

Maintenance of Certification Peer Review Request for Extension

An extension of the deadline for your Maintenance of Certification Peer Review may be granted for one year for medical, military deployment or other extenuating circumstances. Extenuating circumstances do not include moving or changing positions, employment outside of chaplaincy or within five years of retirement.

The request for a deadline extension is not a guarantee that the extension is granted. Extension requests can be mailed, e-mailed or faxed to the national office. You will receive an e-mail acknowledging your request within seven business days. Your request will be reviewed and you will receive a response within 30 days. An extension request for the current year must be received by July 31, except in an emergency.

A five-year peer review is an element of good standing, along with prompt payment of maintenance of certification fees and timely submission of the annual CE report. Outright waivers of peer review are not available, and extensions will be limited.

Please return completed form to info@professionalchaplains.org or fax to 847.240.1015.

CONTACT INFORMATION

Name: _____		Please indicate which address is entered: <input type="checkbox"/> Home <input type="checkbox"/> Work
Institution: _____		
Address: _____		
City _____	State/ZIP _____ / _____	
Work Phone: _____ - _____		Email: _____
Home Phone: _____ - _____		

MAINTENANCE OF CERTIFICATION/PEER REVIEW EXTENSION INFORMATION

Year Maintenance of Certification should be completed: _____

Reason why requesting an extension: ☐ Medical ☐ Military Deployment

☐ Other: Please explain:

Committee Use Only:

Date Received: _____ Reviewed by: _____

Extension ☐ Denied ☐ Accepted Extended until: _____