

BOARD OF CHAPLAINCY CERTIFICATION, INC, TRANSCRIPT REVIEW APPLICATION

Thank you for your interest in professional chaplaincy and in board certification! The Association of Professional Chaplains continues to lead in advancing our profession and supporting our members in their practices. As part of our professional practice, all certified chaplains must demonstrate three academic achievements: a Qualifying Degree, graduate study in subjects specific to professional competence, and a minimum number of years of graduate education. Here are explanations of the requirements.

The Qualifying Graduate Degree standard

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.

Total Hours standards

Applicants seeking the Board Certified Chaplain (BCC) designation must demonstrate a minimum of 72 graduate semester hours or equivalent credits. Applicants seeking the Associate Certified Chaplain (ACC) designation must demonstrate a minimum of 48 graduate semester hours. Equivalent credits are not available for ACC applicants.

The Professional Chaplaincy Competence standard

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. Religious competence courses may be earned outside of the Qualifying Degree.

The Graduate Education Committee looks forward to reviewing your transcripts. If your academic record meets the current BCCI requirements, the decision will remain valid for one year. After one year, the education requirements in effect at the time you apply for board certification will determine eligibility for certification.

Sincerely,



Keith Goheen BCC
Chair, Graduate Education Committee



Chaplain Joel Berning BCC
Chair, Board of Chaplaincy Certification

INSTRUCTIONS

All requested information must be recorded. Do not write “refer to transcript.”

Section 1: Qualifying Graduate Degree

List the Qualifying Graduate Degree, date awarded, and Council for Higher Education Accreditation (CHEA).

A qualifying degree must be awarded by a CHEA accredited institution in the academic disciplines of Theology, Philosophy, or Psychology. The qualifying degree must contain a minimum of 30 graduate semester hours. Attach the transcript.

Non-CHEA degrees require an Education Equivalency Review and cannot be included in this transcript review.

Section 2: Additional Graduate Courses and Additional Clinical Pastoral Education (CPE)

Document additional CHEA, graduate level courses by recording the awarding institution and the total hours awarded by the institution. Attach all transcripts. Calculate the total hours under Section 2.

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 at Association of Clinical Pastoral Education (ACPE) accredited sites.

Section 3: Total Hours of Graduate Education

Indicate the total semester hours reported in Section 1 and Section 2, then calculate the Total Semester hours. BCC applicants will need a minimum of 72 hours. ACC applicants will need a minimum of 48 hours.

Section 4: Professional Chaplaincy Competency Courses

Document courses meeting the Professional Chaplaincy Competency Courses requirement. A minimum of 3 of the 4 subjects listed in the section must be represented. Subject descriptions are found on page 5.

A total of 24 semester hours is required. Convert all quarter hours or academic units to semester hours following the conversion instructions on the school's transcripts. Record the semester equivalent in the Hours Awarded column. Indicate CHEA accreditation.

Non-CHEA courses require an Education Equivalency Review and cannot be included in this Transcript Review.

TRANSCRIPT REVIEW WORKSHEET

Name			
Address			
City, State, Zip			
Phone		E-mail	

Education Requirements for Transcript Review

☐	Board Certified Chaplain (BCC) or Provisional Board Certified Chaplain (PBCC) 72 Graduate Semester Hours
☐	Associate Certified Chaplain (ACC) or Provisional Associate Certified Chaplain (PACC) 48 Graduate Semester Hours

Transcript Review Fee: \$30.00 Member \$55.00 Non-member

Please login to the APC website to process your Transcript Review request and to receive further instructions.
 The link to order is <https://www2.apchaplains.org/forms/store/ProductFormPublic/bcci-transcript-review>

BCCI Transcript Review Decision

Education Requirements Met	☐ Yes	☐ No	Effective Date	
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Section 1: Qualifying Graduate Degree N/A ☐

Qualifying Degree	Date Awarded	Total Hours	CHEA Accredited
			YES ☐ NO ☐

Section 2: Additional Graduate Semester Hours and Additional CPE Units N/A ☐

Academic Institution or ACPE Center	CHEA or ACPE Accredited	Hours Awarded
	☐	
	☐	
	☐	
	☐	
	☐	
	☐	
Total Semester Hours for Section 2		

Section 3: Total Semester Hours of Graduate Education

Enter the number of hours recorded in Section 1 and 2, then calculate the total semester hours.	Section 1	
	Section 2	
Total Semester Hours		

Section 4: Professional Chaplaincy Competency Courses

A minimum of 3 of the 4 subjects listed in the section must be represented. See definitions on next page.

- 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 Title	CHEA Accredited	Hours Awarded
			☐	
			☐	
			☐	
			☐	
			☐	
			☐	
			☐	
			☐	
			☐	
			☐	
			☐	
			☐	
			☐	
Total Semester Credits for Section 4				

PROFESSIONAL CHAPLAINCY COMPETENCY COURSES DESCRIPTIONS

The applicant must demonstrate graduate level study in a minimum of 3 of 4 subject areas deemed essential to professional spiritual care of persons. The courses may be included in the Qualifying Degree (Section 2.1). The courses can also be completed outside of the qualifying degree but must be recorded on a transcript. When graduate semester hours are combined, a minimum of 24 hours must be earned. The 4 subject areas are: Spiritual Practices-Practical Ministry, History of a Religious or Philosophical Tradition, Sacred or Foundational Texts, World Religion-Philosophy.

Courses in Spiritual Practices-Practical Ministry focus on the practical arts and skills of religious or spiritual care of persons or groups within the applicant's religious or philosophical tradition. This broad-ranging subject area can include: worship leadership, ritual care, pastoral counseling, spiritual direction, religious education of adults or children, and social justice leadership. The reviewer is encouraged to consider any course that teaches expertise in care to persons in spiritual or religious distress and any course that builds expertise in the promotion of spiritual or religious growth in persons or groups.

Courses in history of a religious or philosophical tradition ground the applicant in the tradition's formative leaders, movements, and or beliefs that give shape and meaning to the tradition across time.

Courses in sacred or foundational texts study the documents that serve as authoritative references for the structure and meaning of the applicant's practices and beliefs. This subject area can also include the study of authoritative oral traditions that preserve and interpret the tradition's practices and beliefs.

Courses in World Religion-Philosophy may be graduate level survey courses studying multiple religions or philosophical traditions. Courses offering in-depth study of a religion or philosophical tradition outside of the broadly understood religion or tradition of the applicant's identified belief system can also be accepted. For example, an applicant trained in a tradition identified with Christianity should have completed a course in a non-Christian religion like Islam or Buddhism.