

BCCI Graduate Education Equivalency APPLICATION

Education Requirements for BCCI Certification

1. A Qualifying Graduate Degree
 - a. awarded by a Council on Higher Education Accreditation (CHEA) accredited institution or by an institution that is not CHEA accredited but demonstrates resources equivalent to CHEA accredited institutions. * The degree must be awarded in the academic discipline of Theology, Philosophy, or Psychology. A graduate degree earned in another discipline will be considered and evaluated for the degree's relevance to the BCCI's professional competencies.
 - b. The Qualifying Degree must contain a minimum of 30 graduate semester hours.
2. Hours and Credits
 - a. For all applicants, a minimum of 48 graduate semester hours must be documented.
 - b. BCC requires a total of 72 hours and/or credits. ACC requires 48 hours.
3. Professional Competency Subjects: All applicants must demonstrate a total of 24 graduate semester hours of CHEA or equivalent coursework*. A minimum of one course must be documented in 3 of 4 subject areas. Subjects are World Religions, Spiritual Practices-Practical Ministry, History of a Religious-Philosophical Tradition, Sacred-Foundational Texts. Professional Chaplaincy Competency course hours may be earned outside of the Qualifying Degree.
4. If your formative religious education has taken place in a non-academic tradition, follow the guidelines found in the Mentored Education section.

*Graduate degrees and courses completed at institutions not accredited by the CHEA will require a review of the institution's academic standards and resources. The applicant may be asked to provide additional documentation.

Worksheet Instructions

1. Complete this Graduate Education Equivalency Worksheet.
 - a. Follow the instructions included for each section of this worksheet and provide all requested information.
 - b. Mark all unused sections in your application as N/A (Not Applicable)
 - c. Provide supporting documents for all applicable sections of this worksheet. Documentation must be identified with the corresponding section number from this worksheet.
2. Submit a transcript from each of the institutions attended. Official transcripts required.
3. Place and pay the non-refundable, equivalency fee online.
4. Send complete packet to the BCCI Certification Coordinator. It is strongly recommended that you submit all equivalency materials at least 180 days before your certification committee interview registration deadline. Poorly organized or incomplete packets will be returned.
5. All decisions made by the BCCI Commission on Certification are final.

If your degree was awarded in a country outside of the United States of America, please note:

1. If the institution is accredited by a member of the CHEA's International Quality Group, the BCCI accepts it as a CHEA equivalent institution. Provide documentation of accreditation.
2. For foreign degrees awarded by institutions not accredited by the International Quality Group:
 - a. Contact a member agency of the National Association of Credential Evaluations Services (www.NACES.org) and request a report indicating the equivalent academic level and credit hours for each course.
 - b. Include the agency's evaluation with this worksheet.
3. A foreign degree does not need to be evaluated by an NACES agency if it has been accepted on admission to a CHEA accredited graduate program.

BCCI Certification Graduate Education EQUIVALENCY WORKSHEET

Name			
Address			
City, State, Zip			
Phone		E-mail	

Certification Application:	
☐	Board Certified Chaplain (BCC) or Provisional Board-Certified Chaplain (PBCC) 72 Graduate Hours and/or Credits
☐	Associate Certified Chaplain (ACC) or Provisional Associate Certified Chaplain (PACC) 48 Graduate Hours
Equivalency Fee: \$58.00 Member \$115.50 Non-member	
Please login to the APC website to process your equivalency request and to receive further instructions.	
The link to order is https://www2.apchaplains.org/forms/store/ProductFormPublic/bcci-equivalency-request	

Section 1: Graduate Education	N/A	☐
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Section 1 Part 1

List the qualifying graduate degree and the awarding institution. List the total number of hours earned in the Hours Awarded box. Any graduate degree awarded by a Council for Higher Education Accreditation (CHEA) accredited institution in the academic disciplines of Theology, Philosophy, or Psychology. The qualifying degree must contain a minimum of 30 graduate semester hours of credit.

Section 1 Part 2

List the institutions and total number of graduate hours awarded for all completed courses except for the Qualifying Degree in Section 1. For BCC applicants, CPE units 5-7 may be included. For ACC applicants, CPE units 3-5 may be included. Each unit of CPE is awarded 5 semester hours. All units must be completed through a BCCI approved CPE provider site.

Section 1. Part 1: Qualifying Graduate Degree				
List the qualifying graduate degree, date awarded, and the total number of hours earned. Indicate the institution's CHEA accreditation status. See Item 1 in the Education Requirements for BCCI Certification section for details. Attach the transcript.				
Qualifying Degree	Date Awarded	CHEA Accredited		Total Hours
		YES	☐	NO ☐

Section 1. Part 2: Additional Graduate Hours and CPE		N/A	☐
Document additional graduate education by recording the awarding institution and the total earned hours on the transcript. Include transcripts and transcript keys.			
For BCC applicants, CPE units 5-7 may be included. For ACC applicants, CPE units 3-5 may be included. Each unit of CPE is awarded 5 semester hours. All units must be completed through a BCCI approved CPE provider site. Attach CPE verification transcript or certificate of completion copies.			
Academic Institution or CPE Center	CHEA or CPE Accredited	Total Hours or credit	
	☐		
	☐		
	☐		
	☐		
	☐		
	☐		
	☐		
Total Hours and Credits for Section 1. Part 2			

Total Semester Hours and Credits from Section 1. Part 1 and Part 2.	
Total Semester Credits for Section 1	

Section 1 Part 3

Provide a list of courses demonstrating study in Professional Competence courses. All applicants must demonstrate a total 24 graduate semester hours of CHEA accredited coursework with a minimum of one course earned in 3 of 4 subject areas and documented on an academic transcript: World Religions, Spiritual Practices-Practical Ministry, History of a Religious-Philosophical Tradition, Sacred-Foundational Texts. Professional Competence courses may be earned outside of the Qualifying Degree. See Professional Course Competencies for examples at this link: <http://www.apchaplains.org/bcci-site/becoming-certified/equivalency/professional-competency-courses/>

Section 1 Part 3: Documentation of Professional Chaplaincy Competency Courses

1. Document the graduate level courses meeting the professional chaplaincy competency requirement. A minimum of 3 of the 4 subject areas must be represented. A minimum of 24 total hours must be listed.
2. Document all information requested. Do not write "refer to transcript".
3. Indicate if course was completed at a CHEA accredited institution.
4. Convert all quarter hours to semester hours following conversion instructions on the school's transcript key.
5. Courses must be listed for a minimum of 3 of these 4 subject areas.
Subject 1: Spiritual Practices-Practical Ministry
Subject 2: History of a Religious-Philosophical Tradition
Subject 3: Sacred-Foundational Texts
Subject 4: World Religions

Graduate Education Subject #	Institution	Course Number	CHEA Accredited	Hours Awarded
			☐	
			☐	
			☐	
			☐	
			☐	
			☐	
			☐	
			☐	
			☐	
			☐	
			☐	
			☐	
			☐	
			☐	
Total Semester Hours				

Section 2: Professional Continuing Education	N/A	☐
1. List and provide certificates of attendance for professional continuing education courses. 2. To calculate professional continuing education credits, divide the total contact hours by 100, 100 contact hours equal 1 semester credit. 3. Audited graduate courses may be accepted for semester credit. Include transcript and key. 4. All professional Continuing Education hours must be listed and totaled and converted into semester credits.		

Event Date	Event Title	# Of Contact Hours
Organization	Instructor	Instructor Credentials/Title

Event Date	Event Title	# Of Contact Hours
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Organization	Instructor	Instructor Credentials/Title

Event Date	Event Title	# Of Contact Hours
Organization	Instructor	Instructor Credentials/Title

Add the hours and divide by 100 to calculate the equivalent semester credit.	
Total Semester Credits for Section 2	

Section 3: Mentored Religious Education	N/A	☐
1. Religiously formative education received from qualified mentors within the applicant's religious tradition may be accepted for credit. Applicants should have received training in religious history, sacred texts, guidance, and ritual care. Mentored education will be assessed at a ratio of 100 hours of supervised instruction equaling one (1) semester credit (100:1) up to maximum of 15 semester credits. The maximum number of credits does not apply to mentored education traditions such as Buddhists, Earth-centered, and Indigenous traditions. 2. List all supervised hours of education received from qualified mentors and convert into semester credits. 3. Document by a letter from each mentor describing: a. The mentor's qualifications b. An accurate estimate of the number of hours of supervision. 4. Subjects covered. (Include the Graduate Education Category numbers found on page 2.) a. Methods of instruction b. Evaluation of learning. 5. Personal therapy hours will not be accepted. 6. For faith groups whose primary form of graduate level education is through mentoring, please see Buddhist White Paper for instructions. https://www.apchaplains.org/bcci-site/becoming-certified/equivalency/		

Mentor	Mentor Credentials/Title

Educational Experience	Approximate Hours

Add the hours and divide by 100 to calculate the equivalent semester credit.	
Total Semester Credits for Section 3	

Section 4: Professional Publication and Teaching (Maximum 15 Credits)	N/A	☐
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1. List research published in books or conference papers intended for professional audiences, and list the approximate hours involved.
2. List graduate courses and professional seminars you taught, use the number semester credits or contact hours granted to students for each course under "Class Semester Credits".
3. Total all hours and convert into semester credits.
4. If course or seminar was given more than once, it may only be counted once for equivalency.
5. Professional publication and/or teaching hours will be assessed at a ratio of 100 hours equaling one (1) semester credit (100:1) up to 15 semester credits.

Title of book or paper published	Date published	Approximate hours involved in research and writing

Title of graduate or professional level course or seminar	Date of course	Class Semester Credits	Contact hours granted

Add the hours and **divide by 100** to calculate the equivalent semester credit.

Total Semester Credits for Section 4	
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Section 5. Part 1: Professional Experience and Attestation (Maximum 15 Credits)				N/A	☐
1. Learning derived by the applicant's work experience which has been demonstrated to an attesting supervisor can be claimed as equivalent to graduate-level education. A letter from each attesting supervisor or supervising committee (i.e. church council, religious board) who held responsibility for work performance and learning must be attached. The attesting letter must demonstrate structured, graduate-level learning and must specify the means by which the applicant's learning was measured. Measurement may include formal reviews, peer coaching, and anecdotal evidence, all of which must be described in enough detail for the Equivalency Committee to determine that supervised learning took place. The letter will include: a. The qualifications of the attesting Supervisor or supervising committee to evaluate graduate-level education and learning. As appropriate, include degrees earned, professional certificates held, experience as an educator or mentor for the graduate level learning. b. An accurate estimate of hours of experience within the specific setting, including a specific statement of the hours devoted by the attesting supervisor to formal evaluation and observation of the applicant's graduate-level learning. c. The method of supervision and means by which learning was assessed, to include the situations in which the attesting supervisor had the opportunity to observe the applicant and the criteria that the attesting supervisor applied to measure and affirm graduate level learning. d. Include a specific attestation that the learning demonstrated was equivalent to the learning that would occur in graduate-level study. 2. You must prepare and attach a 3 page essay describing how the learning increased your knowledge and skills in providing care. Demonstrate how it is integrated into the practice of professional chaplaincy. 3. Professional chaplaincy, religious, psychological, and spiritual care experience will be assessed at a ratio of 48 hours of experience equaling one (1) semester credit (48:1). Only hours accrued after the applicant has completed an initial 3 years of experience may be included.					

Area of Experience	Type of Education	Letter From	Essay	Approximate hours
			☐	
			☐	

Section 5. Part 2: Professional Attestation		N/A	☐
(Maximum 5 Credits after meeting minimum requirement for Section 5.1)			
1. A candidate who has accrued a minimum of 10 credits (480 hours) under Professional Experience (Section 5.1), may request for up to 5 credits by attaching a Letter of Professional Attestation from a chaplaincy peer professional. 2. The peer professional must be an CPE Educator or BCCI certified chaplain who has served on a certification committee. The peer professional must have known the candidate for at least two years, not including CPE training. The peer professional may not be one of the persons providing a letter in Section 5.1. 3. The letter will include: a. A description of the professional nature of the relationship. b. The length of time of the professional relationship. c. An evidence-based opinion of the candidate's ability to demonstrate competence as described in the BCCI's professional competencies. Evidence supporting the opinion is recommended.			

CPE Educator or Board Certified Chaplain's Name	Served on certification committee(s) before		
	Yes	☐	No ☐

Add the Professional Experience hours and divide by 48 to calculate the equivalent semester credits. Add the calculated credits to the Attestation credits and record the sum below.	
Total Semester Credits for Section 5	

Section 6: Second CHEA Undergraduate Degree in a Related Field	N/A	☐
1. A second undergraduate degree from CHEA accredited school in a qualifying academic discipline will be assessed at a ratio of two (2) undergraduate semester hours equaling one (1) graduate semester credit (2:1). Up to 15 semester credits may be awarded. Undergraduate coursework may not be counted toward the Professional Competency requirement, Section 1.4. (The choice to order the list for first and second degree is based on the qualifying academic discipline as well as the potential number of graduate credits and not on chronological order. List the most advantageous degree as the second degree.) 2. Document both degrees and dates awarded. Include transcripts. 3. Convert all quarter hours to semester credits following conversion instructions on the school's transcript key.		

First Degree	Date Awarded	Graduate Credits
Second Degree	Date Awarded	Graduate Credits

Add the converted graduate credits undergraduate degrees.	
Total Semester Credits for Section 6	

Section 7: Essay (required)	
Submit an essay of no more than 3 pages, single-spaced, describing your graduate education experience. (No credit available) 1. Demonstrate how your education and training have contributed to your competence as a professional chaplain. References to the BCCI's Professional Competencies are encouraged. 2. Describe how your education and training have contributed to your formation as a peer professional.	

Section 8: Total Semester Hours and Equivalent Credits	
Graduate Education Hours and CPE Credits from Section 1 (Minimum 48 hours)	
Professional Continuing Education Credits from Section 2 (Maximum of 15 credits)	
Mentored Education from Section 3 (Maximum 15 credits) This maximum does not apply to recognized mentored education traditions, such as Buddhism, Hinduism, and Indigenous Religions.	
Professional Publication and Teaching from Section 4 (Maximum 15 credits)	
Professional Experience and Attestation from Section 5 (Maximum of 15 credits)	
Second Undergraduate Degree from Section 6 (Maximum of 15 credits)	
Total Semester Hours and Credits	