webinars (Live) – include presenter name, title of activity.
 - Webinars (Recorded) – include presenter name, title of activity.
 - Audio and/or Video Recordings – include presenter name, title of activity.
 - Retreats – include title (theme), presenter/facilitator name (if applicable), location. Four hours per day.
 - Spiritual Direction/Professional Supervision/Therapy – list by name of activity.
 - Volunteer Service to the NACC – include type of activity (e.g., Certification Interviewer).
- Do not report any education that your place of ministry has mandated (required) that you attend (e.g., HIPPA, safety training, etc.).
- Do not report ministry activities as these are not considered educational activities for the purpose of renewal of certification (e.g., patient visits, homilies, mentoring CPE students, or any other priestly duties).
- An “hour” equals sixty (60) minutes.
- A continuing education activity is only counted once regardless of the Chaplain’s role as an attendee or presenter. If presenting, preparation time may be included. If one is presenting the program multiple times, the presentation and preparation time may be counted only once. When a continuing education activity includes time both as a presenter and as an attendee, record the number of hours spent presenting/preparing and the number of hours spent in attendance as two separate activities.
- When a continuing education activity provides updating in more than one of the four competency categories, education hours may be recorded in multiple categories. The total number of hours recorded should not exceed the total number of education hours for the activity.
- For additional CPE or Educator CPE Units,
 - Didactic activity should be listed by session and must include topic and date.
 - Supervisory sessions as part of the unit – up to 10 hours per year.
 - Ministerial activities (patient visitation, conducting worship services, etc.) may not be submitted as continuing education.

For questions on completing the Education Report Form or on the process of Renewal of Certification, please contact Jeanine Annunziato at the NACC National Office jannunziato@nacc.org, (414) 483-4898 ext. 303.

Guidelines for Recording Education Hours

Use the tables below for how to allocate total hours between types of activities and competency categories:

MIN HOURS OF CEH PER COMPETENCY CATEGORY	2019	2020*	2021*		2022*		2023 onward	
BCC = BCC also includes, BCC-VA, BCC-PCHAC	BCC	BCC	BCC	CAC	BCC	CAC	BCC	CAC
ITP	10	7	7		7		10	
PIC	10	7	7		7		10	
PPS	10	7	7		7		10	
OL	10	7	7		7		10	
At your discretion (ITP,PIC,PPS or OL)	10	7	7	30	7	30	10	30
Total Hours	50	35	35	30	35	30	50	30

MIN/MAX HOURS RECORDED PER ACTIVITY	2019	2020*	2021*		2022*		2023 onward	
BCC = BCC also includes, BCC-VA, BCC-PCHAC	BCC	BCC	BCC	CAC	BCC	CAC	BCC	CAC
Minimum Attended Hours (A)	20	0	0	0	0	0	0	0
Max Education Material Hours (M)	25	N/A	N/A	N/A	N/A	N/A	N/A	15
Max Hours for NACC Volunteer Service (V) -Non Interview Wknd**	15	15	15	8	15	8	15	8
Max Hours for NACC Volunteer Service (V) - Interview Wknd **	20	20	20	10	20	10	20	10
For BCC-VA, minimum hours related to VA activity	15	15	15	N/A	15	N/A	15	N/A
For BCC-PCHAC, minimum hours related to PCHAC activity	20	20	20	N/A	20	N/A	20	N/A
Max Hours for Retreat	20	20	20	12	20	12	20	12
Max hours for Spiritual Direction	10	10	10	5	10	5	10	5
Max hours for Prof. Therapy/Supervision	10	10	10	5	10	5	10	5

*Green Columns - Due to the Covid-19 pandemic, the Competencies Commission approved adjustments to the required hours. This special exception is for 2020, 2021, 2022.

** Volunteer service in support of applicant seeking certification or renewal of certification through one of the Strategic Partner Associations (APC, NAJC, CASC, ACPE) is eligible to be reported for the renewal process.

Ecclesiastical Endorsement Requirements

For Initial Certification, Renewal of Certification, Recognition of Certification, and Reinstatement of Certification for BCC, BCC-VA, and CAC, the NACC National Office requires a current letter of ecclesiastical endorsement (Qualifications QUA1 and MNT3) before granting Certification. Current is defined as within one year of application for Certification.

Ecclesiastical endorsement is formal approval for ministry. For ordained clergy, the endorsement assures the NACC that the ordained minister has faculties to administer the sacraments and is in good standing with the Church. Ecclesiastical endorsement also assures the NACC that any Safe Environment Training requirements (of the endorsing body) have been met by the Applicant.

Policy

Ecclesiastical endorsements are required as follows:

1. All Applicants (lay, religious, and ordained) require an ecclesiastical endorsement from the Ordinary of the diocese of the Applicant's current ministry.
2. If the Applicant is applying for BCC-VA (Veteran's Affairs) Certification, the Ordinary of the Applicant's ministry is the Ordinary of the Archdiocese of the Military.
3. If the Applicant (lay or clergy) is a [member of an Eastern Catholic Church in communion with Rome or a member of a church in the Personal Ordinariate of the Chair of St. Peter](#), then the ecclesiastical endorsement is required from the Bishop of the Eastern Catholic Church or the Bishop of the Personal Ordinariate. This endorsement takes the place of the endorsement required from the Ordinary of the diocese of the Applicant's current ministry.

Procedure

If the Applicant applying for Initial Certification has been approved for an Interview or if the member is applying for Renewal of Certification, Recognition of

Certification, or Reinstatement of Certification, **the NACC requests ecclesiastical endorsement from the Applicant's diocese of ministry on behalf of the Applicant.** The request will include a copy of the Applicant's Priest/Superior Letter of Recommendation (for lay persons, religious brothers, and religious sisters).

Moving to a New Diocese

If a priest or deacon moves to a new Diocese of Ministry after the above endorsement is granted, the NACC requires that the priest/deacon notifies the NACC and provides a copy of the letter of good standing that grants faculties to the new Diocese of Ministry.

If a lay person or religious brother/sister changes his/her Diocese of Ministry, ecclesiastical endorsement will be obtained upon the next renewal of certification.

It is the responsibility of the Chaplain to contact the new Diocese to receive safe environment training and background checks as required.