

Board of Chaplaincy Certification Inc.

an affiliate of Association of Professional Chaplains

bcci@apchaplains.org • www.apchaplains.org/bcci-site/

Phone: 847.240.1014 • Fax: 847.240.1015



ONLINE APPLICATION CHECKLIST

for board certified chaplain, provisional certified chaplain and associate certified chaplain applicants

Important Note: Online Applications and supporting documents are valid only for one year (12 months) from the date the online application is opened.

- Standards are subject to change, and you will be held to the standards in place for the year in which you apply. If items in your application are outdated, you will be notified and asked to make revisions before it can move forward.

Items that Must be Submitted Directly through the Online Portal by CANDIDATE:

- ☐ Online Application
 - Candidates must submit a complete online application. Application is complete ONLY after all materials are submitted through the online portal, equivalencies (if any) approved, Accountability for Ethical Conduct Statement Form completed, and all fees paid. All application materials listed below must be submitted through the online portal and are not optional. **Paper applications are NOT accepted.**
- ☐ Application fee (paid through the online portal when the application is completed)
- ☐ Graduate degree transcript (including transcript key) **or** equivalency materials
- ☐ Letter from employer to verify 2,000 hours of work experience (after 4th unit of CPE if applying for BCC, 2nd unit for ACC)
- ☐ ACPE transcript showing at least four (4) completed units of CPE.
- ☐ Two (2) clinical contact narratives.
- ☐ Autobiography
- ☐ Twenty-nine (29) competency essays
- ☐ Accountability for Ethical Conduct Statement Form (completed online at the time the application payment is processed)

Item that Must be Submitted Directly through the Online Portal by CANDIDATE or by RECOMMENDER:

- ☐ Recommendation letter from administrator
 - The letter must be entered directly into the online portal and must be dated with a hand signature.
- ☐ Recommendation letter from board certified chaplain of APC/BCCI, ACPE, CASC, NACC, NAJC or NAVAC
 - The letter must be entered directly into the online portal and must be dated with a hand signature.
- ☐ Recommendation letter from a licensed peer professional like a nurse, doctor, physical therapist, pharmacist, or a social worker)
 - The letter must be entered directly into the online portal and must be dated with a hand signature.

Item that Must be Submitted Directly through the Online Portal by FAITH GROUP:

- ☐ Documentation of current endorsement or of good standing in accordance with your own faith tradition. (received or reaffirmed within last 12 months).
 - The letter must be entered directly into the online portal by your endorser and must be dated, on letterhead with a hand signature. Contact your official endorser as soon as possible to obtain your letter, as this process can take many months to complete. If you have a question about your faith group endorsement, please contact BCCI regarding a review of the faith group.