



BOARD CERTIFICATION APPLICATION DOCUMENTATION CHECKLIST

Chaplain's Name _____

BCC Requested: Full Certification _____ Associate _____ Provisional _____

Candidates must submit a complete file. All application materials listed below must be submitted. The application is complete ONLY after all materials are received and all equivalencies (if any) approved. Incomplete applications will not be accepted. Submit the current application. Standards are subject to change, and you will be held to the standards in place for the year in which you apply. If your application is outdated, it will be returned to you for re-submission. **Complete application and supporting documents are valid only for one year (12 months) from the date they are received by Adventist Chaplaincy Institute.**

Please submit one-sided documents ONLY.

How to apply for board-certification through Adventist Chaplaincy Institute.

1. Go to AdventistChaplains.org.
2. In the upper right-hand corner, **click on Log In**. You will be directed to the database login page.
3. Click on **New User? Click here to register**.
4. After completing the registration for your profile, log in and choose ACM Board Application in the left-hand column.
5. Be prepared to upload the items that must be submitted with your application.
6. Once you have submitted your application and supporting documentation, your name will be taken to the Adventist Chaplaincy Institute Board-Certification Committee. You will be notified by email once your certification is voted. You will receive a letter and certificate by mail noting your board-certification status.

Documentation Required

1. _____ Adventist Chaplaincy Institute Board Certification application
2. _____ Earned graduate theological degree and transcripts
 - a. Certified – a minimum 72 hours or 108-quarters hours of credit from an accredited seminary.
 - b. Associate – a minimum of 48 hours of credit from an accredited seminary. The Board of Adventist Chaplaincy Certification fully expects that this graduate theological training will be from a Seventh-day Adventist university. If alternatives

are presented, they must be accompanied by a written statement documenting the reason for obtaining this training in a non-Adventist setting.

- c. Provisional – this certification is granted only to those chaplains who meet all board-certification requirements, except for the 2,000 hours of chaplaincy employment.
3. ____ Clinical Pastoral Education (CPE) Certificates or letter of certification from CPE Supervisor that are approved by Adventist Chaplaincy Ministries-General Conference.
 - a. Certified – Four (4) or more units or three (3) units and equivalency approved by ACI.
 - b. Associate – 2 units
4. ____ Documentation of 2,000 hours of chaplaincy employment. If a chaplain is lacking the required 2,000 hours of work experience, they can be granted a provisional certification.
5. ____ Copy of current Seventh-day Adventist denominational-issued ministerial credentials.

____ Letter of endorsement from the chaplain’s home division. (Endorsement must be received or reaffirmed within last 12 months). **The letter must be mailed directly to the ACI office.** Contact your endorsing Division as soon as possible to obtain your letter, as this process can take many months to complete. The mailing address for Adventist Chaplaincy Institute is: Adventist Chaplaincy Institute, Adventist Chaplaincy Ministries, 12501 Old Columbia Pike, Silver Spring, Maryland 20904.

6. ____ Letter of recommendation from the chaplain’s employer.
7. ____ One recommendation letter from fellow chaplain.
8. ____ Signed copy of the *Code of Ethics for Board-Certified Seventh-day Adventist Chaplains*. The *Code of Ethics for Board-Certified Seventh-day Adventist Chaplains* is in the ACI Handbook on pages 57-61. A PDF can be downloaded from the ACI website. <http://adventistchaplaincyinstitute.org/board-certification/>
9. ____ Autobiography outlining Call to Chaplaincy–In 7-10 pages discuss your call to chaplaincy ministry, a description of your personal and spiritual development, and important relationships and events in your life that inform your ministerial practice
10. ____ Curriculum Vitae (CV)
11. ____ A written essay for each of the four (4) areas of competency:
 - a. Pastoral Care Theology
 - b. Professional Identity and Conduct
 - c. Professional Pastoral Care
 - d. Professional Pastoral Leadership

The list of ACI required competencies are on pages 13-17 of the ACI Handbook.

12. ____ Two written recent clinical cases (verbatim) to practically demonstrate competencies.
The verbatims must be no more than five years old.
13. ____ Interview with the empaneled ACI Certification Board.