

Board of Chaplaincy Certification Inc.

an affiliate of Association of Professional Chaplains
 1701 E. Woodfield Road, Suite 400 • Schaumburg, IL 60173
 bcci@professionalchaplains.org • www.professionalchaplains.org/BCCI
 Phone: 847.240.1014 • Fax: 847.240.1015



WORK EXPERIENCE EQUIVALENCY WORKSHEET

Name:	
Address:	
E-mail:	
Equivalency Fee:	\$50.00 (Equivalency fees are non-refundable)

All decisions made by the Commission on Certification are final.

Work experience begins after completion of four units of clinical pastoral education (CPE) for board certified chaplains and two units of CPE for associate certified chaplains. Use of additional units of CPE is considered an equivalency (refer to backside of this sheet). The 2,000 hours of work experience as a chaplain following the completion of the required units of CPE and apart from CPE training or residency is met by candidates when a substantial part of their duties include work commonly performed by chaplains in specialized settings such as health care.

Work Experience Apart From CPE Training or Residency

On-Call Hours: You must provide "On-Call" Logs or obtain documentation from the Human Resource Department or Administrator which verifies the number of hours worked apart from CPE. May only count time spent in the hospital with a patient (may not count all on-call hours).

Volunteer Hours: May accept volunteer chaplaincy experience if the work is supervised and if the number of hours and type of work performed can be documented (e.g., log of dates and hours worked, patients visited, type of work performed, etc.). Please also provide a letter from the supervisor verifying the hours worked.

SIT: Supervisor-in-Training students who do not have a previous year of experience before entering the SIT program must calculate their clinical chaplaincy hours non-inclusive of their educational and supervisory hours. Administrative documentation of those clinical hours must be provided and submitted as an equivalency for review by the Commission on Certification.

NOTE: Hours worked in a parish do not count toward the 2,000 hours experience requirement.

Hire Date (From – To):	Your Position:	<input type="radio"/> Full-time # ____Hrs	# Hrs x # ____Wks = _____
Institution / City, State:	Your Administrator:	<input type="radio"/> Part-time # ____Hrs	# Hrs x # ____Wks = _____
Administrator's phone number:	Administrator's Title	<input type="radio"/> Volunteer # ____Hrs	# Hrs x # ____Wks = _____
TOTAL HOURS:			

Hire Date (From – To):	Your Position:	<input type="radio"/> Full-time # ____Hrs	# Hrs x # ____Wks = _____
Institution / City, State:	Your Administrator:	<input type="radio"/> Part-time # ____Hrs	# Hrs x # ____Wks = _____
Administrator's phone number:	Administrator's Title	<input type="radio"/> Volunteer # ____Hrs	# Hrs x # ____Wks = _____
TOTAL HOURS:			

An unlimited number of additional units of CPE (*beyond the four units needed for board certified chaplain or two units for associate certified chaplain*) can be used in your work experience equivalency at a rate of 250 hours of work experience per additional unit. You must provide evidence that the unit was taken and successfully completed. List all CPE units taken. If necessary, you may continue on a separate sheet of paper. Copy this page and follow this format.

CPE Center	CPE Center Accredited by	Dates of CPE Unit
		From:
CPE Supervisor	Supervisor's Credentials	
		To:

CPE Center	CPE Center Accredited by	Dates of CPE Unit
		From:
CPE Supervisor	Supervisor's Credentials	
		To:

CPE Center	CPE Center Accredited by	Dates of CPE Unit
		From:
CPE Supervisor	Supervisor's Credentials	
		To:

CPE Center	CPE Center Accredited by	Dates of CPE Unit
		From:
CPE Supervisor	Supervisor's Credentials	
		To:

CPE Center	CPE Center Accredited by	Dates of CPE Unit
		From:
CPE Supervisor	Supervisor's Credentials	
		To:

CPE Center	CPE Center Accredited by	Dates of CPE Unit
		From:
CPE Supervisor	Supervisor's Credentials	
		To:

CPE Center	CPE Center Accredited by	Dates of CPE Unit
		From:
CPE Supervisor	Supervisor's Credentials	
		To:

CPE Center	CPE Center Accredited by	Dates of CPE Unit
		From:
CPE Supervisor	Supervisor's Credentials	
		To:

CPE Center	CPE Center Accredited by	Dates of CPE Unit
		From:
CPE Supervisor	Supervisor's Credentials	
		To:

# _____ of Additional Units of CPE x 250 hours	TOTAL HOURS =	
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