

6 January 2023

Greetings,

It's time to complete and submit your 2022 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/pWwawu2B to report to that you have completed and submitted your report.
- 6. Please submit your report by January 31, 2023. Remember each report will be reviewed your endorsement/Board Certification will be renewed.



Name

2022 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. Please retain a copy of this completed form for your records.

Place of W	Vork							
Address	Home Work							
City, State	e, Zip				E-mail			
50 C	E Hours Require	ed	40 CE H	ours Required				
	Certified Chapla		Endorsed Chaple					
	ate Board Certif							
Chapla	ain							
I have	updated my AC	M profile at port	al.AdventistChapla	ains.org (REQUIR	ED).			
						4 O L	avenue en Marthadala en O. Dan	
				ng methodologie	s, and at lea	ast ∠ n	ours under Methodology 8, Res	earcn.
Methodol	ogy 1 – Attendii	ng Educational E	vents					
	Event Type							
	e.g.							
Date	workshop,	Title / Topic					Sponsoring Organization	HOURS
	lecture, webinar							
	Webiilai							
							_	
							Total Methodology 1	

Methodology 2 – Writing					
Date	Title / Topic		Publication/Media	HOURS	
	'				
			T - 144 d - 1 1 - 0		
			Total Methodology 2		
Methodol	ogy 3 – Teachi	ng			
			C	HOURS	
Date	Title / Topic		Sponsoring Organization	HOURS	
			Total Methodology 3		
			rotal Motificacions of		
Methodol	ogy 4 – Profess	sional Self-Care (4 hours maximum)			
	Session				
Date	Туре	Title / Description		HOURS	
	31				
			Total Mathedalass		
			Total Methodology 4		
Methodol	ogy 5 – R <mark>ead</mark> in	g / Self-Instruction			
			A di control	1101155	
Date	Title / Topic		Author / Publisher	HOURS	

			I	1
			Total Methodology 5	
Marilanda	James / Orang Bases Baseles			
Methodo	ology 6 – Own Peer Review	w (5 nours maximum)		
Date	Organization/Institution	Description		HOURS
			Total Methodology 6	
Mathadal	ogy 7 – Service to ACI (10 h	ours maximum)		
Methodol	ogy / - service to ACI (10 III	ours maximumy		
Date	Description of Service & E	Educational Component		HOURS
			Total Methodology 7	
Mash a dal	0 D /2 h	AINIMIMA	Total Methodology 7	
Methodol	ogy 8 – Research (2 hours N	MINIMUM)	Total Methodology 7	
Methodol Date	ogy 8 – Research (2 hours N	MINIMUM)	Total Methodology 7 Researcher/Author	HOURS
		MINIMUM)		HOURS
Date	Title/Description		Researcher/Author Total Methodology 8	HOURS
Date Please ret	Title/Description	our records.	Researcher/Author	HOURS
Date Please ret	Title/Description		Researcher/Author Total Methodology 8	HOURS
Please ret You do no	ain a copy of this form for you	our records.	Researcher/Author Total Methodology 8 Total Methodology 1	HOURS

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**. Use additional sheets or add rows to the table as needed.

GRAND TOTAL	
Total Methodology 8	
Total Methodology 7	
Total Methodology 6	
Total Methodology 5	

Name:

Adventist Chaplaincy Ministries

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 $\underline{Adventist Chaplain cylnstitute.org}$

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