



Graduate Credit Equivalency Form for CAC Applicants

Prerequisites and Criteria for Granting Graduate Credit Equivalency

If an Applicant does not have the required eighteen credits of graduate theological education for CAC Certification, the Applicant may be granted graduate credit equivalency if he/she meets the following criteria:

- Applicant must have a completed bachelor's degree.
- Applicant demonstrates completion of at least **eighteen** graduate credits of equivalencies in core theological coursework pertinent to NACC Competencies for CAC Certification.

The Applicant needs to evidence graduate-level familiarity with the following theological areas: Dogmatic/Systematic Theology (Vatican II/Post Vatican II studies in Trinity, Christology, Ecclesiology, Sacraments, Liturgy), Scriptures: Hebrew and Christian, Catholic Social Teaching, Ethics/Moral Theology (in addition to the Ethical and Religious Directives for Catholic Health Care Services), Pastoral Theology and Ministry. They can also include Canon Law, Ecumenism, Interreligious/Interfaith Practice. (ITP2.1, ITP2.2, and ITP4.1)

Considerations for Permanent Deacons

- Deacons who have earned a master's degree in theology or pastoral ministry as part of their formation program, already meet the educational prerequisite for BCC or CAC Certification. Therefore, they do not have to apply for educational equivalency.
- For deacons who have not earned a master's degree as part of their formation program, but their diocesan formation program **abides** by the *National Directory for the Formation, Ministry and Life of Permanent Deacons in the United States*, their diaconal formation satisfies the education prerequisites for CAC Certification, and it is not necessary to apply for graduate credit equivalency. In this case, the deacon will be required to provide a letter from his Director of Diaconate Formation stating that the formation program abides by the directives in this directory. This letter will be submitted with the certification application materials.
- Deacons who have not earned a master's degree as part of their formation program and their diocesan formation program **does not abide** by the *National Directory of Formation, Ministry and Life of Permanent Deacons in the United States* will need to apply for educational equivalency.

Application Components and Process

- Complete this application form.
- Include pertinent academic transcripts to evidence degrees.



- Include supporting materials that demonstrate participation in ministerial training, professional development, etc.

Once all the materials are gathered and completed, the Applicant submits all application components through the online portal on the NACC website. As part of the application submission process, the Applicant is prompted to pay the \$50 Application fee.

Please continue to the next page to complete the application form.



Please type your answers right into the form.

Personal Information			
Membership No:			
Title:			
Full Name:			
Street Address:			
City, State, ZIP:			
Primary Email:			
Alternate Email:			
Home Number:		Cell Number:	

Employment Information			
Workplace:			
Street Address:			
City, State, ZIP:			
Your Title:			
Department:			
Work Number:		Fax Number:	

Educational Background – List most recent first			
College/Seminary of Degree:			
Degree Title:		Date Conferred:	
College/Seminary of Degree:			
Degree Title:		Date Conferred:	
Other Degree:			
Degree Title:		Date Conferred:	



Record of Graduate-Level Theological Equivalency and Required Evidentiary Documents

Type your answers into the space provided. If the space provided is insufficient, add rows to the tables or use additional sheets as necessary.

1. List all completed graduate-level courses in Theology from a *CHEA-accredited* school. Each credit = 1 graduate credit. Please include transcripts with form submission.

Institution	Title of Course	# Credits	Description and Relevance to the provision of spiritual care

2. List graduate-level courses in Theology from a *non-CHEA-accredited* school (up to 30 credits). Each credit equals .5 graduate credit. Please include transcripts with form submission.

Institution	Title of Course	# Credits	Description and Relevance to the provision of spiritual care

3. List professional ministry training program applicable to pastoral care ministry (up to 240 hours). 15 hours = 1 graduate credit. Please include with the form submission proof of completion from the institution including curriculum, hours required, and fulfillment expectations.

Type of Program	Number of Hours

4. List professional development, such as audited graduate courses, or continuing education events you have completed (up to 150 CEUs/Hours). 15 CEUs/hours = 1 graduate credit.

Event Title	Date	Number of CEUs/Hours



5. List NACC-approved Webinars, E-Learning Session, or Webinar Recordings (up to 100 CEUs/Hours). 15 CEUs/hours = 1 graduate credit.

Event Title	Date	Number of CEUs/Hours

6. List accredited CPE units (see QUA 4) beyond the 2 required units, or other Supervised Education by qualified mentors (up to a maximum of 90 hours). 15 hours = 1 graduate credit. Please include with the form submission a statement from the mentor/supervisor of what was offered and the number of hours.

Mentor/Supervisor	Date	Number of CEUs/Hours

7. List Professional/Pastoral theological teaching/published writing (maximum 90 hours, each presentation may be counted only once). 15 hours = 1 graduate credit.

Title	Type of Presentation/Published Work	Date	Number of Hours

8. List Pastoral Ministry experience beyond the required post-CPE 500 hours (up to a maximum of 90 hours). 15 hours = 1 graduate credit.

Person Attesting Experience and Title/Certifying Credentials	Signature of Person Attesting to Experience	Number of Hours



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9. List any graduate courses from a CHEA accredited graduate degree with content pertinent to chaplaincy (up to 15 credits). Each credit equals 1 graduate credit. Please include transcript with form submission.

Institution	Title of Course	# Credits	Description and Relevance to the provision of spiritual care

10. List any undergraduate theological Junior/Senior year course #300 and above (up to 12 undergraduate credits). Each undergraduate credit = .5 graduate credits. Please include transcript with form submission.

Institution	Title of Course	# Credits	Description and Relevance to the provision of spiritual care

Declaration of Original Signature

I declare that the information I have provided in this application is true to the best of my knowledge. I understand that any false, misleading, or missing information may delay the process or disqualify me from entering or completing the graduate credit equivalency process.

Applicant Signature
(double click to sign
or print and sign
manually.)

X

Date: