

# Step 5 - Adding Your Work Experience

Click the blue “Add Experience” button to enter your work experience information.

▼ **Chaplaincy Work Experience** Total Hours Verified **0** Hours Requested **0** 

A minimum of 2,000 employer-verified hours of work experience as a chaplain are required.

**Work experience hours accrue after completion of 4th unit of CPE** in positions where a substantial part of work duties focus on care commonly provided by chaplains in specialized settings, such as health care, prisons, or corporate chaplaincy. Properly documented volunteer chaplain hours are acceptable. Work hours accrued in parochial ministry cannot be included.

**Note:** Applicants that do not meet the minimum requirements for Work Experience may use BCCI approved CPE units 5-8 for 250 hours per unit. Attach your CPE transcript. *Certificates/transcripts that do not have a beginning and ending date for each unit, your Work Experience documentation cannot be reviewed and approved.*

To add work experience, click the **Provide Details** button.

To add additional work experience, click the **Add Experience**, then add the appropriate documentation.

**Please note: Pay Stubs, W-2s, Work Logs cannot be accepted as documentation of work experience.**

[\(show less\)](#)

 ** Add Experience**

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Fill in the required fields (1), then either click the blue “Send Employment Verification Request” button (A), or the orange “Verify by Upload” button (b).

**Work History: Documentation** [X]

Please provide the information requested below.

1

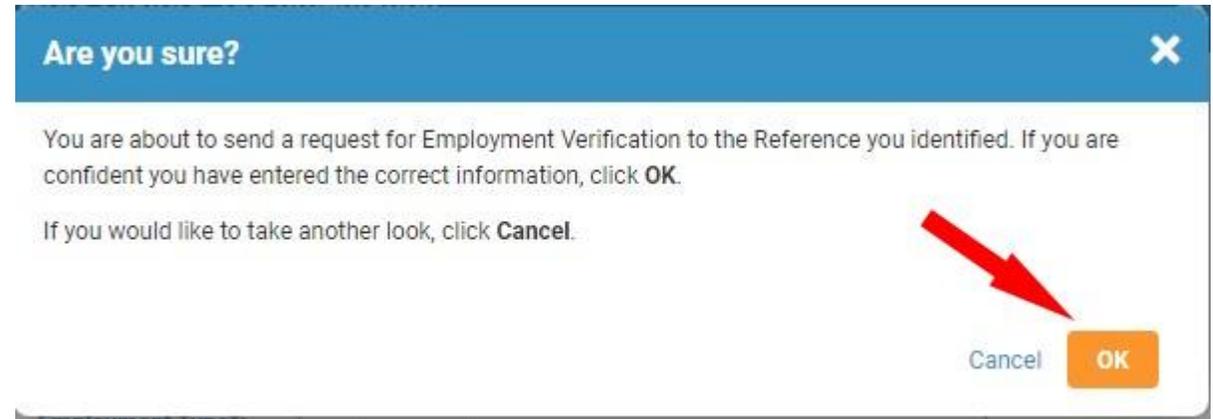
Employer/Institution\*:  
Address (City, State)\*:  
Position\*:  
Employment Type\*: Select Employment Type  
i Hire/Start Date\*: MM/DD/YYYY  
End Date: MM/DD/YYYY  
Total Hours Worked\*:  
Reference Name\*:  
Reference Position/Title\*:  
i Employment Verification Email\*:

A or B

Finish Later Cancel Send Employment Verification Request Verify by Upload

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If you selected “Send Employment Verification Request” you will see a confirmation screen. Click the orange “OK” button to send the verification request



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If you selected “Verify by Upload”, please verify the information (1), then click the blue “Upload” button (2) to attach the file, then click the blue “Submit” button (3) to attach it to your application.

The screenshot shows a web form titled "Work History: Manually Add Employment Verification" with a close button (X) in the top right corner. The form contains the following fields and buttons:

- End Date:** A date input field with a red callout "1" pointing to it. The placeholder text is "MM/DD/YYYY".
- Total Hours Worked\*:** A text input field.
- Reference Name\*:** A text input field.
- Reference Position/Title\*:** A text input field.
- Employment Verification Upload\*:** A section containing:
  - A dashed box with the text "Drop files here to upload".
  - A link: "Choose from library or".
  - A blue "Upload" button with a red callout "2" and an arrow pointing to it.
  - A blue "Submit" button with a red callout "3" and an arrow pointing to it.
- At the bottom of the form are four buttons: "Back", "Finish Later", "Cancel", and "Submit".

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If you have more than one employment verification letter, or need additional employment verification, please click the “Add Employment Verification” button and repeat the steps.

Once you have finished entering your chaplaincy work experience, you can continue to the next section.