

Step 11 - Submitting Your Application

Once you have completed your application, you will notice that the requirements bars are all green(1) and you will see an orange “Ready to Submit” button at the top of your application. This button will not appear until all the required information has been added to your application.

Click the orange “Ready to Submit” button (2) to continue.

The screenshot displays the 'Preparing Application' interface. At the top right, there is an orange 'Ready to Submit' button, indicated by a red arrow and the number '2'. The main area is titled 'Requirements' and contains a list of 12 items, each with a green progress bar and a checkmark icon, indicating completion. A red box labeled '1' highlights this list. A legend on the right side of the interface defines the symbols: a green circle for 'Units Added', a grey circle for 'Remaining', and a green checkmark for 'Completed'.

Requirement	Progress
Qualifying Degree	1 of 1
72 Graduate Semester Hours	72 of 72
24 Professional Competency Course Hours	24 of 24
4 Clinical Pastoral Education (CPE) Units	4 of 4
2,000 Employer-Verified Work Hours	2500 of 2000
2 Chaplain Clinical Contact Narratives	2 of 2
Spiritual/Faith Group Letter of Endorsement	1 of 1
3 Letters of Recommendation	3 of 3
Autobiography	1 of 1
29 Competency Reflections	29 of 29

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Verify the information on the screen, then click the orange “Continue” button.

Application for Chaplaincy Certification: Prepare Application ✕

If your profile information listed below is not up to date, [Click Here](#) to log into your APC profile and update your record. Then, return to the BCCI portal to complete your submission. Please note: you will be logged out of the BCCI portal in order to update your profile on the APC site.

Application Pathway: Board Certified Chaplain (BCC)

Equivalency Requested: No

Contact Information:

Name: [Redacted]

Preferred Pronouns: [Redacted]

Birth Year: [Redacted]

Primary Email: [Redacted]

Primary Phone: [Redacted]

Primary Address:
(no Address on file)

Spiritual/Faith Group: [Redacted]

APC Member Status: [Redacted]

Current Work Setting: [Redacted]

Current Employer: [Redacted]

Buttons: Finish Later | Cancel | Refresh Profile Info | **Continue**



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Please read the accountability statement, then certify that the statements are true by selecting “Yes” from the dropdown menu (1) (If you cannot certify, please provide an explanation in the text box and add any supporting documentation), then click the “Next” button (2) to go to the next screen.

Application for Chaplaincy Certification: Attestation: Accountability for Ethical Conduct

Read the following statements carefully and follow the instructions below.

Accountability for Ethical Conduct

Consent >

No complaint against me for unethical conduct has been filed, is pending, or has been settled in a civil, criminal, ecclesiastical, employment or another professional organization's forum.

I have never resigned, been terminated nor negotiated a settlement from a position for reasons related to unethical conduct.

With my response to the question below, I acknowledge that:

- Answering **Yes** indicates no further explanation or documentation is required.
- Answering **No** indicates I have provided an explanation and/or documentation below, that includes an account of any/all complaints against me for unethical conduct that have been filed, are pending, or have been settled in a civil, criminal, ecclesiastical, employment or another professional organization's forum. The documentation I have provided includes the forum, charges and final outcome, as well as contact information for people involved in the process, whom I authorize to give full information to APC/BCCI representatives.

Note: Each situation will be evaluated on its own merits by the Accountability Review Panel. Prior complaints are not an automatic bar to membership. Information obtained will not be sent to the Certification Committee. BCCI has the right to accept or deny an applicant according to the judgment of the Accountability Review Panel, regardless of previous complaints, other forum's findings or the applicant's subsequent remedial actions. If denied, the applicant may resubmit an application at a later time. Decisions are final and binding.

1 I certify the above statements are true:
Select I certify the above statements are true

Explanation:

Words: 0, Characters: 0

Supporting Documentation:
Upload

2

< Previous Next >

Back Finish Later Cancel Continue

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Please read the consent statement, then consent to the statement by selecting “Yes” from the dropdown menu (1), then click the “Next” button (2) to go to the “Pay Fees” screen.

Application for Chaplaincy Certification: Attestation: Consent

Read the following statements carefully and follow the instructions below.

Accountability for Ethical Conduct >

Consent

I certify that the information in my application materials is accurate and true. I hereby authorize the BCCI office, the Commission on Certification, and certification committee to review and verify my application materials. I understand that providing false, incomplete or misleading information may result in denial of my application. I understand that my application materials will not be shared by BCCI outside of its processes.

1 I consent to the above statement*:
Select I consent to the above statement

2 < Previous Next >

Back Finish Later Cancel Continue

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On the Pay Fees screen, verify the amount, then click on the orange “Pay Fees” button to go to the payment screen.

Please Note: If the fee looks incorrect, please contact the BCCI office to verify the pricing before proceeding.

Application for Chaplaincy Certification: Pay Fees

Reference/Invoice Number: Z00005 - 2027

Application Pathway: Board Certified Chaplain (BCC)

Application Fee:

Application for Chaplaincy Certification Fee - Member	\$400.00
Total Due:	\$400.00

 [Pay Fees](#)

[Back](#) [Cancel](#)

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Once you have completed the payment, you will be taken back to the application and the status will change to “Under Review” and will indicate that it has been submitted.



Once the application has been submitted, your application will be reviewed in the order it was received. The BCCI office will contact you with any questions or issues regarding your application.