

Step 8 - Letters of Recommendation

You are required to submit three letters of recommendation;

- Letter # 1: A letter of recommendation from the institutional administrator to whom the applicant is responsible. The administrator must identify themselves as the applicant's current supervisor.
- Letter # 2: A letter of recommendation from a professional chaplain. It must be from a board-certified chaplain of APC/BCCI, ACPE, CASC, NACC, NAJC or NAVAC and the letter must document the credentials and credentialing organization of that chaplain.
- Letter # 3: A letter of recommendation from a certified/licensed peer professional in a discipline other than chaplaincy (e.g., doctor, nurse, social worker) with whom the applicant has a working relationship.

Step 8 - Letters of Recommendation

Please click the orange “Provide Details” button to add the first recommendation.

▼ Letters of Recommendation

For instructions on how to complete this section, please click the "show more" link >>> [\(show more\)](#)

Recommendation Type	Reference	Response Received
▶ Administrator/Employer Letter of Recommendation		 Provide Details ...
▶ Board Certified Chaplain Letter of Recommendation		Provide Details ...
▶ Certified/Licensed Peer Professional Letter of Recommendation		Provide Details ...

Step 8 - Letters of Recommendation

Enter the name of the reference, reference position/title, and the reference's email address (1).

In the custom note box, you may enter a message to the reference (2).

Once you've entered the reference's information, please click the orange "Send Request to Reference" button at the bottom of the window, or the blue "Add Letter Manually" button if you already have a letter from your reference.

Administrative Employee Letter of Recommendation: Confirm Recommendation

Please review the Letter of Recommendation provided. Click the orange **Submit** button to send the letter to BCCI.
Alternatively, you may respond to the reference by clicking the **Return to Reference** button. This will give the reference an opportunity to edit their response.

Reference Name: 1

Reference Position/Title:

Reference Email:

Letter of Recommendation:

Uploaded Letter of Recommendation:

Response to Reference (when applicable): 2

Words: 0, Characters: 0

Finish Later Cancel Return to Reference Submit 3

Step 8 - Letters of Recommendation

Once you've submitted the request to the reference, the screen will change to show the status is "Awaiting Recommendation". Repeat the steps for the remaining letters of recommendation.

Letters of Recommendation

For instructions on how to complete this section, please click the "show more" link >>> [\(show more\)](#)

Recommendation Type	Reference	Response Received
▶ Administrator/Employer Letter of Recommendation	x	Awaiting Recommendation
▶ Board Certified Chaplain Letter of Recommendation		
▶ Certified/Licensed Peer Professional Letter of Recommendation		

Step 8 - Letters of Recommendation

Once you've submitted all the requests, the screen will change to show that the status is "Awaiting Recommendation". You will receive email confirmations when the letters of recommendations are received.

Letters of Recommendation

For instructions on how to complete this section, please click the "show more" link >>> [\(show more\)](#)

Recommendation Type	Reference	Response Received
▶ Administrator/Employer Letter of Recommendation	x	 Awaiting Recommendation 
▶ Board Certified Chaplain Letter of Recommendation	x	 Awaiting Recommendation 
▶ Certified/Licensed Peer Professional Letter of Recommendation	x	 Awaiting Recommendation 

Step 8 - Letters of Recommendation

Once you've received the letters of recommendation, you will see an orange "Review Recommendation" button, click on the button to access the recommendation letter.

Letters of Recommendation

For instructions on how to complete this section, please click the "show more" link >>> [\(show more\)](#)

Recommendation Type	Reference	Response Received	
▶ Administrator/Employer Letter of Recommendation	x	2/24/2025	 Review Recommendation ...
▶ Board Certified Chaplain Letter of Recommendation	x	2/24/2025	Review Recommendation ...
▶ Certified/Licensed Peer Professional Letter of Recommendation	x	2/24/2025	Review Recommendation ...

Step 8 - Letters of Recommendation

Review name of the reference, reference position/title, and the reference's email address and the letter that was uploaded by the reference(1).

You may respond to the reference, if applicable (2).

Once you've reviewed the letter, you can either click the orange "Submit" button to accept the letter or you can click the blue "Return to Reference" button if you choose not to accept the letter or if you need it modified.

Administrator/Employer Letter of Recommendation: Confirm Recommendation

Please review the Letter of Recommendation provided. Click the orange **Submit** button to send the letter to BCCI.
Alternatively, you may respond to the reference by clicking the **Return to Reference** button. This will give the reference an opportunity to edit their response.

Reference Name: 1

Reference Position/Title:

Reference Email:

Letter of Recommendation:

Uploaded Letter of Recommendation:

Response to Reference (when applicable):

2

3

Finish Later Cancel Return to Reference Submit

Step 8 - Letters of Recommendation

Once you've reviewed the first letter of recommendation, you will see the status changed to "Submitted". Repeat the steps for reviewing the remaining letters of recommendation.

Letters of Recommendation

For instructions on how to complete this section, please click the "show more" link >>> [\(show more\)](#)

Recommendation Type	Reference	Response Received	
▶ Administrator/Employer Letter of Recommendation	●	2/24/2025	Submitted 
▶ Board Certified Chaplain Letter of Recommendation	●	2/24/2025	Review Recommendation
▶ Certified/Licensed Peer Professional Letter of Recommendation	●	2/24/2025	Review Recommendation