



## Adventist Chaplaincy Institute Board-Certification Application Information

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 If your application is outdated, it will be returned to you for re-submission.

Provide documentation of current endorsement with your endorsing Division (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.

Please submit one-sided documents ONLY.

Complete application and supporting documents are valid only for one year (12 months) from the date they are received by ACI.

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

1. Go to [AdventistChaplains.org](http://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.

### **Items That Must Be Submitted by CANDIDATE:**

**You should have these items ready to upload before you begin your application. You will need to upload the documents as you complete your application.**

- Application Form
- Official undergraduate degree transcripts or equivalency materials submitted from issuing college/university.
- Official graduate degree(s) transcripts or equivalency materials submitted from issuing college/university.
- Letter from employer to verify 2,000 hours of work experience as a chaplain or equivalency materials.
- Recommendation letter from administrator.

• *Continued on Page 2* •

**Required Documents to Submit Continued:**

- Recommendation letter from another board-certified chaplain of APC/BCCI, ACPE, CASC, NACC, NAJC, NAVAC, or a certified/licensed peer professional like a nurse, a doctor, or a social worker.
- Evidence of CPE units or equivalency materials. (Board-certified chaplain must have completed four (4) units confirmed by a transcript or certificate of completion and the last unit confirmed by the supervisor and corresponding self-evaluation for each unit.
- Autobiography.
- Essay addressing each one of the Adventist Board Certification competencies.
- Accountability for Ethical Conduct form.
- Documentation of current endorsement in accordance with your own division.