



6 January 2021

Greetings,

It's time to complete and submit your 2021 Adventist Chaplaincy Institute Annual Report. To maintain your endorsement and/or Board Certification, you are required to submit this report each year.

Please take the following steps.

1. Download the report from this email and complete the information in full. You can also download the report at <https://www.adventistchaplaincyinstitute.org/board-certification/>. The link is at the top of the page and has a download button you can click.  
**Don't not attempt to complete the form without downloading the form. Your information will not be saved if you simply open the PDF directly from your email or from the website..**
2. Once you have completed your form, log into your profile at:  
<https://portal.adventistchaplains.org/>
3. Review your profile information and update as necessary.
4. Upload your report form to the digital files form in your profile.
5. Click this link <https://acmeditor.typeform.com/to/rvZvKLV6> to report to that you have completed and submitted your report.
6. Please **submit** your **report by January 31, 2022**. Remember each report will be reviewed your endorsement/Board Certification will be renewed.



## 2021 Annual Summary of Continuing Education Hours

Continuing education (CE) hours should be in the field of professional chaplaincy and advance the professional practice or chaplaincy skills. You are only required to complete one CE form for Board/Associate and Endorsed Chaplains. If you are Board Certified through APC or CPSP, you may attach a copy of their form to this in lieu of completing this form. Upload this file in your ACM Profile at [portal.AdventistChaplains.org](http://portal.AdventistChaplains.org). Please retain a copy of this completed form for your records.

Name			
Place of Work			
Address <input type="checkbox"/> Home <input type="checkbox"/> Work			
City, State, Zip		E-mail	
50 CE Hours Required		40 CE Hours Required	
<input type="checkbox"/> Board Certified Chaplain (BCC)	<input type="checkbox"/> Endorsed Chaplain		
<input type="checkbox"/> Associate Board Certified Chaplain	<input type="checkbox"/>		

I have updated my ACM profile at [portal.AdventistChaplains.org](http://portal.AdventistChaplains.org) (REQUIRED).

NOTE: Must record CE hours under at least 4 of the following methodologies, and at least 2 hours under Methodology 8, Research.

Methodology 1 – Attending Educational Events				
Date	Event Type e.g. workshop, lecture, webinar	Title / Topic	Sponsoring Organization	HOURS
Total Methodology 1				

**Methodology 2 – Writing**

Date	Title / Topic	Publication/Media	HOURS
<b>Total Methodology 2</b>			

**Methodology 3 – Teaching**

Date	Title / Topic	Sponsoring Organization	HOURS
<b>Total Methodology 3</b>			

**Methodology 4 – Professional Self-Care (4 hours maximum)**

Date	Session Type	Title / Description	HOURS
<b>Total Methodology 4</b>			

**Methodology 5 – Reading / Self-Instruction**

Date	Title / Topic	Author / Publisher	HOURS

<b>Total Methodology 5</b>			

<b>Methodology 6 – Own Peer Review (5 hours maximum)</b>			
Date	Organization/Institution	Description	HOURS
<b>Total Methodology 6</b>			

<b>Methodology 7 – Service to ACI (10 hours maximum)</b>		
Date	Description of Service & Educational Component	HOURS
<b>Total Methodology 7</b>		

<b>Methodology 8 – Research (2 hours MINIMUM)</b>			
Date	Title/Description	Researcher/Author	HOURS
<b>Total Methodology 8</b>			

Please retain a copy of this form for your records. You do not need to submit CE certificates and other supporting documentation. <b>This form must be submitted to Adventist Chaplaincy Institute by January 31, 2022.</b>	Total Methodology 1	
	Total Methodology 2	
	Total Methodology 3	
	Total Methodology 4	

**Tip:** Save this convenient PDF document form on your computer, and record CE throughout the year as you read, attend seminars, teach, etc. At the end of the year, upload this file in your ACM Profile at [portal.AdventistChaplains.org](http://portal.AdventistChaplains.org). Use additional sheets or add rows to the table as needed.

Total Methodology 5	
Total Methodology 6	
Total Methodology 7	
Total Methodology 8	
<b>GRAND TOTAL</b>	

**Name:**

Adventist Chaplaincy Ministries  
 12501 Old Columbia Pike • Silver Spring, MD 20904

[AdventistChaplaincyInstitute.org](http://AdventistChaplaincyInstitute.org)

Phone 301-680-6780

Email [ACM@gc.adventist.org](mailto:ACM@gc.adventist.org)