

**Board of Chaplaincy Certification Inc.**

an affiliate of Association of Professional Chaplains

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**Verbatim Cover Sheet**

Date of Verbatim: \_\_\_\_\_

Verbatim No. \_\_\_\_\_ of \_\_\_\_\_

**Verbatim Instructions:****Attach this form to the front of each verbatim.**

- Two (2) dated verbatims are required. At least one must be from the candidate's current work setting and from within the 12 months of submitting the application. The other verbatim must not be older than 24 months. The verbatims should demonstrate the candidate's current level of functioning.
- Each verbatim should demonstrate at least three competencies: TPC2, PAS6 and PRO5. The verbatim analysis should be used to demonstrate TPC2. A spiritual assessment should be included to demonstrate PAS6.
- Demonstration of the **PRO5** competency must be addressed by all candidates in a verbatim. At the end of the verbatim, provide an example of patient record documentation to demonstrate PRO5. **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://bcci.professionalchaplains.org/files/application\\_materials/HIPAA\\_regulations.pdf](http://bcci.professionalchaplains.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.**
- Other competencies may also be demonstrated in the verbatims. Check the competency being addressed and clearly identify where the competency is being addressed in the verbatim and the verbatim analysis. FOR EXAMPLE: To address PAS5, the verbatim would include pastoral care to a grieving person and the analysis would identify how the pastoral intervention provided effective support. PAS5 would be checked.

**The following competencies are demonstrated in this verbatim (check all that apply):****Competencies listed below apply to all certification levels.**

- ☐ TPC1: Articulate a theology of spiritual care that is integrated with a theory of pastoral practice.
- ☐ **TPC2: Incorporate working knowledge of psychological and sociological disciplines & religious beliefs and practices in the provision of pastoral care.**
- ☐ TPC3: Incorporate the spiritual and emotional dimensions of human development into the practice of pastoral care.
- ☐ TPC4: Incorporate a working knowledge of ethics appropriate to the pastoral context.
- ☐ TPC5: Articulate a conceptual understanding of group dynamics and organizational behavior.
- ☐ IDC1: Function pastorally in a manner that respects the physical, emotional and spiritual boundaries of others.
- ☐ IDC2: Use pastoral authority appropriately.
- ☐ IDC3: Identify one's professional strengths and limitations in the provision of pastoral care.
- ☐ IDC4: Articulate ways in which one's feelings, attitudes, values and assumptions affect one's pastoral care.
- ☐ IDC5: Advocate for the persons in one's care.
- ☐ IDC6: Function within the Common Code of Ethics for Chaplains, Pastoral Counselors, Pastoral Educators and Students.
- ☐ IDC7: Attend to one's own physical, emotional and spiritual well-being.
- ☐ PAS1: Establish, deepen and end pastoral relationships with sensitivity, openness and respect.
- ☐ PAS2: Provide effective pastoral support that contributes to well-being of patients, their families and staff.
- ☐ PAS3: Provide pastoral care that respects diversity and differences including, but not limited to, culture, gender, sexual orientation and spiritual/religious practices.
- ☐ PAS4: Triage and manage crises in the practice of pastoral care.
- ☐ PAS5: Provide pastoral care to persons experiencing loss and grief.
- ☐ **PAS6: Formulate and utilize spiritual assessments in order to contribute to plans of care.**
- ☐ PAS7: Provide religious/spiritual resources appropriate to the care of patients, families and staff.
- ☐ PAS8: Develop, coordinate and facilitate public worship / spiritual practices appropriate to diverse settings and needs.
- ☐ PAS9: Facilitate theological reflection in the practice of pastoral care.
- ☐ PRO1: Promote the integration of pastoral/spiritual care into the life and service of the institution in which it resides.
- ☐ PRO2: Establish and maintain professional and interdisciplinary relationships.
- ☐ PRO3: Articulate an understanding of institutional culture and systems, and systemic relationships.
- ☐ PRO4: Support, promote and encourage ethical decision-making and care.
- ☐ **PRO5: Document one's contribution of care effectively in the appropriate records.**
- ☐ PRO6: Foster a collaborative relationship with community clergy and faith group leaders.