BOARD CERTIFICATION THROUGH RECIPROCITY
APPLICATION DOCUMENTATION CHECKLIST

Chaplain's Name_____

BCC Requested: _____**Full Board Certification by Reciprocity**

_____**Associate by Reciprocity**

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 If your application is outdated, it will be returned to you for re-submission.

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 Adventist Chaplaincy Institute.

How to apply for board-certification by reciprocity through Adventist Chaplaincy Institute.
1. Go to **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.

Documentation to Submit

1. _____ Adventist Chaplaincy Institute Board Certification application

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2. _____ Clinical Pastoral Education (CPE) Certificates or letter of certification from CPE Supervisor that are approved by Adventist Chaplaincy Ministries-General Conference.
   a. Certified – Four (4) or more units or three (3) units and equivalency approved by ACI.
   b. Associate – 2 units

3. _____ Documentation of current Board Certification from an ACI-recognized certifying body. These include: ACPE, CPSP, NACC, NAVAC, APC/BCCI, CPECF, CASC, ASPEA. If your certification is through another organization, please check with ACI before submitting your application.

4. _____ Copy of current Seventh-day Adventist denominational-issued ministerial credentials.

5. _____ Letter of endorsement from the chaplain's home division. **The letter must be mailed directly to the ACI office.** Endorsement must have been received or reaffirmed within last 12 months). The mailing address for Adventist Chaplaincy Institute is:
Adventist Chaplaincy Institute, Adventist Chaplaincy Ministries, 12501 Old Columbia Pike, Silver Spring, Maryland 20904.

6. _____ Letter of recommendation from the chaplain's employer.

7. _____ Signed copy of the *Code of Ethics for Board-Certified Seventh-day Adventist Chaplains*. The *Code of Ethics for Board-Certified Seventh-day Adventist Chaplains* is in the ACI Handbook on pages 57-61. A PDF can be downloaded from the ACI website.

8. _____ Curriculum Vitae (CV)

PDF copies of the ACI Handbook and the Code of Ethics can be downloaded at
http://adventistchaplaincyinstitute.org/board-certification/

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