



NAJC Graduate Theological Education Transcript Equivalency APPLICATION

Educational Pre-Requisite for NAJC Certification

Have completed an undergraduate degree from a college, university, or theological school accredited by a member of the Council for Higher Education Accreditation (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. The official standards of Recognition Accreditation will provide complete details.

- 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 education or instruction through a university whose accreditation is recognized by the Council of Higher Education (CHEA) totaling a minimum of 72 semester hours.

As it is common for Jewish graduate learning to take place outside of the context of the Master of Divinity (M.Div.) 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 area described above may be approved at the discretion of the NAJC Certification Commission or their appointed representatives.

Recognition of graduate degrees from a non-CHEA recognized institution of higher education may be considered through petition to the Rabbinic Presidency.

Instructions

- Fill out the NAJC Graduate Theological Education Transcript Equivalency worksheet.
 - Complete each section according to the instructions, including all requested information.
 - Any section that does not apply or that you do not use should be marked as N/A (Not Applicable).
 - Supporting documentation is required to grant a transcript equivalency. In each section, indicate the corresponding document you are submitting.
- Submit an official transcript from each institution for which you are requesting an equivalency. If an official transcript is not available, please contact the Certification Commission Chair to determine if equivalency by transcript is possible.
- Upload NAJC Graduate Theological Education Transcript Equivalency Form and all supporting documentation to your equivalency portal in member365.

Candidate Planning Rubric for Requesting Equivalencies By Transcript

Criteria	YES	NO	?	#
Requesting Bachelor's Degree Equivalency Using Equivalency by Transcript	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Total Semester Hours Requested Using Transcript			<input type="checkbox"/>	
Requesting Master's Degree Equivalency Using Equivalency by Transcript	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Total Semester Hours Requested Using Transcript			<input type="checkbox"/>	
I have Jewish Semicha, Ordination, Investiture, Commission as Cantor, Dayan, Hazzan, Rabbanit, Rabbi, and/or Rav	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Requesting Graduate Theological Education Equivalency for a graduate degree in Counseling, Marriage and Family Therapy, Nursing, or Psychology	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Requesting Graduate Theological Education Equivalency for a degree not specified above	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Official Transcripts are available from the institution	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Transcripts are from institutions accredited by a member of CHEA (United States of America), CHE (Israel), or CIQG (all other countries)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Transcript requires NACES review	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Equivalencies By Transcript are Requested for the following Core Jewish Subject Matter Areas				
Liturgy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Hebrew calendar/lifecycle rituals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Halakha	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Jewish bioethics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Hebrew	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Jewish theology/philosophy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Candidate Planning Rubric for Requesting Equivalencies By Examination				
Tested by CLEP , DANTES , NYU , CICA , and/or the Jerusalem Exam	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Official documentation of test results	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Total Semester Hours Requested Using Equivalency by Examination			<input type="checkbox"/>	
Equivalencies By Transcript are Requested for the following Core Jewish Subject Matter Areas				
Liturgy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Hebrew calendar/lifecycle rituals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Halakha	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Jewish bioethics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Hebrew	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Jewish theology/philosophy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**NAJC BCC Graduate Theological Equivalency
EQUIVALENCY WORKSHEET**

Name	Click or tap here to enter text.		
Address	Click or tap here to enter text.		
City, State, Zip code, Country	Click or tap here to enter text.		
Phone Number	Click or tap here to enter text.	E-mail	Click or tap here to enter text.

Section 2: Graduate Theological Education Equivalency	N/A	<input type="checkbox"/>
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If you are not applying for a Graduate Theological Equivalency, in lieu of checking each “N/A” within this section, please check “N/A” above and go to Section 3. If you are applying for a Graduate Theological Education Equivalency, please check “N/A” next to any section that you are not using in your equivalency application.

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). Candidates who received ordination/semicha or cantorial commission 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 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. Candidates who neither hold a graduate degree in a Jewish subject matter and have not received ordination or cantorial commission must document equivalencies totaling a minimum of 72 credit hours of graduate-level work. The six core Jewish subject areas must be covered within the 72 credit hours. If you are applying for a Graduate Theological Education Equivalency, please see each section outlining the method for seeking equivalency and follow the instructions in the section. Please also check “N/A” for each method of equivalency for Graduate Theological Education Equivalency that you are not submitting.

Section 1.1 Equivalency by Transcript

N/A

Name of Institution							Click or tap here to enter text.					
Qualifying Degree							Date Conferred		CHEA/CHE Accredited		Total Hours	
Click or tap here to enter text.							Click or tap here to enter text.		YES		<input type="checkbox"/>	
									NO		<input type="checkbox"/>	
											Click or tap here to enter text.	

Section 1.2 Equivalency by Examination

N/A

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

Name of Testing Organization	Name of Test	Hours of Learning Represented by Test*	Credit Towards Core Jewish Subject Matter Area
Choose an item.	Click or tap here to enter text.	Click or tap here to enter text.	Yes <input type="checkbox"/> Choose an item. No <input type="checkbox"/> N/A <input type="checkbox"/>
Choose an item.	Click or tap here to enter text.	Click or tap here to enter text.	Yes <input type="checkbox"/> Choose an item. No <input type="checkbox"/> N/A <input type="checkbox"/>
Choose an item.	Click or tap here to enter text.	Click or tap here to enter text.	Yes <input type="checkbox"/> Choose an item. No <input type="checkbox"/> N/A <input type="checkbox"/>
Choose an item.	Click or tap here to enter text.	Click or tap here to enter text.	Yes <input type="checkbox"/> Choose an item. No <input type="checkbox"/> N/A <input type="checkbox"/>
Choose an item.	Click or tap here to enter text.	Click or tap here to enter text.	Yes <input type="checkbox"/> Choose an item. No <input type="checkbox"/> N/A <input type="checkbox"/>
Choose an item.	Click or tap here to enter text.	Click or tap here to enter text.	Yes <input type="checkbox"/> Choose an item. No <input type="checkbox"/> N/A <input type="checkbox"/>
Choose an item.	Click or tap here to enter text.	Click or tap here to enter text.	Yes <input type="checkbox"/> Choose an item. No <input type="checkbox"/> N/A <input type="checkbox"/>
Total Hours requested in this section.			Click or tap here to enter text.

*To request example equivalency calculations of semester hours represented by the test for specific Core Jewish subject matter, please contact the Certification Chair at certify@najc.org.

Please submit an official document from the Testing Organization verifying you passed the test. For exams offered through the CICA program, an email from the office of the Cantors Assembly or the head of the CICA Program may serve as official documentation. This process will be the same for either Cantorial Council of America (CCA) or the American Conference of Cantors (ACC), if candidates passed an equivalent exam as part of an internship program in the past or in a future iteration of such a program

Section 1.3 Equivalency by Credentials

N/A

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. Please enter each earned licenses, certificates, or other credential and the corresponding semester hours below.

Earned license, certificate, or other credentials	Semester Hours
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Total Hours requested in this section.	Click or tap here to enter text.

Please submit a copy of the license, certificate, or other credential corresponding to each credential listed in the request of equivalency by license, certificate, or other credential.

Section 1.4 Equivalency by American Council on Education Credits

N/A

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.

Military Course(s) or Occupation(s)	Semester Hours
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Total Hours requested in this section.	Click or tap here to enter text.

Please submit a copy of the ACE Credit recommendation as documentation for the military course(s) and/or occupation(s) listed above.

Sections 1.5 Credit by Portfolio

N/A

NAJC recognizes Credit by Portfolio as a pathway to grant credit hours towards an equivalency for a bachelor's and/or master's degree to become a Board Certified Chaplain. Credit by Portfolio is available for the following prior learning experiences:

- Learning Completed in an Orthodox Yeshiva/Mesivta/Metivta that does not have an accreditation recognized by CHEA and does not issue an official transcript. N.B. this relates to

granting equivalencies towards a bachelor’s degree and/or a master’s degree to become a Board Certified Chaplain and is not a statement on *Das Torah*

- Credit for Published Papers, Papers, Podcasts, Videos, and/or Produced Music Recordings
- Credit from Shiurim, Graduate Level Adult Education, Supervised Private Study, and Continuing Education Events
- Credit for Work Experience

1.5a Yeshiva/Mesivta/Metivta

N/A

NAJC recognizes the *yeshiva/mesivta/metivta* model as a historical model of Jewish education that predates the college/university model of education. Candidates for Board Certified Chaplain seeking equivalencies for a bachelor’s and/or a master’s degree using learning completed in an Orthodox *yeshiva/mesivta/metivta* are encouraged to begin their equivalency process by speaking the NAJC *Yeshiva/Mesivta/Metivta* equivalency coordinator. Please email certify@najc.org to begin the equivalency process.

1.5b Published Papers, Unpublished Papers, Podcasts, Videos, and/or Produced Music

N/A

NAJC recognizes that Credit for Prior Learning can come in many forms. [Click on this link for a listing of Semester Credit for Prior Learning from published papers, unpublished papers, Podcasts, Videos, and/or Produced Music Recordings.](#) Enter each paper Published Papers, Unpublished Papers, Podcasts, Videos, and/or Produced Music and the corresponding semester hours in the section below.

Title of each Published Papers, Unpublished Papers, Podcasts, Videos, and/or Produced Music which you are using to request an equivalency	Semester Hours
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Total Hours requested in this section.	Click or tap here to enter text.

Submit a copy of each Published Papers, Unpublished Papers, Podcasts, Videos, and/or Produced Music for which equivalency credit is requested. Unfortunately, NAJC is not able to return copies of submitted Published Papers, Unpublished Papers, Podcasts, Videos, and/or Produced Music at this time.

1.5c Shiurim, Graduate Level Adult Education, Supervised Private Study, and continuing education events

N/A

NAJC recognizes that Jewish learning can take place through shiurim, graduate level adult education, supervised private study, and continuing education events. Please list each event or course of study for which you are seeking an equivalency. Please note, equivalencies in this category require documentation in the form of a certificate of participation or a letter, please see the note below. After entering the total contact hours for each , [please use this link to look up the corresponding Semester Hours for the number of Contact Hours](#) indicated in this section.

Title of Learning/Event	Name of Instructor	Date(s) of Learning	Total Contact Hours	Semester Hours
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Total Semester Hours Requested in this Section.		Click or tap here to enter text.		

Ideally, for equivalency, the shiur, graduate level adult education class, supervised private study, and or continuing education event concluded with a certificate of participation that lists the title, instructor/teacher/presenter/rav/etc, date and total number of contact hours as part of completing the learning experience. A letter from the instructor/teacher/presenter/rav/etc. that includes the title, date, and total number of contact hours from the learning may be used in lieu of a certificate. Please submit the certificate or letter as documentation of learning listed in this section.

1.5d Work Experience

N/A

Work Experience refers to credit hours granted for learning that occurs outside traditional educational environments, particularly focusing on the knowledge and skills acquired in the workplace. Please outline the experiences for which you are requesting credit, ensuring they are comparable to the coursework in higher education. Be specific and include the names and addresses of the individuals or organizations involved. Provide relevant dates and attach any supporting documentation, such as résumés, certificates, or letters of recommendation. If applicable, indicate how your work samples can be accessed. An interview may be necessary. NAJC uses the [Central Michigan University Easy-Reference guide for Determining the Number of Potential Credits for Work Experience](#).

Work Experience #1

Semester Hours Requested Click or tap here to

enter text.

1. Please detail the specific life or professional experiences that you believe qualify for life experience credit.

Click or tap here to enter text.

2. List the supporting materials you are submitting.

Click or tap here to enter text.

3. Identify the agencies or places of employment where the relevant learning experiences occurred.

Click or tap here to enter text.

4. Provide the names, addresses, and phone numbers of supervisors who can verify your experiences.

Click or tap here to enter text.

5. List classes from any CHEA or CHE accredited institution you are seeking credit for with this equivalency, including the course number, title, and a link to the course description.

Click or tap here to enter text.

6. Submit the required documentation listed in question 2 from this section.

Work Experience #2

Semester Hours Requested Click or tap here to

enter text.

1. Please detail the specific life or professional experiences that you believe qualify for life experience credit.

Click or tap here to enter text.

2. List the supporting materials you are submitting.

Click or tap here to enter text.

3. Identify the agencies or places of employment where the relevant learning experiences occurred.

Click or tap here to enter text.

4. Provide the names, addresses, and phone numbers of supervisors who can verify your experiences.

Click or tap here to enter text.

5. List classes from any CHEA or CHE accredited institution you are seeking credit for with this equivalency, including the course number, title, and a link to the course description.

Click or tap here to enter text.

6. Submit the required documentation listed in question 2 from this section.