



# BOARD-CERTIFICATION RECIPROCITY REQUIREMENTS

**CREATE A PROFILE IN THE  
ADVENTIST CHAPLAINCY MINISTRIES-GENERAL CONFERENCE DATABASE.  
[HTTPS://PORTAL.ADVENTISTCHAPLAINS.ORG/ACCOUNT/LOGIN](https://portal.adventistchaplains.org/account/login)**

Open a Board-Certification application.

- ADMINISTRATOR'S RECOMMENDATION LETTER-A LETTER OF RECOMMENDATION FROM THE ADMINISTRATOR WHO EVALUATES YOUR PASTORAL, ADMINISTRATIVE, CLINICAL COMPETENCE. THE ADMINISTRATOR MUST IDENTIFY HIM/HERSELF AS YOUR CURRENT SUPERVISOR. IF YOUR ADMINISTRATOR WAS ONE OF YOUR CPE SUPERVISORS LISTED ON THE BOARD-CERTIFICATION APPLICATION, YOU SHOULD REQUEST AN ADMINISTRATOR LETTER FROM ANOTHER PERSON YOU REPORT TO WHO HAS RESPONSIBILITY FOR AND KNOWLEDGE OF YOUR WORK AS A CHAPLAIN (E.G. A NURSE MANAGER OR HR MANAGER, INSTITUTION PRESIDENT, OR DIRECT REPORT)

- LETTERS OF RECOMMENDATION FROM TWO (2) BOARD-CERTIFIED CHAPLAIN OR CERTIFIED/LICENSED PEER PROFESSIONAL-CANDIDATE MUST SUBMIT A LETTER FROM ANOTHER BOARD-CERTIFIED CHAPLAIN OR FROM A CERTIFIED/LICENSED PEER PROFESSIONAL, OTHER THAN A NON-CERTIFIED CHAPLAIN (E.G. NURSE, DOCTOR, SOCIAL WORKER) WITH WHOM THE CANDIDATE HAS A WORKING RELATIONSHIP.

DOCUMENTATION OF 4 UNITS OF CPE

DOCUMENTATION THAT YOU HAVE RECEIVED BOARD-CERTIFICATION FROM ANOTHER ENTITY, SUCH AS APC

A SIGNED ETHICS FORMED. [CLICK HERE TO DOWNLOAD THE FORM.](#)

LETTER FROM ADVENTIST CHAPLAINCY MINISTRIES IN THE DIVISION THAT ISSUES YOUR ENDORSEMENT STATING IT IS CURRENT.

COPY OF CURRENT MINISTERIAL LICENSE OR CREDENTIAL FROM THE SEVENTH-DAY ADVENTIST CHURCH

**YOU CAN LEARN MORE ABOUT  
ADVENTIST CHAPLAINCY INSTITUTE  
AND BOARD-CERTIFICATION AT  
[ADVENTISTCHAPLAINS.ORG](https://adventistchaplains.org)**