



Neshama

ASSOCIATION of JEWISH CHAPLAINS

CERTIFICATION HANDBOOK

NAJC Certification Commission

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WELCOME TO THE NAJC CERTIFICATION PROCESS

INTRODUCTION:

By pursuing Board Certification through Neshama: Association of Jewish Chaplains (NAJC), you are signifying your intent to abide by the high standards established by NAJC and chaplaincy group strategic partnerships among the National Association of Catholic Chaplains (NACC), Association of Professional Chaplains (APC), Association of Clinical Pastoral Education (ACPE), and Canadian Association for Spiritual Care (CASC).

An *NAJC Board Certified Chaplain (BCC)* is defined as a Jew who has demonstrated professional excellence as a chaplain and commitment to *Torat Yisrael* and *Klal Yisrael*, has completed eligibility requirements, is approved by the Commission of Certification, and confirmed by the Board of Directors of Neshama: Association of Jewish Chaplains.

This handbook is the official guide to the application and procedures necessary to attain and maintain board certification. This revised Certification Handbook is consistent with the *Common Qualifications and Competencies* as set by the above strategic partners, and, in addition, contains requirements specific to becoming a NAJC Board-Certified Chaplain (BCC). The most current edition of the revised NAJC Certification Handbook can be found online at www.najc.org and potential applicants for certification are advised to confirm that they are reviewing the most current revision prior to submitting their application to become an NAJC Board-Certified Chaplain (BCC). Applicants may confirm the current edition by emailing certify@najc.org.

The Certification process encompasses two components to become Board Certified: (1) written documentation and (2) an appearance before a panel of Board-Certified Chaplains. Please review this handbook carefully and complete the Application fully with all supporting documentation.

NAJC offers the opportunity to sit for an appearance before a panel of Board-Certified Chaplains on a quarterly basis. Dates for certification appearances can be found online at www.najc.org or by emailing certify@najc.org. Appearance before a certification panel outside of the quarterly dates may take place, at the discretion of the Certification Chair; however, such instances are not guaranteed by the NAJC Certification Commission.

The NAJC National Office will need to receive your written submission no later than two months before you plan on meeting with a Certification panel. At the discretion of the Certification Chair, the two-month requirement may be shortened to accommodate extenuating circumstances; however, this is not guaranteed by the NAJC Certification Commission.

On behalf of the NAJC Certification Commission, we extend best wishes to you for professional fulfillment.

B'hatzlacha uvracha,
Cantor Rabbi Rob Jury,
NAJC Certification Chair (2023-2026)

I. Pre-Requisites for Certification as a Jewish Board-Certified Chaplain

A. Educational Pre-Requisites

1. Have completed an undergraduate degree from a college, university, or theological school accredited by a member of the Council for Higher Education Accreditation (www.chea.org); and a graduate-level theological degree from a college, university or theological school accredited by a member of the Council for Higher Education Accreditation. Equivalencies for the undergraduate and/or graduate level theological degree will be granted by NAJC according to established guidelines as listed in ‘Section VIII Equivalencies’ and using the NAJC BCC Education Equivalency Guide & Worksheets in Appendix B.
2. Provide documentation of a minimum of four units of Clinical Pastoral Education (CPE) accredited or approved by the Association for Clinical Pastoral Education (ACPE), by programs that were accredited by the former United States Conference of Catholic Bishops Commission on Certification and Accreditation (USCCB/CCA), or the Canadian Association for Spiritual Care (CASC/ACSS). Equivalency for up to four units of CPE from a CPE provider not accredited by one of the above providers may be considered [See Appendix B for definition and procedure.

B. Chaplaincy Work Experience

Have completed 2,000 hours of professional chaplaincy work after completing the four units of CPE. Provisional Certification can be granted if this requirement is not yet attained if the candidate is deemed to meet all the other pre-requisites, and competencies. Full Certification will then be granted if the requisite 2,000 hours are met within two years of meeting with the Certification Panel. A letter from the Chaplain’s supervisor must attest to the completion of the 2,000 hours of professional chaplaincy work. Upon receipt of the letter from attesting to the completion of the 2,000 hours of professional chaplaincy work, the National Office will notify the Certification Chair and the Provisional Certification will become Full Certification.

C. The Candidate must be of the Jewish faith

1. For the purposes of meeting the pre-requisites to apply for Board Certified Chaplain (BCC) status with Neshama: Association of Jewish Chaplains (NAJC), a Jew, by birth or conversion, is someone who is recognized as a member of the Jewish community in which they identify, participates in Jewish communal life, rituals, and traditions, and identifies with the Jewish people through shared history, culture, traditions, and religion.
2. The NAJC Certification Commission does not recognize Messianic Jews as meeting the definition of who is Jewish for the purposes of Jewish chaplaincy certification with Neshama: Association of Jewish Chaplains (NAJC).

A candidate pre-requisite self-check tool can be found on the next page.

Candidate Pre-Requisite Self-Check			
Pre-Requisite	Yes, I meet the pre-requisite	No, I do not meet the pre-requisite	I need an equivalency to meet the pre-requisite
Accredited Bachelor's Degree			
Accredited Graduate Theological Education (72 semester credits)			
4 Accredited units of CPE			
2,000 work hours post 4th Unit of CPE			
I am Jewish			N/A

II. Application Process

The Application process includes written documentation as described below as well as meeting with an Interview Panel, either in-person or virtually. The Candidate needs to have met the Pre-Requisites for Certification as well as meet all 38 Competency Standards as outlined in the 'Rubric for Board Certified Chaplain Competencies' in Appendix E to become an NAJC Board Certified Chaplain. These standards can be evidenced in the written documentation and/or during the Interview Panel.

1. The Candidate will contact the NAJC Office to indicate the intent to pursue Certification by emailing certify@najc.org using the subject heading INTENT TO PURSUE CERTIFICATION written in all capital letters. If a candidate intends to request testing accommodations, that request should be indicated in this initial email so it can be accommodated into the scheduling timeline. For more on requesting testing accommodations, please see Appendix I.

2. The Candidate will complete the Application Form to formalize their intent to pursue Certification.

- If the Candidate is already a Professional member of NAJC, the Candidate can find the application in the member portal under the "Forms" tab.
- If the Candidate is not already a Professional member of NAJC, you can access the form at <https://najc.member365.com/publicFr/form/index/04e00eb1f36d45e94a9c726818a75258c8bfe556>.

Upon receipt and review of the Application Form, the NAJC Office will invoice the Candidate for the Certification Application Fee. A Candidate is not required to become a member of NAJC for the purposes of Certification. The non-member rate for the Certification Application Fee is \$600*. The NAJC member rate for the Certification Application Fee is \$300*. *Fees are subject to change. Current fees should be verified by emailing certify@najc.org.

The NAJC Office will open a workspace at <https://najc.member365.com> in the Candidate's name after a non-refundable Application Fee has been paid.

NAJC Board Certified Chaplain Application Fee*	
NAJC Member Rate	NAJC Non-Member Rate
\$300	\$600

*Fees are subject to change. Current fees should be verified by emailing certify@najc.org.

- The Candidate will submit a completed application form with all supporting materials in PDF format to the workspace. Once this is accomplished and the candidate notifies the Certification Chair that the application is uploaded and complete, an Interview Panel will be scheduled. Interview Panels are available quarterly and may meet more frequently at the discretion of the Certification Chair. A non-refundable Interview fee will be paid on-line at <https://najc.member365.com> no later than two weeks before the interview. Failure to pay the non-refundable Interview fee in the timeframe named above may result in a cancellation of the scheduled interview.

NAJC Board Certified Chaplain Interview Fee*	
NAJC Member Rate	NAJC Non-Member Rate
\$300	\$600

*Fees are subject to change. Current fees should be verified by emailing certify@najc.org.

- The Certification Chair will notify the Candidate of the names and e-mail addresses of the Interview Panel, which shall include the Chairperson, Presenter, and one or three other members, along with the date and location of the interview. The interview may take place online.

- The Presenter will send a Presenter's Report no later than one week before the Interview Panel, which will include an analytical summary of the written documentation, with a checklist of which Competency standards the Presenter believes have been met through the written documentation as well as clarifying questions for the candidate and Interview Panel to explore further. Figure 1 below depicts a Presenter's Report.

- At the conclusion of the interview process, the Candidate's materials are archived on <https://najc.member365.com>

III. Procedural Steps for Completing a Certification Application

The Candidate must submit the following items to the workspace on <https://najc.member365.com> (Appendix A for a checklist). Please use the checklist to make sure you do not miss any items. Submit all materials in your workspace on <https://najc.member365.com>. Nothing will be accepted on paper. Incomplete workspaces can lead to disqualification for a panel.

This workspace is accessible to you until you have notified the office and the Certification Commission Chair that you are ready to meet with the Interview panel, and then will be accessible only to your panel members, the office, and the Chair of the Certification Commission.

- All materials must be submitted in PDF format. The workspace can only accept PDFs for uploading.
- Number submissions according to the item numbers on the checklist in Appendix A. When you create the PDF, save it as the item number and title of the item (e.g. # 1a Application, etc.) so it will be easy for the Panelists to access and evaluate the varying documents.
- The Spiritual Autobiography as well as the Competency Essay should not exceed 10 pages double-spaced each with one-inch margins and 12-point font set for 8½ x 11 paper.
- Applicants will be asked to reformat their documents to comply with the formatting and page length requirements if their documents are not formatted correctly and/or exceed the page length. Reformatted documents not received within the timeline specified in the request may result in an applicant's Interview Panel being rescheduled.

IV. Guidelines Regarding the Certification Interview Panel

After the candidate has completed and uploaded the written documentation as part of the pre-requisite Checklist, the candidate will be invited to meet with a panel of NAJC Board-Certified Chaplains to discuss and clarify the competencies as a way of indicating their integration of the theoretical material and their ability to meet the standards of being a Board-Certified Chaplain. The Certification Commission Chair, Panel Chair, and Presenter will access all materials submitted by the candidate as soon as practicable, but in no case less than one month before the interview.

The other Panel Members will access

- the completed application form,
- the autobiography
- two (2) recent pastoral encounters (verbatimim)
- the essay demonstrating Qualifications
- statement of the candidate’s present activities in the Jewish community.

The Presenter will circulate the Presenter’s Report to the candidate, the Certification Commission Chair, and other Panel members as soon as practicable, but no later than one week before the interview.

All materials and discussions are confidential and any Candidate’s materials that was accessed or printed by the Interview Panelists are to be destroyed or deleted at the conclusion of the process; the workspace and results will be locked and available only to the NAJC Office and Certification Commission Chair.

Figure 1 below depicts the Presenter’s Report Form. If you do not receive a copy of this completed form within seven days of your certification panel, please contact the Certification Chair immediately at certify@najc.org. Not receiving the completed form shown in Figure 1 at least seven days prior to a certification panel is grounds for an appeal.

The figure shows four pages of the NAJC Presenter's Report Form. Each page contains a list of items to be evaluated and a table for 'Met in Writing' and 'Met in Person'.

Page 1: Section I: Impartation of Theory and Practice

The candidate for certification will demonstrate the ability to:

- IP1: Articulate an approach to spiritual care, based on the AACC's authors that is congruent with a theory of professional practice.
- IP2: Increase a working knowledge of psychological and sociological principles and theory and their religious beliefs and applications to the provision of spiritual care.
- IP3: Integrate the spiritual and existential dimensions of human development into the practice of care.
- IP4: Demonstrate working knowledge of philosophical theories appropriate to one's professional context.
- IP5: Articulate a conceptual understanding of group dynamics and organizational behavior.
- IP6: Articulate how one's research and research findings inform the profession of chaplaincy and spiritual care practice.

Page 2: Section II: Professional Practice Skills

The candidate for certification will demonstrate the ability to:

- PP1: Establish, deepen and evaluate professional spiritual care relationships with sensitivity, openness, and respect.
- PP2: Provide spiritual care support that contributes to well-being of the care recipients, their families, and staff.
- PP3: Provide spiritual care that respects diversity and differences, including but not limited to race, gender, sexual orientation and spiritual/religious practices.
- PP4: Triage and manage crises in the practice of spiritual care.
- PP5: Provide spiritual care to persons experiencing loss and grief.
- PP6: Provide spiritual/religious resources appropriate to the care recipients, families, and staff.
- PP7: Develop, coordinate, and facilitate holistic, integrational practices appropriate to diverse settings and needs.
- PP8: Facilitate spiritual/religious reflection for those in one's care.
- PP9: Facilitate group processes, such as family meetings, joint prayers, and pastoral and support groups.

Page 3: Section III: Organizational Leadership

The candidate for certification will demonstrate the ability to:

- OL1: Promote the integration of spiritual care into the life and culture of the institution in various functions.
- OL2: Establish and maintain professional and interdisciplinary relationships.
- OL3: Understand and function within the institutional culture and systems, including existing business models and practice expectations in one's role in the organization.
- OL4: Promote, facilitate, and support ethical decision-making, conflict resolution.
- OL5: Create a collaborative relationship with community groups and faith group members.

Page 4: Section IV: Jewish Professional Competencies

The candidate for certification will demonstrate the ability to:

- JPC1: Familiarity with and ability to integrate core Jewish texts and studies with chaplaincy practice (e.g., Torah, Talmud and modern texts, Theology and Philosophy, History, and Modern Language and Literature).
- JPC2: Familiarity with and ability to facilitate and/or officiate at Jewish life cycle events, holidays, and spiritual observances.
- JPC3: Familiarity with and ability to engage patients, families, and staff of all backgrounds and ethnic identities.

Figure 1 NAJC Presenter's Report Form

A. Structure of the Panel

1. The Interview Panel will be comprised of either three or five Board-Certified Chaplains. The majority of members of a Certification Interview Panel (hereinafter “Interview Panel”) must be NAJC Board-Certified chaplains. Other qualified individuals may serve at the discretion of the Certification Commission Chair. Every effort will be made in constituting an Interview Panel to have the candidate’s identified movement within Judaism, as well as gender, and/or work modality, represented.
2. The Certification Commission Chair will appoint a Chairperson for the Interview Panel whose role it is to conduct the Interview. After the Interview, the Panel Chairperson will immediately convey the results of the Interview to the Certification Commission Chair.
3. A Presenter, selected by the Certification Commission Chair from the members of the Interview Panel, will prepare a Pre-Interview Report based upon all submitted materials. This *Presenter’s Report* will contain a summary of the candidate’s application and supporting documents and include questions to the candidate that may be used by members of the Interview Panel. It will include the checklist of which competencies the Presenter believes to have been met through the written documentation. The other Panel members have the right to disagree with this determination when they can offer evidence to support their concerns. The Presenter’s Report shall be available to the candidate and members of the Interview Panel as soon as practicable, but not less than one week before the Interview.
4. The NAJC Certification Commission Conflict of Interest Policy for Certification Panels can be found in Appendix H. Panel members and candidates should review this policy prior to the meeting of the candidate’s certification panel. Conflicts of interest should be promptly reported to the Chair of the Certification Commission. In the case of a conflict of interest, panel members will recuse themselves and every effort will be made to allow alternative panel members to take the place of the recused.

B. The Interview Process

1. The Interview Panel shall meet between 15 minutes to 1/2 hour before the Interview to review the form and content of the Interview. The Panel Chair shall determine if they intend the panel members to convene for 15 or 30 minutes before meeting with the candidate. The candidate will arrive to their interview panel 15 minutes after the named start time for the panel. A Panel Chair choosing to meet for 30 minutes will convene the members of the panel 15 minutes prior to the stated start time of the panel.
2. The Interview shall extend for approximately one hour. If the Interview Panel wishes to extend the interview past one hour, they may do so for 15 additional minutes upon mutual agreement with the candidate.
3. The Interview shall be conducted in a manner that will be respectful and of positive help to the candidate.
4. The candidate will be interviewed on aspects of the submitted documentation, Presenter’s Report, and whether the candidate fulfills the Competencies for Certification according to the ‘Rubric for Board Certified Chaplain Competencies’ found in Appendix E.

5. At the conclusion of the interview, the Panel, temporarily excusing the candidate, will then have time to discuss the Interview, using the ‘Rubric for Board Certified Chaplain Competencies’ as the basis for the discussion as to what their status will be. This discussion should not exceed 45 minutes. If a panel needs additional time for discussion, the Panel Chair must notify the candidate they the Panel will take an additional 15 minutes. Panels that cannot make a determination within 60 minute of the conclusion of the interview must notify the Certification Commission Chair, who will then work with the Panel to bring the discussion process to a vote.

- a. A majority vote of the Interview Panel will constitute its decision. For a five-member panel, a vote of three or more for any of the three possible options will prevail. For a three-member panel, a vote of two or more for any option will prevail. This majority vote applies to each and any standard within the ‘Rubric for Board Certified Chaplain Competencies.’
- b. At the end of the discussion, as determined by the Interview Panel Chairperson, the ‘Rubric for Board Certified Chaplain Competencies’ will be consulted in order to determine as to whether all the Competency standards were met. While deference will be given to the Presenter’s Report vis-a-vis the competencies, Panel members have the discretion to question the Presenter and determine whether or not a specific Competency standard was actually met through the written documentation. The Panel, as a whole, reserves the right to overturn any part of the Presenter’s Report when making a final determination at the end of the interview panel.
- c. At the conclusion of the vote and count of the Competency Standards met/unmet, the Panel will complete a written report of the interview process as experienced by the members of the interview panel, which will include their decision and any follow-up recommendations. This Panel will use the Final Feedback Form to format their written report.
 1. The Panel may take up to 45 minutes to make a final determination and complete a *draft* of the written report. At the end of 45 minutes, the panel must notify the candidate of their final determination regarding certification. If the panel has not completed the Final Feedback Form, they may offer the candidate a *draft* copy of a written report that indicates which standards were met in writing, orally, and/or not met by ticking the corresponding boxes on the Final Feedback Report.
 2. If the panel has completed the Final Feedback Form within 45-minutes, the panel may share the final report with the candidate during the post-interview discussion or provide the report to the candidate at the end of the post-interview discussion.
 3. If the panel only shared a *draft* copy of the final report with the candidate in the post-interview discussion, the Panel Chair must send a copy of the Final Feedback Report to the candidate within 7-business days following the date of the scheduled panel.
 4. The Panel Chair should send a copy of the Final Feedback Form to the candidate (either during the post-interview discussion or within 7-business days following the date of the scheduled panel) and a copy to the NAJC office.
- d. The Interview Feedback Form includes a summary of the vote action taken by the committee and the signatures of all members of the committee. The options are:
 1. Certification as a Board-Certified Chaplain Recommended with Suggestions;
 2. Provisional Certification (either because of lack of the 2,000 required hours or because of not meeting up to 8-Competencies, (all the PPS Competencies must be met),
 3. Certification is not recommended but Subsequent Appearance Only Recommended

(The competencies not met will be included with educational feedback in the report), and;

4. Certification is not recommended (The competencies not met will be included with educational feedback in the report).
- e. After the Panel has written the Post Interview Feedback form, the candidate will be invited back in and informed of the essence of the discussion and the result of the vote. The post-interview discussion should not exceed 45 minutes.

C. Request for Additional Time for Board Certified Chaplain (BCC) Interview Panel with Neshama: Association of Jewish Chaplains (NAJC)

The Interview Panel is structured to provide adequate time for all candidates to participate fully. For most applicants, the allotted time should be sufficient. However, we recognize that some individuals may need extra time due to particular needs or circumstances.

Applicants Requesting Testing Accommodations Under the Americans with Disabilities Act

If you have a documented disability and believe additional time is necessary for your interview, you may submit a request for alternative arrangements at the time of registration.

Typically, applicants requesting additional time are granted up to time and a half, i.e. the 1-hour Interview Panel will be scheduled as a 1.5-hour interview panel. In your request, please specify the extra time required. All requests must be accompanied by relevant documentation, including a recommendation from a healthcare professional supporting your need for the specific time extension. Please note that all requests are subject to approval by the NAJC Certification Chair or their designee. To submit a request for additional time due to a documented disability, you must:

1. Complete the registration for your interview.
2. Submit a completed Alternative Testing Arrangements Request Form (see Appendix I).
3. Provide supporting documentation from a licensed healthcare professional qualified to evaluate your need for the specific time extension. Acceptable documentation may include:
 - o A letter from a licensed healthcare professional (e.g., physician, psychologist, nurse, occupational therapist, speech therapist, vocational rehabilitation specialist, or licensed mental health professional) documenting that their professional assessment resulted in a recommendation that you require additional time for the certification Interview Panel. This letter must be on official letterhead, signed by the licensed healthcare professional, and include their name, position, and credentials.

Applicants Whose First Language Is Not English

If English is not your primary language, you may request an extension of interview time, up to one and a half times the standard duration, i.e. the 1-hour Interview Panel will be scheduled as a 1.5-hour interview panel. It is important to note that the interview must be completed within the same session, and any request for additional time requires proper documentation and approval by the NAJC Certification Chair or their designee.

To submit a request for additional time due to language considerations, you must:

4. Complete the registration for your interview.

5. Submit a completed Alternative Testing Arrangements Request Form (see Appendix I).
6. Provide supporting documentation that confirms English is not your primary language. Acceptable documentation may include:
 - A letter from an authorized representative (e.g., bilingual program coordinator or academic dean) certifying that English is not your primary language. This letter must be on official letterhead, signed by the representative, and include their name and position.
 - Or, for applicants born in a country where English is not the primary language, a copy of your birth certificate or visa indicating your country of origin.

All requests for additional time will be evaluated and must be approved by the NAJC Certification Chair or their designee.

V. Possible Panel Recommendations

Provided below are the possible recommendations, and explanation of each, that the Certification Panel may make for each candidate immediately following his or her interview.

A. Certification as a Board-Certified Chaplain (BCC) Recommended – If all 38 Professional Chaplaincy Competencies are met in writing, and/or orally, and the candidate has the required number of work experience hours.

B. Provisional Board-Certified Chaplain (PBCC) Status Recommended

1. If the candidate meets at least 30 of the 38 NAJC Professional Chaplaincy Competency Standards **including all eleven (11) of the Section III: Professional Practice Skills (PPS: 1-11)**. The candidate will need to appear before another Panel, at no additional cost, to address the Competencies that were not met. The Candidate has two years within which to demonstrate their meeting the Competency Standards in order to become fully Certified. They will need to write a new Competency Essay addressing the Competencies that were not met as well meet with a Second Panel to address those specific Competencies. If, at that point, they do not meet the Standards, their Provisional Certification is revoked, and they will need to complete a full application if they want to be re-considered for Board Certification.

2. If the candidate has not completed 2,000 hours of work experience as a chaplain. The candidate will need to complete the required hours within a two-year period and provide proof of work experience through a supervisor's letter documenting their hours of work to the NAJC Office. If this is not accomplished, the Provisional Certification is revoked, and they will need to re-apply with a full application.

3. There are no additional fees for individuals who have attained Provisional Board-Certified status.

C. Certification is not recommended but Subsequent Appearance Only Recommended – If the candidate has not demonstrated all Competencies related to Section III: Professional Practice Skills (PPS: 1-11) and/or has demonstrated between 30-38 Professional Chaplaincy Competencies, the candidate will need to appear before another PANEL within two years to address the

Competencies that were not met in order to be granted Board Certification.

D. Certification is not recommended

If the Panel determines that the candidate has not demonstrated sufficient knowledge, understanding and integration of the Professional Chaplaincy Competencies and or if the Panel determines the candidate would be better served by resubmitting written materials and taking more time to complete the certification process if the candidate chooses to do so,

The candidate must resubmit all materials and meet another NAJC Certification Panel to demonstrate the Competencies and pay the application and interview fee.

E. The NAJC Board will vote on the Recommendation of the Interview Panel at their next board meeting and the Candidate will then be notified of the final decision.

VI. Appearance before a Second Interview Committee

- a. A candidate who has not been recommended for certification may request to have a second interview after attending to the recommendations of the original panel. The candidate and any initial interview committee members may communicate after 30 days of the initial decision. There is no application fee, but a new Interview Fee must be paid before the second interview for a subsequent appearance by a candidate who was not recommended for Certification
- b. Candidates who do not meet any and all outstanding competencies after an appearance before a Second Interview Committee will be required to start the application process again before continuing to pursue certification. For clarity's sake, this means the candidate will be required to resubmit ALL materials under the guidelines of the Certification Handbook currently used in the re-application.

VII. Reciprocity

Jewish certified ACPE or CASC supervisors, who meet all other NAJC certification standards without the request for any equivalencies in lieu of the requirements for Jewish education and 2,000 hours of professional chaplaincy employment, may request reciprocal board certification from NAJC. Such individuals need to complete the certification face sheet, document their standing as ACPE supervisors as well as their Jewish education and work experience and paid membership in NAJC. They must submit either an essay on JCP01-JCP07 to be read by the Certification Commission Chair and 2 members of the Certification Commission or address these Qualifications orally with the Certification Commission Chair or a Chair appointed designee.

Board Certified Chaplains who are Jewish and received their Board Certification from one of our strategic partners (APC, ACPE, NACC, NAVAC, and CASC) may apply for reciprocal certification. They must submit proof of Board Certification and either an essay on JCP01-JCP07 to be read by the Certification Commission Chair and 2 members of the Certification Commission or address these Qualifications orally with the Certification Commission Chair or a Chair appointed designee.

Reciprocity with Chaplaincy Certification Boards Outside of North America

The NAJC Certification Commission continues to explore reciprocity agreements with chaplaincy certification boards around the world. Any additions to reciprocity extended to certifications from other chaplaincy certification boards will be published on this website when such agreements are reached.

Some international chaplaincy certification boards use Christian terminology when requesting confirmation of religious authority and accountability. NAJC provides functional equivalents for Jewish chaplains by issuing letters that attest to standing, authorization, and fitness for ministry. This benefit is available only to NAJC Board Certified Chaplains in good standing and is limited to requests made for the purpose of seeking certification or reciprocity with chaplaincy certification boards outside of the United States.

Letters of reference or recommendation are issued at the discretion of Neshama Association of Jewish Chaplains and are based on verification of current certification status and good standing. Issuance of a letter does not guarantee acceptance by an external certifying body and does not confer authority beyond the scope defined by NAJC. NAJC makes no representations regarding the policies, standards, or decisions of external chaplaincy certification boards.

VIII Equivalencies. (Appendix B for Equivalencies Worksheets)

The Neshama: Association of Jewish Chaplains (NAJC) reviewed and affirmed the Common Qualifications and Competencies for Professional Chaplains (2023). Under Qualifications for Board and Associate Certification, the candidate for certification must:

have completed an undergraduate degree from a college, university, or theological school accredited by a member of the Council for Higher Education Accreditation (CHEA) and a graduate-level theological degree from a college, university or theological school accredited by a member of the CHEA. Equivalencies for the undergraduate and/or graduate level theological degree will be granted by the individual professional organizations according to their own established guidelines (QUA3).

This section outlines the guidelines established by the NACJ Certification Commission for granting equivalencies for undergraduate and/or graduate level theological degrees.

A. OFFICIAL STANDARD:

The official Standards of Neshama: Association of Jewish Chaplains require:

- Bachelor's Degree from an institution of higher education whose accreditation is recognized by the Council of Higher Education [CHEA];
- Graduate Theological Education Degree, through participation in a program of ordination or investiture through a seminary whose accreditation is recognized by the Council of Higher Education [CHEA];
- 4 units of clinical training in Clinical Pastoral Education (CPE) from an ACPE accredited training center;
- 2,000 hours of Professional Chaplaincy upon completion of the 4 units of CPE.

As it is common for Jewish graduate learning to take place outside of the context of the Master of Divinity (MDiv) degree, NAJC also recognizes graduate degrees in Jewish Studies, Rabbinics, Talmudic Studies, Jewish Education, Jewish Communal Service, Masters of Hebrew Letters, Jewish Sacred Music, and Hebrew Bible as meeting the requirement for a graduate degree in a Jewish subject matter, when granted by an academic institution whose accreditation is recognized by CHEA.

Graduate degrees from CHEA recognized institutions of higher education that are in a related subject not specified herein may be approved at the discretion of the NAJC Certification Commission or their appointed representative. An education equivalency worksheet will be submitted and if approved, the candidate will upload it to their workspace. [[Appendix B](#)]

Recognition of graduate education from a non-CHEA recognized institution of higher education may be recognized through applying for an Education Equivalency, as outlined below.

Candidates who completed their education primarily through a Beis Midrash/Metivta/Yeshiva/Kollel and not a CHEA accredited institution should complete the *Beis Midrash/Metivta/Yeshiva/Kollel Equivalency Form* in Appendix B. This form clarifies which learning is considered equivalent without further review and which learning may be considered equivalent once reviewed by the NAJC Certification Commission. Beis Midrash/Metivta/Yeshiva/Kollel equivalencies requiring review are reviewed by an Orthodox Jewish BCC familiar with both the educational requirements for certification and learning in a Beis Midrash/Metivta/Yeshiva/Kollel.

NAJC recognizes that there are different pathways to achieve competency and therefore, these may be substituted through requesting equivalencies.

B. ALTERNATIVE PATH TO ACHIEVE STANDARDS FOR CERTIFICATION - EQUIVALENCIES

The Equivalency sub-committee of the NAJC Certification Commission is responsible for ascertaining the legitimacy of any equivalencies requested. Questions concerning equivalencies or meeting basic requirements may be addressed to the Chair of the NAJC Certification Commission.

Definition of an Equivalency

An *equivalency* indicates a form of education or training that varies from the usual route to competency measured by NAJC Standards but has enabled the individual in the judgment of the Certification Commission to achieve the level of theological education, clinical training, and/or pastoral experience which meets the requirements of the Standards.

Units of Measurement in Learning

Higher education uses a unit of measurement known as the Carnegie unit. Carnegie units are used to calculate credit hours for bachelor's degrees and master's degrees in theology and their equivalent degrees. Spiritual Care Professionals, i.e. chaplains, also engage in continuing education

(CE) learning. CE is measured in continuing education units (CEUs). One component of determining an educational equivalency will include converting Carnegie units and CEUs to semester and/or quarter hours.

Equivalencies of Semester and Quarter Hours

Bachelor's and master's degrees granted by institutions of higher education are measured in credit hours. Credit hours in higher education frequently are broken into units of either semester hours or quarter hours. The NAJC Certification Commission recognizes that 1 semester hour is equal to 1.5 quarter hours. Semester hours can be converted to quarter hours by multiplying the total semester hours by 1.5 and quarter hours can be converted to semester hours by dividing the total number of quarter hours by 1.5.

Using Carnegie Units to Calculate Credit Hours

The [US Department of Education defines a credit hour according to a Carnegie unit as:](#)

1. One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or
2. At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution, including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

Continuing Education Units (CEUs) to Credit Hour Equivalencies

Continuing Education (CE) is measured in continuing education units (CEUs), which are based on contact hours with 10 contact hours equaling 1 CEU. When looking at equivalencies among CEU and credit hours, 1 CEU is the equivalent to 0.5 quarter hours, 2 CEUs are the equivalent to 1 quarter hour, and 3 CEUs are the equivalent to 1 semester hour. [The following chart shows equivalences among contact hours, CEUs, and credit hours by quarter hour and semester hour may be helpful.](#)

C. REQUIREMENTS FOR EQUIVALENCY DOCUMENTATION

The candidate is responsible for documenting the way equivalencies meet the Standards. The appropriate Equivalency Worksheet, as outlined below for each Equivalency requested (see Appendix B) should be filled out, submitted and approved before the Candidate is approved to meet with a Certification Panel.

D. TYPES OF EQUIVALENCIES

1. BACHELOR'S DEGREE EQUIVALENCY

Required documentation when requesting an equivalency for a bachelor's degree: Document that an equivalency for a Bachelor's Degree has been approved for the candidate by a theological school that is accredited by a member of the Council for Higher Education Accreditation (www.chea.org). Otherwise, you will need to fill out the Bachelor's Degree Educational Equivalency Worksheet in Appendix B.

2. GRADUATE THEOLOGICAL EDUCATION DEGREE EQUIVALENCY

Bachelor's Degree Equivalency

A bachelor's degree is comprised of a minimum of 120 semester hour credits or 180 quarter hour credits. The NAJC Certification Commission does not require a subject specific degree for the purposes of certification. A candidate can hold a bachelor's degree or its equivalent in any subject and meet QUA3 of the Common Qualifications and Competencies for Professional Chaplains (2023).

Master's Degree Equivalency

A master's degree (Md) is comprised of 40 credit hours of graduate-level work and in the case of a Master of Divinity (MDiv), 72 credit hours of graduate-level work. In Jewish contexts, a Master of Arts (MA) is often earned after two years of full-time graduate learning, followed by additional time learning towards ordination, and the Master of Hebrew Letters (MHL) is earned after three years of full-time graduate learning, followed by additional time learning towards ordination. It is from this context that the NAJC Certification Commission establishes the following guidelines for master's degree equivalencies to meet QUA3 of the Common Qualifications and Competencies for Professional Chaplains (2023).

As it is common for Jewish graduate learning to take place outside of the context of the Master of Divinity (MDiv) degree, NAJC also recognizes graduate degrees in Jewish Studies, Rabbinics, Talmudic Studies, Jewish Education, Jewish Communal Service, Masters of Hebrew Letters, Jewish Sacred Music, and Hebrew Bible as meeting the requirement for a graduate degree in a Jewish subject matter, when granted by an academic institution whose accreditation is recognized by CHEA.

Candidates who received ordination/semicha or cantorial commission in a context and do not hold a graduate degree as outline above are required to seek Education Equivalency; and such candidates are only required to demonstrate 40 credit hours of graduate-level work in Jewish subject matter. Candidates seeking Education Equivalency who have not received ordination/semicha or cantorial commission are required to demonstration 72 credit-hours of graduate-level work in Jewish subject matter.

Core Jewish Subject Matter

The candidate must demonstrate proficiency in the following core Jewish subject matter areas: liturgy, Hebrew calendar/lifecycle rituals, halakha, Jewish bioethics, Hebrew, and Jewish theology/philosophy especially as they relate to existential issues of illness, death, dying, and bereavement.

Equivalency credit for graduate theological education is granted under the following guidelines:

- a. A transcript of courses taken from a CHEA recognized institution and a diploma indicating completion of the degree.
- b. Degrees/courses from non-CHEA recognized institutions are given full credit hours when the candidate or Candidate can document that the professor's qualifications and course content are up to CHEA standards.
- c. Graduate level continuing education and other educational experiences are given credit according to the rates indicated in the Graduate Theological Education Equivalency Worksheets in Appendix B

- d. If the institution does not submit transcripts and/or credit hours, it is upon the candidate to submit a comprehensive statement outlining the nature of study, along with supporting documents, including a letter affirming the candidate's enrollment in said institution. If this course of study culminated in a rabbinical ordination, a copy of the ordination statement (in English or Hebrew) should be submitted.
- e. Specific requirements for core Jewish subject matter equivalencies from non-CHEA recognized institutions can be found on the Core Jewish Subject Worksheet in Appendix B.

Candidates Seeking Graduate Theological Degree Equivalency With a Graduate Degree in a Related Discipline. Graduate degrees from institutions of higher education whose accreditation is recognized by the Council of Higher Education [CHEA] that are in a related subject not specified herein may be approved at the discretion of the NAJC Certification Commission or their appointed representative. Examples of related subjects include counseling, psychology, social work, marriage and family therapy, and nursing. When considering the recognition of master's degrees in related subjects, the NAJC Certification Commission reviewed the ATS Commission Standards of Accreditation (2020) *Standards of Accreditation for The Commission on Accrediting of the Association of Theological Schools*, which states

5.5... Students without an accredited Master of Divinity degree may be admitted, provided the school has publicly stated admissions criteria that address the following six areas and provided the school documents how each applicant meets each of these criteria: (a) the ability to thoughtfully interpret scripture and the theological tradition of one's ministry context, (b) the capacity to understand and adapt one's ministry to the cultural context, (c) a basic self-understanding of one's ministerial identity and vocational calling, (d) a readiness to engage in ongoing personal and spiritual formation for one's ministry, (e) an accredited master's degree (or its educational equivalent) in an area related to one's ministry setting or vocational calling, and (f) significant ministerial experience that enables the applicant to engage as a ministry peer with other students in this advanced professional doctorate (p.7).

Candidates who received ordination/semicha or cantorial commission in a context and do not hold a graduate degree in a Jewish subject matter as outlined above may apply up to 40 credit-hours from their related subject graduate degree towards meeting the 40 credit-hour requirement if the thesis/capstone for the degree is related to a Jewish or spiritual care topic. Candidates who received ordination/semicha or cantorial commission in a context and do not hold a graduate degree in a Jewish subject matter as outlined above may apply up to 20 credit-hours from their related subject graduate degree towards meeting the 40 credit-hour requirement if the thesis/capstone for the degree is *not* related to a Jewish or spiritual care topic. The equivalency committee or their representative will make a final determination in cases where it is not clear whether the thesis/capstone is related to a Jewish topic. Candidates seeking Education Equivalency who have not received ordination/semicha or cantorial commission may apply up to 32 credit-hours from their related subject graduate degree towards the 72 credit-hours of graduate-level work in Jewish subject matter.

Credit for Prior Learning (CPL)

In addition to granting equivalencies based on coursework documented in transcripts from institutions of higher learning whose accreditation is recognized by the Council of Higher Education [CHEA], the NAJC Certification Commission allows the additional following four pathways for

recognizing bachelor and or graduate education equivalencies through Credit for Prior Learning (CPL).

- **Credit by Examination:** Taking a test to demonstrate prior knowledge of a subject such as those offered by [CLEP](#), [DANTES](#), [NYU](#), [CICA](#), and/or the [Jerusalem Exam](#). Credit by examination is available towards the total hours of a bachelor's degree and may be applied to specific equivalencies for graduate theological education as named in the NAJC Certification Handbook.
- **Credit by Credentials:** Submitting an earned license, certificate, or other credential that can be used for academic credit. [The following is a list of earned licenses, certificates, or other credentials that can be used for granting academic equivalencies for the purposes of meeting the degree requirements for NAJC Board Certified Chaplain](#). Credit by credentials is available towards the total hours of a bachelor's degree and may be applied to specific equivalencies for graduate theological education as named in the NAJC Certification Handbook.
- **American Council on Education Credits:** Credit through [United States Armed Forces military service, training programs or examinations completed at companies or organizations](#). Credit by American Council on Education Credits (ACEC) is available towards the total hours of a bachelor's degree, may be applied to specific equivalencies for graduate theological education as named in the NAJC Certification Handbook, and may be counted towards the total number of hours for graduate theological education if ACEC has determined the credit to be in a theological topic at the graduate level of learning.
- **Credit by Portfolio:** Submitting documentation of prior learning for credit such as papers, interviews, and/or other types of documentation. Credit by Portfolio can also be used to credit for work experience. The NAJC Certification Commission utilizes the [Central Michigan University's Easy-Reference Guide for Determining the Number of Potential Undergraduate Credits for Work Experience](#) in determining the equivalency of months on a job and the maximum potential credit hours for recognizing undergraduate and graduate credit equivalencies. Credit by portfolio is available towards the total hours of a bachelor's degree and may be applied to specific equivalencies for graduate theological education as named in the NAJC Certification Handbook.

3. CPE TRAINING EQUIVALENCY

Official Standard

Provide documentation of a minimum of four units of Clinical Pastoral Education (CPE) accredited or approved by the Association for Clinical Pastoral Education (ACPE), by programs that were accredited by the former United States Conference of Catholic Bishops Commission on Certification and Accreditation (USCCB/CCA), or the Canadian Association for Spiritual Care (CASC/ACSS).

Levels of CPE

ACPE accredited Centers offer CPE across three levels taken in sequence: Level I CPE, Level II CPE, and Educator CPE. APC, NACC, and NAJCC typically request two units of Level I CPE and two units of Level II CPE for candidates applying for the credential Board Certified Chaplain (BCC).

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Outcomes Categories of CPE

ACPE accredited units of CPE provide clinical education measured across five outcomes categories: (a) Spiritual Formation and Integration; (b) Awareness of Self and Others; (c) Relational Dynamics; (d) Spiritual Care Interventions; (e) Professional Development (ACPE, 2024).

Multiple Units of CPE Equivalency

Definition of an Equivalency

An *equivalency* indicates a form of education or training that varies from the usual route to competency measured by the Certification Standards of APC, NACC, and NAJC, and that has enabled the individual in the judgment of the Certification Commissions of APC, NACC, and NAJC to achieve the level of clinical pastoral education (CPE) which meets the requirements of the Standards.

Educational Hours Comprising Each Unit of CPE

ACPE accredited Centers offer single Units of CPE comprised of a minimum of 400 contact hours divided between a minimum of 100 learning hours, a minimum of 250 clinical hours, and 50 additional hours that can be used in a way that best meets the context of the program. Each unit of CPE included in a multiple unit equivalency must meet the above minimum requirements inclusive of total hours, learning hours, and clinical hours. Required hours are shown below.

	Category of Contact Hours	2 Units CPE Equivalency	3 Units CPE Equivalency	4 Units CPE Equivalency
<i>Minimum Hours</i>	Learning Hours	200	300	400
<i>Minimum Hours</i>	Clinical Hours	500	750	1000
<i>Minimum Hours</i>	Additional Hours	100	150	200
<i>Minimum Hours</i>	Total Hours	800	1200	1600

Un-accredited Units of CPE must meet the minimum hours listed above to be considered eligible for multiple units of CPE equivalency.

Educational Outcomes for Equivalency for Multiple Units of CPE

Requests for the equivalency of multiple units of CPE must indicate which of the learning outcomes included in units of CPE are included in the equivalency request. Below are the equivalency outcomes categories and topics recognized by APC, NACC, and NAJC for consideration in requests for multiple units of CPE equivalency requests. A sample equivalency form in which candidates may indicate the outcome, educational intervention, evaluation, and supporting documentation of the outcome being met is included in Appendix B.

I. Professional Chaplain/Professional Spiritual Care Provider Identity

Across four units of CPE, outcomes related to (a) self-knowledge; (b) multicultural knowledge; and (c) practitioner spirituality, ethics, religion, and values. Successful completion of ACPE CPE Category A-

Spiritual Formation and Integration: Outcomes 1-3 meet this requirement. CPE Equivalencies for (a) self-knowledge and (b) multicultural knowledge may be met during equivalent Level 1 Units of CPE. CPE Equivalencies for (c) practitioner spirituality, ethics, religion, and values may be met during equivalent Level 1 Units of CPE, Level 2 Units of CPE or across two levels of units of CPE.

II. Collective Care

Across four units of CPE, outcomes related to (a) self-care; (b) implicit and explicit bias; and (c) cultural humility. Successful completion of ACPE CPE Category B-Awareness of Self and Others: Outcomes 1-3 meet this requirement. CPE Equivalencies for (a) self-care; (b) implicit and explicit bias; and (c) cultural humility may be met during equivalent Level 2 Units of CPE.

III. Individual and Group Dynamics

Across four units of CPE, outcomes related to (a) use of self; (b) interpersonal boundaries; (c) group dynamics. Successful completion of ACPE CPE Category C-Relational Dynamics: Outcomes 1-3 meet this requirement. CPE Equivalencies for (a) use of self; (b) interpersonal boundaries may be met during Level 2 Units of CPE. CPE Equivalencies for (c) group dynamics may be met during equivalent Level 1 Units of CPE.

IV. Professional Practice Skills

Across four units of CPE, outcomes related to (a) establishing, deepening and concluding professional spiritual care relationships with sensitivity, openness, and respect; (b) Provide religious/spiritual resources appropriate to the care recipients, their spiritualities/religions, their contexts, and their goals; and (c) make and use spiritual assessments to inform chaplain interventions and contribute to interdisciplinary plan of care; and (d) Document one's spiritual care effectively in the appropriate records.

Successful completion of ACPE CPE Category D-Spiritual Care Interventions: Outcomes 1-4 meet this requirement. CPE Equivalencies for to (a) Establish, deepen and conclude professional spiritual care relationships with sensitivity, openness, and respect may be met during equivalent Level 1 Units of CPE. CPE Equivalencies for (b) Provide religious/spiritual resources appropriate to the care recipients, their spiritualities/religions, their contexts, and their goals; and (c) make and use spiritual assessments to inform chaplain interventions and contribute to interdisciplinary plan of care; and (d) Document one's spiritual care effectively in the appropriate records may be met during equivalent Level 2 Units of CPE.

V. Clinical Education and Supervision

Across four units of CPE, outcomes related to (a) utilize a clinical based method of education; (b) Function within the Common Code of Ethics for Chaplains, Pastoral Counselors, Clinical Pastoral Educators, and Students; (c) receive regular supervision in a variety of formats including individual, triadic, and/or group supervision; (d) establish and maintain professional and interdisciplinary relationships; (e) utilize primary research and research literature inform the profession of chaplaincy and one's spiritual care practice. Successful completion of ACPE CPE Category E-Professional Development: Outcomes 1-5 meet this requirement.

CPE Equivalencies for (a) utilize a clinical based method of education and (c) receive regular supervision in a variety of formats including individual, triadic, and/or group supervision may be met during equivalent Level 1 Units of CPE. CPE Equivalencies for (b) Function within the Common Code of Ethics for Chaplains, Pastoral Counselors, Clinical Pastoral Educators, and Students; (d) establish and maintain professional and interdisciplinary relationships; and (e) utilize primary research and research literature inform the profession of chaplaincy and one's spiritual care practice may be met during equivalent Level 2 Units of CPE.

Documentation of CPE Learning

Please note that the Board-Certified Chaplain (BCC) certification process requires candidates to submit copies of the Supervisors' evaluations of the Candidate's four (4) most recent Clinical Pastoral Education (CPE) units or equivalent clinical education and training. A statement should be included that the Candidate has successfully completed and received credit for the unit. Additionally, the candidate is required to submit the candidate's self-evaluations of four (4) most recent units of CPE or equivalent clinical pastoral education and training. Units of CPE completed in unaccredited CPE programs that did not provide a candidate Supervisor's evaluations will be accepted at the discretion of the certifying body with which the candidate is applying for certification.

When seeking equivalencies, candidates are required to provide documentation of meeting the Educational Outcomes for Equivalency for Multiple Units of CPE as outlined in this document. Documents that may serve as documentation include: Official copy of Supervisor's Evaluation of Candidate from each unit for which equivalency is being sought, Official CPE transcript that identifies Educational Outcomes for Equivalency for Multiple Units of CPE met, and/or a signed and dated letter from the CPE Supervisor indicating which Educational Outcomes for Equivalency for Multiple Units of CPE were met during the unit.

Graduate Course in Pastoral Counseling, Chaplaincy, or Spiritual Care to Unit of CPE Equivalency

APC, NACC, and NAJC recognize that some of their counterparts in Europe and Australia permit the use of graduate courses pastoral counseling, chaplaincy, and/or spiritual care to be used in lieu of units of CPE.

Definition of an Equivalency

An *equivalency* indicates a form of education or training that varies from the usual route to competency measured by the Certification Standards of APC, NACC, and NAJC, and that has enabled the individual in the judgment of the Certification Commissions of APC, NACC, and NAJC to achieve the level of clinical pastoral education (CPE) which meets the requirements of the Standards.

Definition of Clinical Field Education

For the purposes of CPE equivalency, *clinical field education (CFE)* is a supervised clinical learning experience in pastoral counseling, chaplaincy, and/or spiritual care in which students apply theories, develop clinical skills, and are evaluated on their clinical performance. Academic programs courses pastoral counseling, chaplaincy, and/or spiritual care that include clinical field education (CFE) as part of the learning requirements may qualify for equivalency towards units of CPE.

Educational Hours Comprising Each Unit of CPE

ACPE accredited Centers offer single Units of CPE comprised of a minimum of 400 contact hours divided between a minimum of 100 learning hours, a minimum of 250 clinical hours, and 50 additional hours that can be used in a way that best meets the context of the program. Each unit of CPE included in a multiple unit equivalency must meet the above minimum requirements inclusive of total hours, learning hours, and clinical hours.

Calculation of Semester Hours to Units of CPE for Clinical Training Programs Utilizing Field Education

1 Unit of CPE requires a minimum of 400 contact hours. The following formula was used for the purposes of converting fieldwork semester hours to CPE units: 12-credit hour internship, field work course, or practicum = approximately 30 contact hours/week or 450 hours/15-week semester. A minimum of 9 graduate credit hours in pastoral counseling, chaplaincy, and/or spiritual care is equivalent to 1 Unit of CPE. A maximum of 18 graduate credit hours in courses pastoral counseling, chaplaincy, and/or spiritual care may be used towards a maximum equivalency of 2 units of CPE. Any course counted by a program accredited by a CHEA recognized accrediting body towards a graduate degree, graduate certificate, professional certificate in pastoral counseling, chaplaincy, and/or spiritual care will be counted regardless of topic provided the applicant successfully completed a graduate degree, graduate certificate, and/or professional certificate in courses pastoral counseling, chaplaincy, and/or spiritual care from the accredited institution.

References

ACPE. (2024). *Brief Definitions of Terms Used in the Revised Outcomes*. ACPE Manuals. [Brief Definitions of Terms Used in the Revised Outcomes - ACPE Manuals - 2020 \(manula.com\)](https://www.manula.com)

4. ONE-YEAR WORK EXPERIENCE EQUIVALENCY

The one (1) year work experience requirement is met by candidates when a substantial part of their duties include ministry commonly performed by chaplains in specialized settings and the chaplain has worked the equivalent of one year full-time or 2,000 hours. Work experience begins after completion of four units of CPE and apart from clinical training or residency. Work experience must be paid, supervised experience; volunteer hours are not accepted.

NAJC will recognize 300 hours of clinical work, after the completion of the 4 units of educational CPE. Documentation needs to be submitted by the educator attesting to the 300 hours of clinical work in connection with the fellowship or further CPE training.

IX. Mentorship

It is *strongly encouraged* that a Candidate work with a mentor to prepare for the Certification process. While the Candidate can work with anybody with whom they feel comfortable, the Certification Commission recommends that the Candidate work with a mentor that has undergone specific training through the Commission because they are most familiar with the process and requirements necessary for Certification. If a Candidate does not receive certification, the mentor

is not held responsible and cannot be the reason for an appeal, unless the actions or recommendations were of an egregious nature and can be documented

X. Appeals.

A. Purpose of an Appeal

NAJC depends upon the professional and prudent judgments of its Certification Commission and Interview Committees to conduct the process and render recommendations or decisions regarding certification. However, in cases where a Candidate feels that standards were violated, which resulted in a negative certification recommendation/decision, the Candidate is ensured of the right to an orderly appeals procedure.

B. Principles of an Appeal

In the process of certification, a Candidate shall have a right to an orderly and complete review of a negative recommendation/decision.

An appeal is a review of a negative recommendation/decision regarding certification. An appeal must be based on the grounds that such recommendation/decision was in disregard or in violation of the NAJC Standards for Certification.

Please See Appendix C for details on filing an appeal.

XI. Appendices

All appendices referred to in the NAJC Certification Handbook can be found on the NAJC website www.najc.org or in the NAJC Certification Handbook Appendices.