

NAJC Graduate Theological Education Transcript Equivalency



Application

Educational Pre-Requisite for NAJC Certification

- Step 1** Fill out the NAJC Graduate Theological Education Transcript Equivalency worksheet.
1. Complete each section according to the instructions, including all requested information.
 2. Any section that does not apply or that you do not use should be marked as N/A (Not Applicable).
 3. Supporting documentation is required to grant a transcript equivalency. In each section, indicate the corresponding document you are submitting.
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- Step 2** 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.
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- Step 3** 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

Item	Criteria	Yes	No	?	#
1	Requesting Bachelor's Degree Equivalency Using Equivalency by Transcript	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Total Semester Hours Requested Using Transcript				<input type="checkbox"/> <input type="checkbox"/>
3	Requesting Master's Degree Equivalency Using Equivalency by Transcript	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	Total Semester Hours Requested Using Transcript				<input type="checkbox"/> <input type="checkbox"/>
5	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"/>	
6	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"/>	
7	Requesting Graduate Theological Education Equivalency for a degree not specified above	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8	Official Transcripts are available from the institution	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9	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"/>	
10	Transcript requires NACES review	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Graduate Theological Transcript Equivalency



Item	Equivalencies By Transcript are Requested for these Core Jewish Subject Matter Areas	Yes	No	?	#
11	Liturgy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12	Hebrew calendar/lifecycle rituals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13	Halakha	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14	Jewish bioethics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15	Hebrew	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16	Jewish theology/philosophy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Candidate Planning Rubric for Requesting Equivalencies By Transcript

Item	Criteria	Yes	No	?	#
1	Tested by CLEP, DANTES, NYU, CICA, and/or the Jerusalem Exam	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Official documentation of test results	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	Total Semester Hours Requested Using Equivalency by Examination			<input type="checkbox"/>	<input type="checkbox"/>

Item	Equivalencies By Transcript are Requested for these Core Jewish Subject Matter Areas	Yes	No	?	#
4	Liturgy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5	Hebrew calendar/lifecycle rituals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6	Halakha	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7	Jewish bioethics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8	Hebrew	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9	Jewish theology/philosophy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

NAJC BCC Graduate Theological Equivalency



Equivalency Worksheet

Name

Home Address

City

State

Zip

Email Address

Graduate Theological Education Equivalency

N/A

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 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. 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.

BCC Graduate Theological Equivalency



Equivalency by Transcript

N/A

Name of Institution

Qualifying Degree

Date Conferred

CHEA/CHE Accredited

Yes

No

Total Hours

BCC Graduate Theological Equivalency



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	Credit Towards Core Jewish Subject Matter Area Yes No ?	Hours of Learning Represented by Test*
		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
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		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Total Hours			

*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.

BCC Graduate Theological Equivalency



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
Total Hours	

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.

BCC Graduate Theological Equivalency



Equivalency by American Council on Education Credits

N/A

Credit through United States Armed Forces military service, training programs or examinations 20 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
Total Hours	

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



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

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.

BCC Graduate Theological Equivalency



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
Total Hours	

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.



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
Total Hours				

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.



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

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

Step 2 List the supporting materials you are submitting.

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

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

Step 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.

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



Work Experience #2

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

Step 2 List the supporting materials you are submitting.

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

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

Step 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.

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