

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 Candidates)

Part A – Questionnaire: Candidates must submit the following:

- a. Complete all sections of the application
- b. Submit official undergraduate and 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 Evaluations: Candidates shall request and submit the following items, which speak to the candidate's pastoral, administrative and/or clinical competence. All letters must recommend the candidate for certification by BCCI. You must have four separate letters from four (4) different individuals, none of whom can have been one of your CPE supervisors for the units listed on the application.

- a. Letter # 1: Documentation of current endorsement or of good standing in accordance with the applicant's faith tradition. The letter must be sent by the endorser directly to the BCCI office.
- b. Letter # 2: A letter of recommendation from the institutional administrator to whom the candidate is responsible. The administrator must identify him/herself as the candidate's current supervisor. As noted above, if your administrator was one of the CPE supervisors listed on your application, you should request an administrator letter from another person you report to who has responsibility for and knowledge of your work as a chaplain (e.g., a nurse manager or HR manager.)
- c. Letter # 3: A letter of recommendation from professional colleague. 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 # 4: A letter of recommendation from another board certified chaplain or from a certified/licensed peer professional in a discipline other than chaplaincy (e.g., doctor, nurse, social worker) with whom the candidate has a working relationship.
- e. CPE supervisor's final evaluations and the corresponding self-evaluations of the candidate's most recent CPE units (or equivalent). Board certified chaplain candidates must submit four (4); associate certified chaplain candidates must submit two (2). CPE units must have been taken at an accredited ACPE, CASC or NACC CPE center and under the supervision of an ACPE, NACC or CASC certified supervisor
- f. Complete, sign, and return the original Accountability for Ethical Conduct statement with your application.
- g. Complete, sign, and return the final disposition of application materials/contact information release form with your application.

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

- a. Autobiography: Write and submit an autobiographical sketch of two to three pages. Highlight the major events and themes of your life as they have an impact on your practice of ministry. This paper is not strictly intended to demonstrate any particular competencies, but to serve as a backdrop for your other materials. No special format required. A resume does not fulfill this requirement.
- b. Verbatims: Submit two dated verbatims with cover sheets that demonstrate your current level of functioning. One verbatim 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 candidate's current work setting. The other verbatim must not be older than 24 months. **Please be mindful of HIPAA regulations.** All information sent to us must be de-identified in accordance with the requirements found in 45 CFR 164.514. All information which must be de-identified can be found at http://bcciprofessionalchaplains.org/files/application_materials/HIPAA_regulations.pdf. Applications sent with HIPAA violations will be returned to the applicant. **The applicant must wait six months before resubmitting an application.**
- c. Demonstration of Competencies: All of the competencies must be addressed in one of the four competency essays with cover sheets. The competency essays should be no more than four pages each (single or double-spaced). Each of the essays covers a section (TPC, IDC, PAS, PRO.)

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 candidate's file is reviewed by BCCI. The application fee structure as of November 1, 2010 is as follows:

Application fee:	\$325.00/APC member, \$475.00/nonmember <i>Refundable only if equivalency is denied</i>
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Equivalency fees:	\$50.00 (Non-refundable)
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Any candidate who submits an incomplete file will have his/her 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 candidate will meet with a certification committee. The process is as follows:

1. The BCCI office will notify the candidate and area certification chair when the candidate's materials have been reviewed and are complete.
2. The area certification chairperson will coordinate the date, time and place for the committee meeting with the candidate and committee members. The candidate will receive an Interview Confirmation Form with details approximately 4 weeks before the meeting.
3. The candidate will receive a copy of the presenter's report, containing a review and summary of materials at least seven business days prior to the committee interview.
4. The candidate will meet with a certification committee.
5. 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 committee meeting.
6. Any questions about these matters should be addressed to the BCCI office.
7. Certification will be effective after the Commission on Certification has approved and the board of directors has ratified the committee's recommendation.