



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.

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.

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

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