

BCCI Certification Graduate Education Equivalency Worksheet

Education Requirements for BCCI Certification

1. An undergraduate degree in any subject from a CHEA accredited institution.
2. Master's Degree(s) from a theological institution accredited by a member of the Council for Higher Education Accreditation (www.chea.org). Degree(s) and any additional coursework must involving a minimum of 72 semester credits for BCC/PBCC applicants and 48 semester credits for ACC/PACC applicants comprised of the Graduate Education Categories listed on page 2 of this document.
3. If the applicant's education does not match the above requirements, he/she must apply for an educational equivalency in order to demonstrate that his/her education is equivalent to the APC standards.

Equivalency for Education Requirements for BCCI Certification

1. Complete this Graduate Education Equivalency Worksheet.
 - a. Follow the instructions included for each section of this worksheet and provide all information asked for in each section.
 - b. Mark any section that does not apply to the equivalency being applied for as N/A (Not Applicable)
 - c. The applicant must submit documents for all applicable sections of this worksheet. All accompanying documentation must be identified with the corresponding item number from this worksheet.
 - d. Extraneous, unidentified materials will not be reviewed.
2. Submit transcripts from each of the institutions attended. No official transcripts required.
3. Degrees from countries outside of the United States of America:
 - a. If the applicant's undergraduate degree is from a foreign country and his/her graduate degree is from a CHEA accredited institution and meets the APC standards, he/she does not need to apply for an equivalency as the education requirements are already met.
 - b. If both the applicant's undergraduate and graduate degrees are from a foreign county, or the master's degree alone is from a foreign country:
 - i. The applicant must contact a professional educational credential evaluation agency that is a member of the National Association of Credential Evaluations Services (www.NACES.org), such as Educational Credential Evaluators (www.ECE.org) or World Education Services (www.WES.org) and request a report which shows the number of credit hours for each course.
 - ii. These organizations will provide the applicant with a report on his/her foreign degree(s).
 - iii. This report must be submitted with this Graduate Education Equivalency Worksheet and other required documents for approval.
4. Submit an equivalency fee. This fee is non-refundable. Current fees can be found at www.professionalchaplains.org/bcci.
5. All required materials must be sent to the BCCI Certification Coordinator. It is strongly recommended that an applicant submit his/her equivalency materials for review at least 180 days before desired deadline for BCCI certification application.
6. All decisions made by the BCCI Commission on Certification are final.

Graduate Education Categories

1. The following categories are the standard by which graduate level education is evaluated by the APC.
2. The same standards will be applied when evaluating the following equivalency sections:
 - a. Section 3: Documentation of Completed Graduate Courses
 - b. Section 4: Professional Continuing Education
 - c. Section 5: Mentored Education
 - d. Section 6: Professional Publication and Teaching
 - e. Section 7: Professional Experience and Attestation
 - f. Section 8: Undergraduate Degree in Related Field
3. Course subjects that may apply to the categories below may include, but are not limited to: sacred literature and the original languages, theology, religious philosophy and ethics, rituals and liturgy, religious history, comparative religions, evangelism and missions, religious education of laypeople, organization and administration of religious institutions, pastoral care and counseling, and personal spiritual formation.
4. Where indicated, document the appropriate category for each of the required sections.
5. Use the number listed with the category in the boxes provided.
6. At the end of each section, calculate the semester credits for each Graduate Education Category that applies.

Graduate Education Category 1 (if only submitting transcripts for equivalency, a minimum of 48 semester credits with at least 24 semester credits in 1.1 through 1.4)

Graduate courses completed in theological, religious, spiritual, chaplaincy, spiritual care, counseling studies and/or practice:

- 1.1 History of the faith.
- 1.2 Teaching and tenets of the faith.
- 1.3 Sacred texts.
- 1.4 Moral tenets or faith-based ethics.
- 1.5 World religions.
- 1.6 Ethnic and cultural diversity.
- 1.7 Chaplaincy, religious or spiritual care of persons.
- 1.8 Practice of religious or spiritual counseling.
- 1.9 Practice of communication.
- 1.10 Religious or spiritual education.
- 1.11 Ethics of professional practice.
- 1.12 Religious or spiritual leadership in organizations including:
 - a. Leadership in a local faith community (e.g. church, synagogue, temple, mosque, intentional spiritual communal living).
 - b. Spiritual care of institutions including education, consultation and employee development in the areas of organizational mission, vision and values, spiritual dimension of workplace environments, and spiritual dimensions of service.
 - c. Spiritual dimensions of lay or "secular" leadership.
- 1.13 Faith-based internships supervised by master or doctorate prepared faith-based supervisors.

Graduate Education Category 2 (maximum of 24 semester credits)

Graduate courses from category 1 or a graduate level study or degree program appropriate to chaplaincy or supervisory clinical pastoral education (e.g. education, counseling, etc.)

- 2.1 Courses from a complimentary degree program.

BCCI Certification

Graduate Education Equivalency Worksheet

Name			
Address			
City, State, Zip			
Phone		E-mail	

Certification Applying for:

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

Equivalency Fee:

Check #		Check date:	
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Section 1: Undergraduate Degree(s)

N/A	<input type="checkbox"/>
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1. List below, the institution(s), the degree(s) awarded, date(s) awarded and indicate whether or not the institution(s) were CHEA accredited.
2. If the applicant's undergraduate degree is granted by a school in the United States that is not accredited by a member of CHEA:
 - a. He/she must document an equivalency by providing a letter from a properly accredited graduate school indicating he/she has been granted an equivalency.
 - b. The letter shall indicate that the graduate school evaluated his/her undergraduate education and found that he/she has the equivalent knowledge, skills and abilities expected of a graduate of an accredited baccalaureate program.
3. If the applicant's graduate degree is from an institution not accredited by a member of CHEA:
 - a. That school cannot provide an undergraduate's equivalency letter.
 - b. If he/she does not have an undergraduate's equivalency letter from a properly accredited school, it is not possible for BCCI to evaluate the applicant's Graduate Education Equivalency application.
4. Provide transcripts from each institution listed.
5. If you were accepted into CHEA accredited master's program without an undergraduate degree, please provide a letter from the school and check the N/A box.

Institution	Degree	Date Awarded	CHEA Accredited			
			YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
			YES	<input type="checkbox"/>	NO	<input type="checkbox"/>

Section 2: Graduate Degree(s)

N/A	<input type="checkbox"/>
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1. List below, the institution(s), graduate degree(s) awarded, date(s) awarded and indicate whether or not the institution(s) were CHEA accredited.
2. Provide transcripts from each institution listed.

Institution	Degree	Date Awarded	CHEA Accredited			
			YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
			YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
			YES	<input type="checkbox"/>	NO	<input type="checkbox"/>

Section 3: Documentation of Completed Graduate Courses

1. Document the graduate level courses completed into the relevant sections below.
2. Document all information requested on this worksheet. Do not write "refer to transcript".
3. Indicate if course was completed at a CHEA or non-CHEA accredited institution.
4. Convert all quarter credits to semester credits following conversion instructions on the school's transcript and calculate all credits.
5. BCC/PBCC applicants must complete Part 1-2 of this section.
6. ACC/PACC applicants must complete only Part 1 of this section.
7. Audited courses may be accepted as equivalent to continuing education.

Section 3. Part 1

Document any graduate courses completed in Graduate Education Category 1 (if only submitting transcripts for equivalency, a minimum of 48 semester credits with at least 24 semester credits in 1.1 through 1.4) See page 2 for category #'s.

Graduate Education Category #	Institution	Course Title	CHEA Accredited Credits	Non-CHEA Accredited Credits
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
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			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>

Section 3. Part 2	N/A	<input type="checkbox"/>
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Document a graduate level study or degree program appropriate to chaplaincy or supervisory clinical pastoral education (e.g. education, counseling, etc.). A maximum of 24 graduate semester credits from this area of study will be accepted. And/Or you may document extra graduate courses from category 1.

Graduate Education Category #	Institution	Course Title	CHEA Accredited Credits	Non-CHEA Accredited Credits
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>

Section 3. Totals of Graduate Education Categories

Graduate Education Category 1 1. For each item in Category 1, combine the CHEA and non-CHEA credits from Section 3. Part 1 that apply for that item. 2. List total number of semester credits for each of the items in Category1.	Category 1.1	
	Category 1.2	
	Category 1.3	
	Category 1.4	
	Categories 1.5-1.13	
	Total Semester Credits for Section 3. Part 1	

Graduate Education Category 2 1. For each item in Category 2, combine the CHEA and non-CHEA credits from Section 3. Part 2 that apply for that item. 2. List total number of semester credits for each of the items in Category 2.	Category 2.1	
	Extra semester credits from categories 1.1-1.13	
	Total Semester Credits for Section 3. Part 2	

Section 4: Professional Continuing Education	N/A	<input type="checkbox"/>
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1. Professional continuing education will be assessed at a ratio of 100 contact hours equaling one (1) semester credit (100:1) up to 15 semester hours.
2. List and provide certificates of attendance of graduate level, professional continuing education courses that are theological, religious, spiritual or pastoral in nature.
3. Audited graduate courses in these areas may be accepted for this equivalency.
4. Continuing education in other subjects will not be accepted for this equivalency.
5. Include the Graduate Education Category numbers found on page 2.
6. Provide contact hours for each and total.
 - a. A contact hour is the means used to measure continuing education events and generally a 50-60 minute event.
 - b. Continuing Education Units (CEUs) are given out by professional organizations as a formal means of tracking professional development.
7. All professional Continuing Education hours must be listed and totaled and converted into semester credits or they will not be reviewed or counted as an equivalency.
8. Use additional pieces of paper, if needed.

Event Date	Event Title	Gr. Ed. Category #	# Of Contact Hours
Organization	Instructor	Instructor Credentials/Title	

Event Date	Event Title	Gr. Ed. Category #	# Of Contact Hours
Organization	Instructor	Instructor Credentials/Title	

Event Date	Event Title	Gr. Ed. Category #	# Of Contact Hours
Organization	Instructor	Instructor Credentials/Title	

Event Date	Event Title	Gr. Ed. Category #	# 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 4	
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Section 5: Mentored Education	N/A	<input type="checkbox"/>
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1. Mentored education from qualified mentors in subjects generally religious, spiritual, theological and pastoral in nature may be accepted. 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. **This maximum does not apply to any mentored education traditions such as Buddhists.**
2. Instruction in meditation practices may be accepted and will be assessed at a ratio of 100 hours of supervised instruction equaling one (1) semester credit (100:1).
3. List all supervised hours of education received from qualified mentors and convert into semester credits.
4. Document by a letter from each mentor describing:
 - a. The mentor's qualifications
 - b. An accurate estimate of the number of hours of supervision.
 - c. Subjects covered.
 - d. Methods of instructions
 - e. Evaluation of learning.
5. Include the Graduate Education Category numbers found on page 2.
6. Personal therapy hours will not be accepted.
7. For faith groups whose primary form of graduate level education is through mentoring, please see Buddhist White Paper for instructions.
<http://bcciprofessionalchaplains.org/content.asp?pl=19&contentid=19>

Mentor	Mentor Credentials/Title

Educational Goals	Approximate Hours

Other Applicable Activities	Approximate Hours

Add the hours and divide by 100 to calculate the equivalent semester credit.	
Total Semester Credits for Section 5	

Section 6: Professional Publication and Teaching

N/A

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1. Professional publication and/or teaching of chaplaincy, faith-based and/or spiritual care education hours will be assessed at a ratio of 100 hours equaling one (1) semester credit (100:1) up to 15 semester credits.
2. List professional level theological research published in books or conference papers for a professional audience, and list the approximate hours involved.
3. And/or list graduate and professional level courses and seminars taught, with the number semester credits or contact hours granted for each.
4. If course or seminar was given more than once, it may only be counted once for an equivalency.
5. Include the Graduate Education Category numbers found on page 2.
6. Total all hours and convert into semester credits.

Title of book or paper published	Date published	Gr. Ed. Category #	Approximate hours involved in research and writing

Title of graduate or professional level course or seminar	Date of course	Gr. Ed. Category #	Semester Credits Given	Contact hours granted

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

Total Semester Credits for Section 6

Section 7: Professional Experience and Attestation

N/A

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Section 7.1 Professional Attestation - 15 Credits Maximum

Professional attestation by an ACPE Supervisor or Board Certified Chaplain who has served on certification committees and has known the applicant professionally for at least two years (not including CPE) will be assessed as a qualifier for educational equivalency for up to 15 semester hours. Most applicant's will be given 15 credits unless the attestation contains limits on the knowledge of the applicant's work, such as, not being in a position to evaluate the person's work for the last 5 years or statements that point out areas in which the applicant needs additional work. We would suggest reductions in credits at 5 credit increments.

ACPE Supervisor or Board Certified Chaplain name	Served on certification committee(s) before YES / NO

Section 7.2 Professional Experience - 15 Credits Maximum

1. Chaplaincy , religious, or spiritual professional experience will be assessed at a ratio of 48 hours of experience (documented in such a way that it shows educational learning) equaling one (1) semester credit (48:1) up to 15 semester credits. (A minimum of 3 years of ministry experience required before one qualifies for this classification)
2. Write a three page essay describing how your experience impacted, changed, and/ or help grow your theological, spiritual and/or religious knowledge and understanding.
3. Documentation by a letter from each supervisor or supervising committee(i.e. church counsel, board) responsible for overseeing your ministry describing:
 - a. The qualifications of the supervisor or supervising committee
 - b. An accurate estimate of hours of experience within the specific ministry setting.
 - c. Method of oversight used
 - d. Attestation of competency with-in the ministry setting from the supervisor or supervising committee.

Area of Experience	Type of Education	Letter from	Essay	Approximate hours
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	

Add the hours and **divide by 45** to calculate the equivalent semester credit.

Total Semester Credits for Section 7

Section 8: Second CHEA Undergraduate Degree In Related Field	N/A	<input type="checkbox"/>
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1. A second undergraduate degree from CHEA accredited school in theological, religious or spiritual studies will be assessed at a ratio of two (2) undergraduate semester credits equaling one (1) graduate semester credit (2:1) up to 15 semester credits.
2. Document the institution, degree awarded and date awarded.
3. List all undergraduate level courses completed at CHEA Accredited institutions only.
4. Convert all quarter credits to semester credits following conversion instructions on the school's transcript and calculate all credits.
5. Include the Graduate Education Category numbers found on page 2.

Institution	Degree	Date Awarded

Graduate Education Category #	Course Title	CHEA Accredited Credits
		<input type="checkbox"/>
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		<input type="checkbox"/>

Section 8 Totals of Graduate Education Categories

Graduate Education Category 1

1. For each item in Category 1, add the contact hours that apply to that item and **divide by 2** to calculate the equivalent semester credit.
2. List total number of semester credits for each of the items in Category 1.

Category 1.1

Category 1.2

Category 1.3

Category 1.4

Category 1.5

Category 1.6

Category 1.7

Category 1.8

Category 1.9

Category 1.10

Category 1.11

Category 1.12a

Category 1.12b

Category 1.12c

Category 1.13

Graduate Education Category 2

1. For each item in Category 2, add the contact hours that apply to that item and **divide by 2** to calculate the equivalent semester credit.
2. List number of semester credits for Category 2.

Category 2.1

Total Semester Credits for Section 8

Section 9: Additional CPE Units		N/A	<input type="checkbox"/>
<ol style="list-style-type: none"> 1. Three (3) Clinical Pastoral Education (CPE) units taken beyond the four (4) units required for BCC/PBCC applicants or the two (2) required for ACC/PACC applicants will be granted five (5) semester credits each up to 15 semester credits. 2. Document below each unit of CPE the applicant wishes to have evaluated for graduate credit. All information asked for must be provided. 3. Please submit either the supervisor evaluations or certificates to document completion of the unit(s). 4. The earliest evaluation(s) or certificate(s) should be included here with the equivalency documentation. 			
1st Unit – CPE Center	Accredited By	Date(s)	
CPE Supervisor	Supervisor Certified By		
2nd Unit – CPE Center	Accredited By	Date(s)	
CPE Supervisor	Supervisor Certified By		
3rd Unit – CPE Center	Accredited By	Date(s)	
CPE Supervisor	Supervisor Certified By		
Number of Additional CPE Units x 5		=Total Semester Credits	

Section 10: Essay	
<ol style="list-style-type: none"> 1. The applicant must provide an essay of no more than three (3) pages that describes his/her graduate education. 2. Discuss how his/her education influenced his/her functioning as a pastoral caregiver. 3. Clarify why he/she believes his/her education and training is equivalent to the APC standards for certification which include a 72 semester credit degree for BCC/PBCC applicants and 48 semester credit degree for ACC/PACC applicants that is generally religious, spiritual, theological, or pastoral in nature from a CHEA accredited institution. 	

Section 11: Total Equivalent Semester Credits

QUICK REFERENCE FOR EACH SECTION

Credits from Section 3. Part 1 (1.1-1.4) – minimum of 24	
Credits from Section 3. Part 1 (1.5-1.13)	
Credits from Section 3. Part 2 – maximum of 24	
Credits from Section 4 – maximum of 15	
Credits from Section 5 – maximum of 15 This maximum does not apply to any mentored education traditions such as Buddhists.	
Credits from Section 6 – maximum of 15	
Credits from Section 7. Part 1 – maximum of 15	
Credits from Section 7. Part 2 – maximum of 15	
Credits from Section 8 – maximum of 15	
Credits from Section 9 – maximum of 15	
GRAND TOTAL	