

# Entering Your Peer Review

After you login to the Certification Portal, click on the “My Cycle” link in the upper left-hand corner of the screen.



3/2025

# Entering Your Peer Review

Click on the “Current Learning Plan” link.



# Entering Your Peer Review

Click the orange “Continue” button to access the entry screen.

## Learning Plans

[ 00000 / Board Certified]

Learning Plan	Status
⊖ Annual Summary of Continuing Education (1/1/2025 to 12/31/2025)	Completing Application

This section is for the tracking of your annual continuing education hours. **You will need to demonstrate that you meet the following requirements on an annual basis:**

- A total of 50 Hours of Continuing Education
- At least 5 hours of Research (**listed under methodology 8, research**)
- Hours listed under at least 2 different Methodologies

You will use this to keep track of your CEs to make sure you are making sufficient progress during your recertification period.

To begin entering CEs, please click the **orange button** to your right.

*For CE guidelines, including what does and doesn't qualify for CE credit, please [click here](#).*

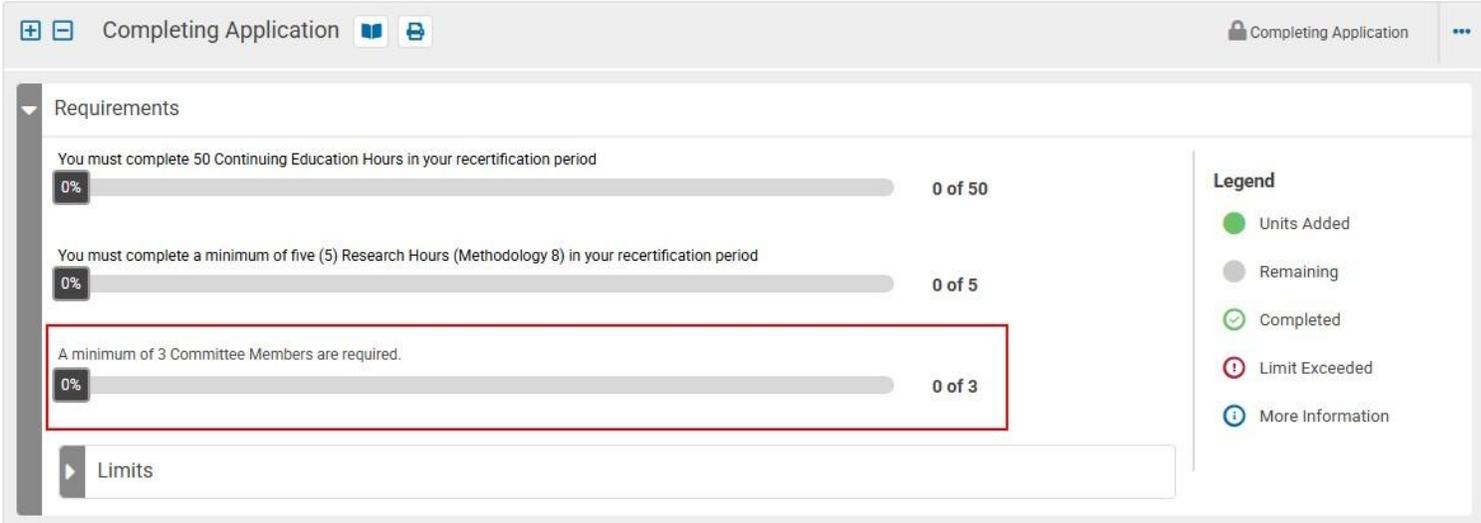
Every five years you must also complete a **Peer Review process**. The year you are required to complete a peer review (including providing evidence of continued connection with your faith community) is based on the year you became a board-certified chaplain or an associate certified chaplain. If you were first provisional certified, and only needed the required 2,000 hours of experience, the requirement is based on the date of provisional certification. For the years you are required to do a peer review, the peer review section will appear below the CE portion of the application. **For additional information about the Peer Review, please [click here](#).**



# Entering Your Peer Review

At the top of the screen, you will see the “Requirements” section. If you are required to do a peer review, the requirements box will show a peer review requirement.

The peer review section will be located towards the bottom of the screen. Scroll down to the peer review section.



The screenshot displays a web application interface titled "Completing Application". The main section is "Requirements", which lists three items:

- "You must complete 50 Continuing Education Hours in your recertification period" with a progress bar at 0% and "0 of 50".
- "You must complete a minimum of five (5) Research Hours (Methodology 8) in your recertification period" with a progress bar at 0% and "0 of 5".
- "A minimum of 3 Committee Members are required." with a progress bar at 0% and "0 of 3". This item is highlighted with a red border.

Below the requirements is a "Limits" section. A legend on the right side of the interface defines the progress bar colors: green for "Units Added", grey for "Remaining", green with a checkmark for "Completed", red with an exclamation mark for "Limit Exceeded", and blue with an information icon for "More Information".

# Entering Your Peer Review

Click the orange “Complete Attestation” button  
(A pop-up window will appear).

Peer Review - to be filled out AFTER your peer review meeting has been completed. 

If you are seeing this section, you are required to submit your peer review by 12/31 of the current calendar year. ([show more](#))

BCCI Member	Non-BCCI Member
<b>Required</b>	
Peer Review & Faith Group Attestation	<b>Complete Attestation</b>  
Committee Member	<b>Add Member Details</b> 
Committee Member	<b>Add Member Details</b> 
Committee Member	<b>Add Member Details</b> 
Committee Member	<b>Add Member Details</b> 

# Entering Your Peer Review

Review the information, then enter the date of the peer review and complete the attestation, then select if you've had a faith group change or not (1).

If you have had a faith group change, you must submit to the national office a letter of endorsement or support. The letter must be sent directly from the spiritual/faith group to the BCCI office. The letter must have an original signature and must be on the group letterhead. The spiritual/faith group must be recognized by the Armed Forces Chaplain Board or BCCI. If not, you must contact the BCCI office, [bcci@apchaplains.org](mailto:bcci@apchaplains.org), regarding a review of the faith group.

Once you've completed this, please click the green submit button (2) to return to the peer review screen.

### Peer Review & Faith Group Attestation: Complete Peer Review Attestation

**Peer Review Guidelines**

- Minimum of three committee members present, two of whom are BCCI board certified or associate certified chaplains. (See Peer Review Guidelines, "Composition of Committee.")
- Peer Review was a minimum of 90-minutes.
- Committee received written materials.
- Reviewee received written summary report with recommendations following the meeting.

**Faith Group Connection**

- I attest that I have an ongoing connection with my faith community for accountability and nurture of my person and my practice as a professional chaplain, per maintenance of certification standard MNT3.
- I attest that I have fulfilled my faith group's requirements for my work as a chaplain.
- I have discussed my faith group connection with my Peer Review Committee.

Guidelines found at <https://www.apchaplains.org/bcci-site/maintenance-of-certification/peer-review/>

Date of Peer Review\*: 1

I attest that I have read and fulfilled all of the above\*:

Have you recently changed faith groups?\*:

If yes, certified chaplains who change spiritual/faith groups must submit to the national office a letter of endorsement or support. The letter must be sent directly from the spiritual/faith group to the BCCI office. The letter must have an original signature and must be on spiritual/faith group letterhead. The spiritual/faith group must be recognized by the Armed Forces Chaplain Board or BCCI. If not, you must contact the BCCI office, [bcci@apchaplains.org](mailto:bcci@apchaplains.org), regarding a review of the faith group.:

2 

# Entering Your Peer Review

Click the orange “Add Member Details” button.  
This will open a pop-up window.

✓ Peer Review - to be filled out AFTER your peer review meeting has been completed. ⓘ

If you are seeing this section, you are required to submit your peer review by 12/31 of the current calendar year. [\(show more\)](#)

	BCCI Member	Non-BCCI Member
<b>Required</b>		
Peer Review & Faith Group Attestation		✓ Completed ...
Committee Member		<b>Add Member Details</b> ...
Committee Member		<b>Add Member Details</b> ...
Committee Member		<b>Add Member Details</b> ...
Committee Member		<b>Add Member Details</b> ...

# Entering Your Peer Review

Enter the information for the BCC who is serving on your peer review committee (1). If they are a current BCC, their name will appear as you begin typing. Please remember, you need at least two (2) BCC's, certified through BCCI on your committee. If the person's name does not appear in the first box, you will need to verify that they are a current BCC through BCCI.

If you completed a peer review with another approved organization, within the last 5 years, click the blue "Upload" button to attach the file (2).

Then click the orange "Send to Committee Member" button (3), to be taken back to the peer review page.

The screenshot shows a web form titled "Committee Member: Committee Member Details" with a close button (X) in the top right corner. The form contains the following elements:

- A grey instruction box: "Please complete the Committee Member Details below. Select **Send to Committee Member** to complete the validation process for your peer review." A red number "1" points to the "Send to Committee Member" text.
- A red-bordered box containing:
  - "Please indicate BCCI Certified Chaplain:" followed by a text input field.
  - "Otherwise provide a Non-BCCI Committee Member Name:" followed by a text input field.
  - "If a Non-BCCI Committee Member, please identify their certification:" followed by a dropdown menu with the option "Select Non-BCCI Committee Member Status".
  - "Email Address\*:" followed by a text input field.
  - "Is the Committee Member a Ecclesiastical / Professional Colleague?" followed by a dropdown menu with the option "Select Ecclesiastical / Professional Colleague".
- Below the red box, text reads: "ACPE, CASC, NACC, NAJC or NAVAC Members ONLY – If you completed a peer review within the last five years, please upload the documentation to BCCI to satisfy your peer review requirement:"
- Below that text are two options: "Choose from library or" and a blue "Upload" button. A red number "2" points to the "Upload" button.
- At the bottom of the form are three buttons: "Finish Later" (blue), "Cancel" (grey), and "Send to Committee Member" (orange). A red number "3" points to the "Send to Committee Member" button.

# Entering Your Peer Review

The first entry should show as “Verifying Committee Details” (1). Repeat the steps for committee members 2, 3 and 4 (optional) (2), by following the instructions in the previous step.

For committee member 3 and 4 (optional), they may be certified chaplains of ACPE, CASC/ACSS, NACC, NAJC, NAVAC, and/or ecclesiastical or professional colleagues of the chaplain being reviewed.

The screenshot shows a web interface for entering peer review information. At the top, there is a green checkmark icon and the text: "Peer Review - to be filled out AFTER your peer review meeting has been completed." Below this is a note: "If you are seeing this section, you are required to submit your peer review by 12/31 of the current calendar year. (show more)".

The main content area is a table with two columns: "BCCI Member" and "Non-BCCI Member". The table has five rows. The first row is highlighted with a green bar on the left and contains the text "Peer Review & Faith Group Attestation" and a "Completed" status with a green checkmark. The second row is highlighted with a grey bar on the left and contains the text "Committee Member" and a "Verifying Committee Details" button, which is circled in red and labeled with a red "1". The third, fourth, and fifth rows are highlighted with blue bars on the left and contain the text "Committee Member" and an "Add Member Details" button. A red arrow labeled "2" points to the "Add Member Details" button in the third row.

# Entering Your Peer Review

After you've entered the information for all the committee members, the screen should indicate "Verifying Committee Details" for each of them.

✔ Peer Review - to be filled out AFTER your peer review meeting has been completed. 

If you are seeing this section, you are required to submit your peer review by 12/31 of the current calendar year. [\(show more\)](#)

	BCCI Member	Non-BCCI Member
<b>Required</b>		
Peer Review & Faith Group Attestation		✔ Completed 
Committee Member	Therese Howard (BCCI)	 Verifying Committee Details 
Committee Member	Therese Howard (BCCI)	 Verifying Committee Details 
Committee Member	Therese Howard (BCCI)	 Verifying Committee Details 
Committee Member	Therese Howard (BCCI)	 Verifying Committee Details 

# Entering Your Peer Review

Once you've completed adding the committee members, they will receive an email, like the one below, with a specific link to verify that they did serve on your peer review committee.

Dear Committee Member,

Therese Howell has indicated that you served as a Committee Member for their Peer Review.

Please click the link below to view the request and provide your response:

<https://apc.learningbuilder.com/Public/ExternalContact/DirectAccess?Email=terese%20howell@gmail.com&AccessCode=ffad8006ad4e7d0152ae>

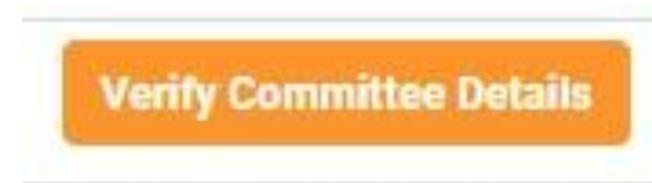
The link above also includes the option to choose **Cannot Verify**.

Additional instructions will be provided once you click the link.

# Entering Your Peer Review

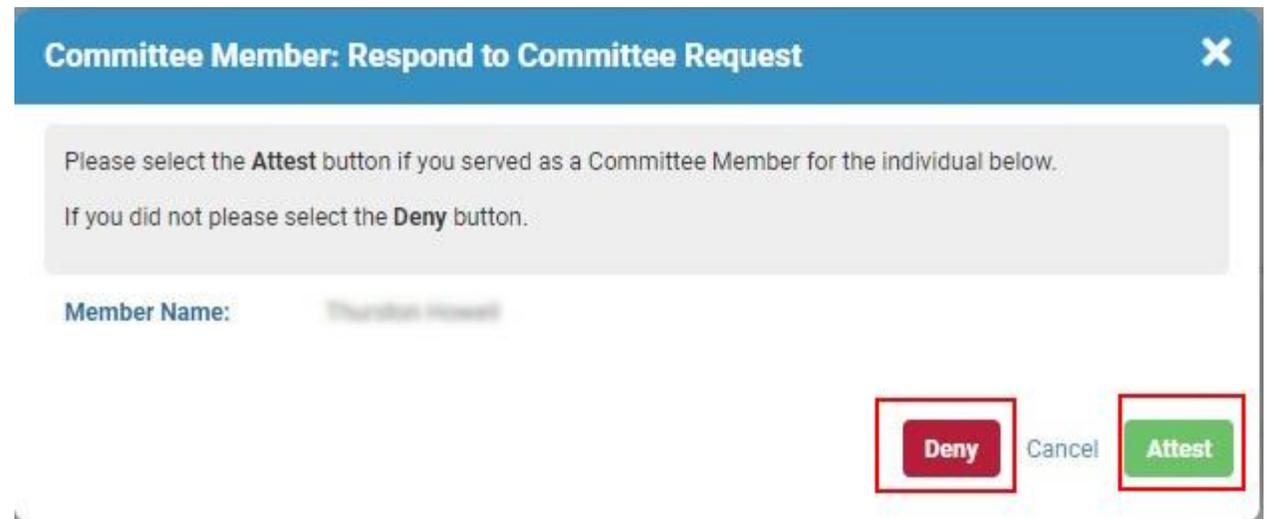
When the committee member clicks the link in the email, it will take them to a page, with the request to verify they served on your peer review committee.

To verify, they will click the orange “Verify Committee Details” button, which will open a pop-up window.



# Entering Your Peer Review

The pop-up window will ask the committee member to attest that they served on your peer review committee. They have the option to attest or deny the request. To accept it, they will click the green “Attest” button. To deny, they will click the red “Deny” button. Once they have made their selection, it will update your peer review information in the certification portal.



**Committee Member: Respond to Committee Request** [X]

Please select the **Attest** button if you served as a Committee Member for the individual below.  
If you did not please select the **Deny** button.

Member Name: [Blurred Name]

[Deny] Cancel [Attest]

# Entering Your Peer Review

After the committee members have responded to the attestation request, you will see that the information has been updated in your certification portal.

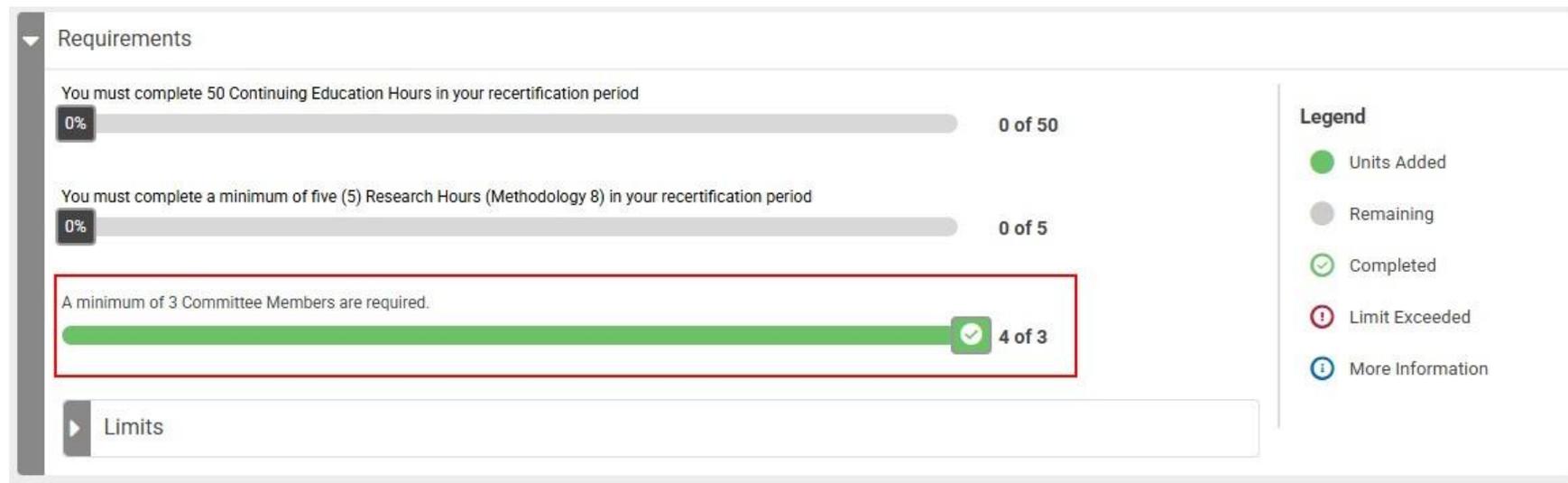
✔ Peer Review - to be filled out AFTER your peer review meeting has been completed. ⓘ

If you are seeing this section, you are required to submit your peer review by 12/31 of the current calendar year. [\(show more\)](#)

	BCCI Member	Non-BCCI Member	
<b>Required</b>			
Peer Review & Faith Group Attestation			✔ Completed ...
Committee Member	Theresa ... 2024		✔ Completed ...
Committee Member	Theresa ... 2024		✔ Completed ...
Committee Member	Theresa ... 2024		✔ Completed ...
Committee Member	Theresa ... 2024		✔ Completed ...

# Entering Your Peer Review

Once all the committee members have verified that they served on your peer review committee, the requirements bar will indicate the Peer Review section is complete.



# Entering Your Peer Review

After you've completed your Peer Review and have entered your required continuing education requirements, all three requirements bars will appear as shown below (1). Once all the requirements have been met, please click the orange "Submit" button (2).

The screenshot shows a web application interface for completing an application. The title bar reads "Completing Application". The main content area is titled "Requirements" and contains three items:

- Requirement 1: "You must complete 50 Continuing Education Hours in your recertification period." The progress bar is green and shows "50 of 50" with a checkmark icon.
- Requirement 2: "You must complete a minimum of five (5) Research Hours (Methodology 8) in your recertification period." The progress bar is green and shows "10 of 5" with a checkmark icon.
- Requirement 3: "A minimum of 3 Committee Members are required." The progress bar is green and shows "4 of 3" with a checkmark icon.

A legend on the right side of the interface defines the progress bar colors and icons:

- Green circle: Units Added
- Grey circle: Remaining
- Green checkmark: Completed
- Red exclamation mark: Limit Exceeded
- Blue information icon: More Information

The "Submit" button is highlighted with a red arrow and the number "2". The requirements section is highlighted with a red box and the number "1".

# Entering Your Peer Review

After you submit, your screen will say that it is "In Review", that indicates that your submission needs to be reviewed by the Education Coordinator.

Annual Summary of Continuing Education (1/1/2025 to 12/31/2025) In Review [View](#)

This section is for the tracking of your annual continuing education hours. You will need to demonstrate that you meet the following requirements on an annual basis:

- A total of 50 Hours of Continuing Education
- At least 5 hours of Research (listed under methodology 8, research)
- Hours listed under at least 2 different Methodologies

Once it has been reviewed and approved, the status in your record will change to "Approved".

Annual Summary of Continuing Education (1/1/2024 to 12/31/2024) Approved [View](#)

This section is for the tracking of your annual continuing education hours. You will need to demonstrate that you meet the following requirements on an annual basis:

- A total of 50 Hours of Continuing Education
- At least 5 hours of Research (listed under methodology 8, research)
- Hours listed under at least 2 different Methodologies