

Board of Chaplaincy Certification Inc.

an affiliate of Association of Professional Chaplains

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Application Procedures

Board Certified Chaplain (BCC) and Associate Certified Chaplain (ACC) Provisional Board or Provisional Associate Certified Chaplain (PBCC) or (PACC)

PREPARATION OF MATERIALS FOR APPEARANCE BEFORE A CERTIFICATION COMMITTEE (Regular Applicants)

Part A – Questionnaire: Applicants must submit the following:

- a. Complete all sections of the application
- b. Submit official graduate degree(s) transcripts
- c. Submit documentation of 2000 hours of work experience (NOT required for provisional applicants)

Part B – Supporting Documents and Clinical Pastoral Education Transcripts: Applicants shall request and submit the following items, which speak to the applicant's pastoral, administrative and/or clinical competence. All letters must recommend the applicant for certification by BCCI. You must have a faith group letter of endorsement and three separate recommendation letters from three (3) different individuals.

- a. Documentation of current endorsement (or acceptable language in accordance with the applicant's spiritual/faith tradition). **The letter must be mailed, emailed, or faxed by the endorser directly to the BCCI office.**
- b. Letter # 1: A letter of recommendation from the institutional administrator to whom the applicant is responsible. The administrator must identify themselves as the applicant's current supervisor.
- c. Letter # 2: A letter of recommendation from a professional chaplain. It must be from a board certified chaplain of APC/BCCI, ACPE, CASC, NACC, NAJC or NAVAC and the letter must document the credentials and credentialing organization of that chaplain.
- d. Letter # 3: A letter of recommendation from a certified/licensed peer professional in a discipline other than chaplaincy (e.g., doctor, nurse, social worker) with whom the applicant has a working relationship.
- e. Evidence of CPE units or equivalency materials: Board Certified Chaplain and Provisional Board Certified Chaplain applicants must have completed four (4) units confirmed by an ACPE Verification Transcript, or certificates of completion from each unit, or the certificate from the overall residency; Associate Certified Chaplain and Provisional Associate Certified Chaplain applicants must have completed two (2) units confirmed by an ACPE Verification Transcript, or certificates of completion from each unit.
- f. Complete, sign, and return the original Accountability for Ethical Conduct statement with your application.

Part C – Essay Section: Applicants shall submit the following:

- a. Autobiography: – an autobiographical sketch of no more than five (5) pages in length double-spaced, twelve-point (12-point) font, and one-inch (1-inch) margins. The autobiography should highlight the major events and themes of the applicant's life as they impact their practice of ministry. This paper is not strictly intended to demonstrate any particular competency, but to serve as a backdrop for the applicant's other material.
- b. Chaplain Clinical Contacts: Submit two dated chaplain clinical contact narratives with cover sheets that demonstrate your current level of functioning. One contact must be current and should be of patient/client interaction that has taken place within the past 12 months of the deadline for submitting materials and must be from the applicant's current work setting. The other contact must not be older than 24 months. **Please be mindful of HIPAA regulations.** All information sent to us must be de-identified in accordance [here](#) with the requirements found in 45 CFR 164.514. All information which must be de-identified can be found here. Applications sent with HIPAA violations will be corrected by the applicant. **The applicant must wait until the next application deadline to be scheduled for a certification interview.**

- c. Demonstration of Competencies: All competencies must be demonstrated individually in each of the four essays. Each of the essays covers a competency section (ITP, PIC, PPS, OL). All competencies except PIC8 and PIC9, must be addressed in one of the four competency essays. Page length for Sections 1(ITP), 2(PIC), and 4(OL) must be no less than four (4) and no more than six (6) pages in length. Section 3 (PPS) must be no less than six (6) and no more than eight (8) pages in length. Each essay must be double-spaced, twelve-point (12-point) font, and one-inch (1-inch) margins. Essays are to be written at a graduate level. It is recommended that the applicant is explicit about which competency they are addressing throughout the essays.

Fees must accompany the application. Checks or money orders must be payable to Board of Chaplaincy Certification Inc. All fees must be current before any equivalencies are processed or the applicant's file is reviewed by BCCI. The application fee structure as of November 1, 2019 is as follows:

Application fees: \$395/APC member (to qualify for the APC member rate, you must be current with APC membership dues)
\$545/non-member (BCCI certification does NOT include membership in the APC. Interested in becoming a member? Contact the APC office).

Application fees are refunded only if equivalency is denied

Equivalency fees: \$50.00 (**Non-refundable**)

Any applicant who submits an incomplete file will have their file returned for resubmission in the future. BCCI will retain a \$50 administration fee to cover the cost of reviewing the file and returning the materials.

AFTER SUBMISSION OF THE APPLICATION

Applications are reviewed by BCCI for completeness. They will be considered complete and will be forwarded to the certification committee ONLY after all materials are received, all equivalencies (if any) are approved, and all fees are paid.

The applicant will meet with a certification committee. The process is as follows:

1. The BCCI Certification Coordinator will email notification to the applicant when the materials have been reviewed and are complete.
2. The candidate will select the area in which they wish to have the interview held.
3. The Area Certification Chair will coordinate the members of committee, date, time and place for the candidate's interview and will send an Interview Confirmation Form to the candidate, committee members and BCCI Certification Coordinator.
4. The candidate will receive a copy of the presenter's report containing a review and summary of materials at least seven (7) business days prior to the candidate's interview.
5. The candidate will meet with a certification committee.
6. The candidate will receive a verbal report of the committee's decision and recommendation(s) before the end of the interview and a written copy of the interview form will be mailed to the candidate within five business days of the interview.
7. Any questions about these matters should be addressed to the BCCI office.
8. Certification will be effective after the Commission on Certification has approved and the Board of Directors has ratified the committee's recommendation.