



1 December 2023

Greetings,

It's time to complete and submit your 2023 Adventist Chaplaincy Ministries Annual Report. To maintain your endorsement and/or Board Certification, you are required to submit this report each year. **If you have submitted an annual report to the Association of Professional Chaplains or another recognized certifying body and the requirements are similar, ACI will accept that documentation in lieu of the ACI report. You will still need to complete steps 2-6.**

Please complete 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/> Scroll to the bottom of the page and you'll see the download button. **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.**
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 to report to report that you have completed and submitted your report click this link. <https://acmeditor.typeform.com/to/vFxb0ItF>
6. Please **submit** your **report by January 31, 2024**. Remember each report will be reviewed and your endorsement/Board Certification will be renewed.



2023 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.

Name			
Place of Work			
Address <input type="checkbox"/> Home <input type="checkbox"/> Work			
City, State, Zip		E-mail	

<input type="checkbox"/>	50 CE Hours Required	<input type="checkbox"/>	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 (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
Total Methodology 2			

Methodology 3 – Teaching

Date	Title / Topic	Sponsoring Organization	HOURS
Total Methodology 3			

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

Date	Session Type	Title / Description	HOURS
Total Methodology 4			

Methodology 5 – Reading / Self-Instruction

Date	Title / Topic	Author / Publisher	HOURS

			Total Methodology 5

Methodology 6 – Own Peer Review (5 hours maximum)

Date	Organization/Institution	Description	HOURS
			Total Methodology 6

Methodology 7 – Service to ACI (10 hours maximum)

Date	Description of Service & Educational Component	HOURS
		Total Methodology 7

Methodology 8 – Research (2 hours MINIMUM)

Date	Title/Description	Researcher/Author	HOURS
			Total Methodology 8

<p>Please retain a copy of this form for your records. You do not need to submit CE certificates and other supporting documentation. This form must be submitted to Adventist Chaplaincy Institute by February 15, 2020.</p>	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. 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	

Name:

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