

2009

Associate Chaplain Checklist



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Dear Applicant:

Enclosed is your application packet. For your convenience, a checklist has been provided. When submitting your application file to the APC National Office, it should include all of the items from Part 1. Any applicant whose file is incomplete will receive a Resubmission Letter and all application materials will be returned to the applicant. APC will retain a \$50 administration fee for reviewing and returning the materials. Applicants will have to completely reapply in the future. To facilitate reviewing your file, please submit the materials in duplicate in the order shown below. Divide the materials into two separate but identical packets.

✓ Part 1: Items To Be Sent By Applicant

- _____ Application Form
- _____ Application Fee of \$200
- _____ College degree transcripts or equivalency materials or equivalency granted letter
- _____ Seminary or Graduate degree transcripts or Theological Equivalency materials or Theological Equivalency granted letter
- _____ Documentation that you are Actively Functioning as a Chaplain
- _____ Ordination or Commissioning documentation
- _____ Administrator Recommendation Letter
- _____ Recommendation Letter from an Associate or Board Certified Chaplain of APC, a Certified Chaplain of the ACPE, CAPPE/ACPEP, NACC, NAJC, or NAVAC
- _____ Recommendation Letter from *either* another Associate or Board Certified Chaplain of APC, a Certified Chaplain of ACPE, CAPPE/ACPEP, NACC, NAJC, or NAVAC, or from a peer professional in a discipline other than chaplaincy with whom you have a working relationship (e.g., nurse, doctor, social worker)
- _____ 1 Unit of CPE (submit the most recent CPE Supervisor Final Evaluation)
- _____ 1 Verbatim (must be dated and from current work setting within the past 12 months)
- _____ Autobiography
- _____ 4 Competency Essays
- _____ Accountability for Ethical Conduct Statement (Place the original signed statement in an envelope marked: "*Confidential – Accountability*" – no need to duplicate)
- _____ Final Disposition of Application Materials / Contact Information Release Form

✓ Part 2: Item Which Must Be Sent Directly to APC Office from Faith Group

- _____ (Part B **5** 1.) Letter of Ecclesiastical Support From One's Faith Group
(Refer to List found at the back of the application.)

NOTE: Part 1 materials and documentation of equivalency, if any, must be submitted in **DUPLICATE**.

APC Review Process

Upon receipt of application	Upon receipt of application, an acknowledgment post card is sent, and generally the file will be reviewed within six to eight weeks.
Incomplete Files – Returned for Resubmission	An application file must be complete in order to meet with a review committee. Any applicant who submits an incomplete application will receive a Resubmission Letter, and all materials will be returned to the applicant. The APC will retain a \$50 administrative fee for reviewing and returning incomplete files.
Interview	Associate Chaplain review committee interviews are conducted

Important notes:

- ✦ Applicants must submit a complete file; otherwise their materials will be returned to them for resubmission in the future. The application is valid for one year (12 months) only. **All application materials must be submitted and are not optional.**
- ✦ Submit the current year's application. Standards are subject to change and you will be held to the standards in place for the year in which you apply. Not having the current application will cause your application to be returned to you for resubmission in the future.
- ✦ Must obtain Letter of Ecclesiastical Support from your faith group before applying to the APC. The endorsement process can take many months to complete, and we encourage you to contact your official endorser as soon as possible. Refer to the list of Religious Endorsing Bodies found at the back of this application. If you cannot find your faith group and need assistance, please contact the APC National Office prior to the deadline.
- ✦ Application and equivalency materials must be submitted in duplicate or a \$10 administrative fee will be assessed. Application materials must be divided into two separate but identical packets. **Please do not send documents in plastic sleeves or binders.**
- ✦ It is suggested that candidates secure application materials with a binder clip or place in two inexpensive folders. Binders cannot be returned to candidates. Also, please do not bind your documents as certain materials are copied for your entire committee, necessitating removing the spiral binding.
- ✦ **For a listing of local State/Area Leaders**, check the APC web site at: www.professionalchaplains.org Click on: About APC, Leadership, Local Leadership, Local Leadership Directory



Any questions? Please give the APC National Office a call: (847) 240-1014 or e-mail us at: Info@professionalchaplains.org



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The review process is conducted by the Association of Professional Chaplains. Make check or money order payable to Association of Professional Chaplains.

Application Fee: \$200.00
 Equivalency Fee: \$50.00¹

Note 1: Equivalency fees are non-refundable.

APPLICATION FOR ASSOCIATE CHAPLAIN

For Office Use Only

ID #

Application Instructions: Complete Parts A, B, and C and submit all application and equivalency documents in duplicate; otherwise, a \$10 administrative fee will be assessed.

Are you a member of the APC? No Yes as: Student Affiliate

PART A – QUESTIONNAIRE

1 PERSONAL INFORMATION

Salutation: Rev. Chaplain Rabbi Father Sister Brother Imam

Full Name:

Home Address:

City:

Home TEL:

State:

Zip Code:

Optional: Birth Date: ___/___/___ Sex: Male Female Ethnic Group: _____

► Religious Faith Group:

Institution Now Serving:

Institution Address:

City:

State Zip Code:

Work TEL:

FAX:

E-MAIL:

Position Title:

Hire Date: From / to

Hired by:

Administrator's Name

Administrator's Title

2 DOCUMENTATION OF EDUCATIONAL PREPARATION

Submit college and graduate degree transcripts from accredited institution(s)

College:

Degree/Major:

Date(s):

Seminary/Graduate:

Degree/Major:

Date(s):

Hours Earned: # (Sem / Qtr)

Any hours earned from CPE? #

Accredited by: _____. If the school is not accredited by a member of the Council for Higher Education Accreditation, or the degree doesn't meet the minimum of 48 semester credits, an equivalency must be filed. For accreditation information, refer to the CHEA website: www.chea.org.

EDUCATION EQUIVALENCY

- Equivalency materials enclosed for review.
- Pre-Application Equivalency approval letter enclosed based upon prior review.

3 ACTIVELY FUNCTIONING AS A CHAPLAIN

As indicated above, I am actively functioning as a chaplain in a pastoral care or specialized ministry setting. Submit a chaplaincy resume.

4 ORDINATION OR COMMISSIONING

Submit copy of Ordination or Commissioning documentation.

Faith Group, Conference, Diocese, etc. _____

Date(s): _____

PART B - SUPPORTING DOCUMENTS AND CLINICAL PASTORAL EDUCATION EVALUATION**5 SUPPORTING DOCUMENTS**

The applicant is responsible for obtaining the required Letter of Support and letters of recommendation. You must have four (4) separate letters from four (4) different individuals none of whom can have been a CPE Supervisor for the unit listed below. *All letters must recommend you for Associate Chaplain in the APC.*

1. LETTER OF ECCLESIASTICAL SUPPORT FROM ONE'S FAITH GROUP

Applicant must request the appropriate religious authority or agency to SEND DIRECTLY to the Association of Professional Chaplains a letter supporting his/her MINISTRY AS A CHAPLAIN and that he/she is in good standing as a minister. *(Refer to List found at the back of this application for the appropriate authority.)*

Religious Endorsing Body: _____

Endorser's Name: _____

REB Address: _____

Date of Letter of Support: _____

2. ADMINISTRATOR'S RECOMMENDATION LETTER

Applicant must submit a letter of recommendation from the administrator to whom he/she reports evaluating his/her pastoral, administrative, and/or clinical competence. The administrator must identify him/herself as the applicant's current supervisor. As noted above, if your administrator is the CPE supervisor listed on this application, you should request an Administrator Letter from another person you report to who has responsibility of your work as a chaplain (e.g., a nurse manager, HR manager.)

Name: _____

Title: _____

3. ASSOCIATE OR BOARD CERTIFIED CHAPLAIN RECOMMENDATION LETTER

Applicant must submit a letter of recommendation from an Associate or Board Certified Chaplain of the APC, or from a Certified Chaplain of the ACPE, CAPPE/ACPEP, NACC, NAJC, or NAVAC. Please circle the group with which the chaplain is an associate or certified.

Name: _____

Address: _____

4. ASSOCIATE, BOARD CERTIFIED CHAPLAIN, OR A PEER PROFESSIONAL RECOMMENDATION LETTER

Applicant must submit a letter from either another Associate or Board Certified Chaplain of the APC, a Certified Chaplain of the ACPE, CAPPE/ACPEP, NACC, NAJC, NAVAC; *or* from a peer professional other than a fellow noncertified chaplain (e.g., nurse, doctor, social worker) with whom the applicant has a working relationship.

Name: _____

Address: _____

6 CPE SUPERVISOR FINAL EVALUATION

NOTE: Any CPE units used to meet the 48 semester hour (or 72 quarter hour) education requirement cannot be used again in this section.

List your most recent successfully completed unit of clinical pastoral education and submit the Supervisor's Final Evaluation. The unit must have been taken at an Accredited center and accredited supervisor with the ACPE, CAPPE, or NACC.

CPE Center	Accredited by	Unit	CPE Supervisor	Dates

7 ACCOUNTABILITY FOR ETHICAL CONDUCT

Complete and return the Accountability Statement in an envelope marked "Accountability Statement - Confidential."

8 DISPOSITION / CONTACT RELEASE FORM

Complete and return the Final Disposition of Materials / Contact Information Release Form with application materials.

9 REQUIREMENTS FOR COMPLETION OF PROCESS

Application is valid at submission only and an incomplete file will be returned for resubmission in the future.

10 CONSENT

I certify that the information in my application materials is accurate and true. I hereby authorize the Association of Professional Chaplains' Executive Director, Office Staff, Commission on Certification, and Area Certification Committee to review and verify my application materials. I understand that providing false, incomplete, or misleading information may result in denial of my application or provide grounds for removing me from membership. I understand that my application materials will not be shared by the Association of Professional Chaplains outside of its processes.



Signature: _____

Date: _____

PART C – WRITTEN MATERIALS

Instructions: Prepare your materials and document the Associate Chaplain competencies listed below according to the instructions given. Please write clearly, succinctly and honestly. **Label each with the appropriate headings: Autobiography, Verbatim, or Essay I Theory of Pastoral Care Competencies, etc., and label each competency appropriately as well (e.g., TPC1, PRO2, etc.).** Only the competencies listed below need to be addressed for Associate Chaplain status.

A. AUTOBIOGRAPHY

Write and submit an autobiographical sketch of 2 to 3 pages. Highlight the major events and themes of your life as they have an impact on your practice of ministry. This paper is not strictly intended to demonstrate any particular competencies, but to serve as a recourse for your other materials.

B. VERBATIM

Submit one dated verbatim that demonstrates your current level of functioning. See the Verbatim Cover Sheet on the following pages for complete instructions. Attach a Verbatim Cover Sheet to the verbatim. **The following competency must be addressed in the verbatim.**

PRO5: Document one's contribution of care effectively in the appropriate records. At the conclusion of the verbatim, provide a sample of how you would document the visit.

C. COMPETENCY ESSAYS

All of the remaining competencies, except those already covered in the verbatim, must be addressed in 4 essays of not more than 2 pages each (single or double-spaced). **Clearly identify and label each Essay and Competency.**

Essay I: Theory of Pastoral Care Competencies

TPC1: Articulate a theology of spiritual care that is integrated with a theory of pastoral practice.

Essay II: Identity and Conduct Competencies

IDC1: Function pastorally in a manner that respects the physical, emotional, and spiritual boundaries of others.

IDC2: Use pastoral authority appropriately.

IDC3: Identify one's professional strengths and limitations in the provision of pastoral care.

IDC6: Function within the Common Code of Ethics for Chaplains, Pastoral Counselors, Pastoral Educators, and Students.

Essay III: Pastoral Competencies

PAS1: Establish, deepen, and end pastoral relationships with sensitivity, openness, and respect.

PAS2: Provide effective pastoral support that contributes to the well-being of patients, their families, and staff.

PAS3: Provide pastoral care that respects diversity and differences including, but not limited to culture, gender, sexual orientation, and spiritual/religious practices.

Essay IV: Professional Competencies

PRO2: Establish and maintain professional and interdisciplinary relationships.

D. OBSERVABLE COMPETENCIES

Do not address these two competencies in your essays. Both will be evaluated by committee observation during your interview.

IDC8: Communicate effectively orally and in writing.

IDC9: Present oneself in a manner that reflects professional behavior, including appropriate attire and personal hygiene.

In accordance with the APC Standards & Procedures Manual: Section One, Part Two, I. D.

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Verbatim Instructions:

Attach a copy of this form to the front of your verbatim. One dated verbatim is required and must be from the applicant's current work setting dated within the 12 months prior to the application deadline. The verbatim should demonstrate the applicant's current level of functioning and must demonstrate at least one (1) competency (PRO5) as checked below. A sample of patient record documentation should be provided at the end of the verbatim to demonstrate **PRO5**.

Other competencies may also be demonstrated in the verbatim. Check the competency being addressed and clearly identify where the competency is demonstrated in the verbatim and the verbatim analysis. FOR EXAMPLE: To address PAS2, the verbatim would include evidence of pastoral support that contributed to well-being of patients, their families, and staff. PAS2 would be checked.

Competencies demonstrated in the verbatim do not need to be addressed in the Competency Essays.

The following competencies are demonstrated in this verbatim (check all that apply):

- TPC1: Articulate a theology of spiritual care that is integrated with a theory of pastoral practice.
- IDC1: Function pastorally in a manner that respects the physical, emotional, and spiritual boundaries of others.
- IDC2: Use pastoral authority appropriately.
- IDC3: Identify one's professional strengths and limitations in the provision of pastoral care.
- IDC6: Function within the Common Code of Ethics for Chaplains, Pastoral Counselors, Pastoral Educators, and Students
- PAS1: Establish, deepen, and end pastoral relationships with sensitivity, openness, and respect.
- PAS2: Provide effective pastoral support that contributes to well-being of patients, their families, and staff.
- PAS3: Provide pastoral care that respects diversity and differences including, but not limited to culture, gender, sexual orientation and spiritual/religious practices.
- PRO2: Establish and maintain professional and interdisciplinary relationships.
- PRO5: Document one's contribution of care effectively in the appropriate records.

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I. STANDARDS FOR ASSOCIATE CHAPLAIN

A. DEFINITION OF AN ASSOCIATE CHAPLAIN

"A person, ordained or commissioned in a religious vocation, in good standing with his/her own faith group, recommended by a Review Committee, approved by the Commission on Certification, and ratified by the Board of Directors of the Association of Professional Chaplains, Inc."

DEFINITION OF A PROVISIONAL ASSOCIATE CHAPLAIN

"A Provisional Associate Chaplain has demonstrated professional excellence as a chaplain, meeting all the Board Certified Chaplain (BCC) eligibility requirements. The BCC candidate may be granted PAC status in the following situation:

1. The AC candidate has demonstrated competency in at least 9 competencies inclusive of all those related to pastoral functioning (PAS 1-3).

"An Associate Chaplain has two years from the date of the application deadline to submit an application for a subsequent appearance to demonstrate competency in the remaining standards to a review committee. If a PAC does not complete this requirement within the specified timeframe, the PAC will be removed from the APC roster and will need to reapply."

B. GENERAL STANDARDS

NOTE: Equivalencies may be accepted for a Bachelor's Degree or a Graduate Theological Education (in accordance with APC Standards & Procedures Manual: Section One, Part Three, Equivalency Requirements). It is the obligation of the applicant to demonstrate the education equivalency to the satisfaction of the Commission on Certification. The final decision on whether a given applicant needs to file for an equivalency rests with that Commission.

1. Bachelor's Degree from a college or university that is accredited by a member of the Council for Higher Education Accreditation. Check accreditation on their website: www.chea.org.
2. Master's Degree in theological studies, which involves a minimum of 48 semester hours (or 72 quarter hours) of credit.
 - a. The 48 semester credit requirement must be obtained from an institution accredited by a member of the Council for Higher Education Accreditation (www.chea.org).
 - b. If the applicant's theological education degree program does not involve at least 48 semester hours of credit, the applicant must apply for an equivalency and may make up the difference by documenting other graduate degrees granted, courses, graduate professional continuing education, or graduate-level educational experiences, any and all of which must be approved by the APC Commission on Certification through the equivalency process (refer to page 11 for instructions and also to the Theological Equivalency Worksheet found at the back of this application). *When downloading the application from the APC website, please also download the Theological Equivalency Worksheet if filing a theological equivalency.* The worksheet must be returned with your equivalency documents.
3. Current ordination or commission by a recognized religious authority according to the standard practice and policy of that authority to function in a ministry of pastoral care.
4. Current ecclesiastical Letter of Support from one's faith group indicating that the applicant is in "good standing" and is supported for ministry as a chaplain. Faith groups must be recognized by the National Conference on Ministry to the Armed Forces (NCMAF) or by the Yearbook of American & Canadian Churches. If not, documentation must be provided in order to conduct a review of the faith group. Contact the APC National Office for further details.
5. Clinical Education to function as a competent pastoral care provider. The required education is one (1) unit (400 hours) of Clinical Pastoral Education (CPE) as accredited by the Association for Clinical Pastoral Education (ACPE), National Association of Catholic Chaplains (NACC) or the Canadian Association for Pastoral Practice and Education (CAPPE/ACPEP).
6. Actively functioning as a Chaplain in a pastoral care or specialized ministry setting. Include a simple resume (chaplaincy experience only).

C. COMPETENCY STANDARDS

The Competency Standards are listed on page 3 of this application: Part C - Essay Section, and are in accordance with the APC Standards & Procedures Manual. All of these competencies must be evident in any applicant for Associate Chaplain to the satisfaction of the APC Commission on Certification.

AC – PREPARATION OF MATERIALS

II. PROCEDURES FOR ASSOCIATE CHAPLAIN

A. PREPARATION OF MATERIALS FOR APPEARANCE BEFORE A REVIEW COMMITTEE (Regular Candidates)

1. **Part A – Questionnaire:** Applicants for Associate Chaplain must submit the following:
 - a. Complete all sections of the application
 - b. Submit official college and seminary/graduate school transcripts
 - c. Submit a resume of chaplaincy experience
 - d. Submit ordination or commissioning documentation
2. **Part B – Supporting Documents and Clinical Pastoral Education Evaluation:** Applicants shall request and/or submit the following items, which speak to the applicant's pastoral and clinical competence. **All letters must recommend the applicant for Associate Chaplain in the APC. You must have four (4) separate letters from four (4) different individuals, none of whom can have been one of your CPE Supervisors for the unit listed on the application.**
 - a. **Letter #1:** A current Letter of Ecclesiastical Support from one's religious faith group.
 - b. **Letter #2:** A letter of recommendation from the institutional administrator to whom the applicant is responsible. The administrator must identify him/herself as the applicant's supervisor. As noted above, if your administrator is the CPE supervisor listed on your application, you should request an Administrator Letter from another person you report to who has responsibility for and knowledge of your work as a chaplain.
 - c. **Letters #3 and #4:** Two letters of recommendation from professional colleagues. At least one letter must be from an Associate or a Board Certified chaplain of the APC, or from a Certified Chaplain of ACPE, CAPPE, NACC, NAJC, or NAVAC. Letter #4 may be from another Associate or Certified Chaplain, or a peer professional in a discipline other than chaplaincy (e.g., doctor, nurse, social worker) with whom the applicant has a working relationship.
 - d. One CPE Supervisor's Final Evaluation of the applicant's most recent CPE unit, taken at an accredited CPE center (ACPE, CAPPE, or NACC) and under the supervision of an ACPE, NACC, or CAPPE certified supervisor, which treat at least the following subjects:
 - A description of the applicant's development as a person and pastor during CPE
 - An appraisal of the applicant's assets and liabilities as a pastoral caregiver in an institutional or other specialized environment
 - An evaluation of the applicant's capability to establish and/or conduct a pastoral care ministry in a specialized environment
 - A Statement that the applicant has successfully completed and received credit for the unit
 - e. Complete, sign, and return the original APC Accountability for Ethical Conduct Statement with your application.
 - f. Complete, sign, and return the Final Disposition of Application Materials/Contact Information Release Form with your application.
3. **Part C – Essay Section:** Applicant shall submit the following with the appropriate headings.
 - a. **Autobiography:** Write and submit an autobiographical sketch of 2 to 3 pages. Highlight the major events and themes of your life as they have an impact on your practice of ministry. This paper is not strictly intended to demonstrate any particular competencies, but to serve as a backdrop for your other materials.
 - b. **Verbatim:** Submit one (1) dated verbatim that demonstrates your current level of functioning. The verbatim must be current and should be of patient/client interaction that has taken place within the past 12 months of the deadline for submitting materials and must be from the applicant's current work setting. ***Refer to Part C of the application for complete details.***
 - c. **Demonstration of Competencies:** All of the remaining competencies, except those already covered in the verbatim should be addressed in one of the four Competency Essays. The Competency Essays should be no more than two (2) pages each (single or double-spaced). Clearly identify and label each essay and competency. ***Refer to Part C of the application for complete details.***
4. Fees must accompany the application. Checks or money orders must be payable to the Association of Professional Chaplains. All fees must be current before any equivalencies are processed or the applicant's file is reviewed by the APC Office. The application fee structure as of September 2000 is as follows:

Application fee:	\$200.00	<i>Refundable only if an equivalency is denied</i>
Equivalency fee:	\$ 50.00	<i>(Non-refundable)</i>

5. Requirements for the completion of the application process: The application is valid for this year's submission only and is not transferable to the following year. Any applicant who submits an incomplete file will have his/her file returned for resubmission in the future. The APC will retain a \$50 administrative fee to cover the cost of reviewing the file and returning the materials.

B. AFTER SUBMISSION OF THE APPLICATION

Applications are reviewed in the APC National Office for completeness. They will be considered complete and will be forwarded to the review committee ONLY after all materials are received, all equivalencies (if any) have been approved, and all fees are paid.

The applicant will meet with a review committee. The process is as follows:

1. The APC National Office will notify the applicant and Area Certification Chairperson when the applicant's materials have been reviewed and are complete (**Complete File Letter**).
2. The Area Certification Chairperson will appoint a Convener who will coordinate the date, time and place for the committee meeting with the applicant and committee members (**Notification to Applicant Form**). An effort will be made to minimize travel to the interview.
3. The applicant will receive a copy of the Presenter's Report, containing a review and summary of materials at least three (3) business days prior to the committee interview.
4. The applicant will meet with a review committee.
5. After the interview, the Presenter of the review committee will submit the Interview Form to the Commission on Certification, which will include one or more of the following recommendations:
 - a. Associate Chaplain status
 - b. Provisional Associate Chaplain: When at least 9 of the 12 competencies, including all three pastoral competencies, have been demonstrated in the interview, an applicant may be granted provisional status and a subsequent appearance before another committee. The applicant will have two years to reappear or he/she will have to reapply.
 - c. Qualified Recommendation, pending review by the Commission on Certification regarding specific technical (not competency) questions
 - d. Subsequent Appearance Only.
6. The applicant will receive a verbal report of the Committee's decision and recommendation(s) before the end of the interview and a written copy of the Interview Form will be mailed to the applicant within five (5) business days of the committee meeting.
7. Any questions about these matters should be addressed to the APC National Office.
8. Associate Chaplain status will be effective after the Commission on Certification has approved and the Board of Directors has ratified the committee's recommendation.
9. Membership dues in the Association of Professional Chaplains will not be invoiced until after the approval of the applicant's application by the Commission on Certification. The APC membership year is from November 1 through October 31.

REQUIREMENTS FOR DOCUMENTATION OF AN EDUCATION EQUIVALENCY

I. INTRODUCTION

The official Standards of the Association of Professional Chaplains require a Bachelor's Degree, Graduate Theological Education Degree, Clinical training (CPE), and pastoral experience as necessary components of a chaplain's education. Competence in these areas is essential for anyone wishing to achieve the level of professionalism that becoming a member of the APC entails.

We expect the APC educational standards to remain normative. However, we recognize that there may be other avenues through which some candidates or applicants may achieve and demonstrate competencies. Hence, we may consider certain activities or educational programs as equivalencies, to be substituted for APC standards as stated. When equivalencies are requested, they must be clearly and thoroughly documented.

The APC Commission on Certification is responsible for ascertaining the legitimacy of any equivalencies requested. Questions concerning equivalencies or meeting basic requirements may be addressed to the Commission on Certification and sent to the APC National Office.

A. DEFINITION OF AN EQUIVALENCY

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

B. RESPONSIBILITIES FOR EQUIVALENCY DOCUMENTATION

The candidate or applicant is responsible for documenting the manner in which equivalencies meet the Standards. This is usually done through reports, transcripts and/or evaluations from academic institutions, religious faith group officials, administrators, and/or supervisors.

When preparing your education equivalency materials, refer to the Theological Education Equivalency Worksheet for complete instructions (found towards the back of this application). *When downloading an application from the APC website, please also download the appropriate equivalency worksheet. The Theological Education Equivalency Worksheet must be returned with your equivalency documents and all materials must be submitted in duplicate.* A thorough review will be conducted by the Commission on Certification, and the applicant/candidate will be notified of the Commission's decision. All equivalency decisions made by the Commission on Certification are final.

II. TYPES OF EQUIVALENCY

A. BACHELOR'S DEGREE

Required documentation when requesting an equivalency for a Bachelor's Degree: Document that an equivalency for a Bachelor's Degree has been approved for you by a theological school that is accredited by a member of the Council for Higher Education Accreditation (www.chea.org).

B. GRADUATE THEOLOGICAL EDUCATION DEGREE

Requirement: The requirement for graduate theological education is a degree that meets the minimum of 72 semester hours (or 108 quarter hours) of credit for Board Certified Chaplain, and 48 semester hours (or 72 quarter hours) of credit for Associate Chaplain.

REQUIREMENTS FOR DOCUMENTATION OF AN EDUCATION EQUIVALENCY

Accreditation: Any graduate theological degree or any graduate theological courses which were offered at an institution accredited by a member of the Council for Higher Education Accreditation (www.chea.org); which are not being used to satisfy another certification standard requirement may count toward the fulfillment of the graduate theological education requirement.

Transcripts: The candidate or applicant shall send transcripts for graduate theological education degrees and/or courses which are CHEA accredited with the total hours clearly marked.

Not Accredited: An equivalency must be requested for any graduate theological education that is NOT accredited by a member of CHEA. Provide school catalog, a list of faculty members and their credentials, and course descriptions.

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

1. Degrees/courses from non-CHEA accredited institutions are given full credit hours when the candidate or applicant can document that the professor's qualifications and course content are up to CHEA standards.
2. Graduate level continuing education and other educational experiences are given credit hours at the rate of one credit hour per one hundred contact hours.

3. Extra units of clinical training are granted credit hours at the rate of five (5) semester hours for each CPE unit up to a maximum of three (3) units. "Extra" is defined as any CPE unit which is not used to meet the four (4) required units for certification (or one unit needed for Associate chaplain status) and/or is not already included in the candidate's or applicant's graduate theological education degree.
4. **The Theological Education Equivalency Worksheet must be completed and returned with your graduate education equivalency materials.**

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Association of Professional Chaplains

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CODE OF ETHICS

100 Code of Ethics (Description and Aspirations of APC)

The Association of Professional Chaplains (Association) is an association of providers of pastoral care endorsed by faith groups to serve persons in physical, mental, spiritual, or social need in diverse settings. The mission of the Association is to provide excellence in pastoral care and counseling through the Association's various programs and activities and to promote public support for skilled spiritual care. The vision of the Association is to integrate professional pastoral and skilled spiritual care into the total care provided to persons in diverse settings. We seek to fulfill our vision in partnership with other organizations that share our mission.

In promoting the Mission of the Association, certain principles and values under gird all organizational efforts. The Association sets forth this Code to inform its members and those with whom they work of those principles and values and the expectations for ethical behavior they engender. This Code does not undertake to define standards of professional conduct of members for purposes of civil liability. In becoming a member of the Association, one affirms this Code and holds oneself accountable to it. Membership implies agreement to participate with integrity in any process of the Association to hold oneself or other members accountable to this Code, and to accept the Standards and judgments of the Association.

110 General Principles and Values

- 110.1 The Association and its Members shall demonstrate commitment to these values in relationships with members, those served, colleagues and through conduct in their professional roles.
- 110.11 The individual person possesses dignity and worth.
- 110.12 The spiritual dimension of a person is an essential part of an individual's striving for health, wholeness and meaning in life.
- 110.13 The spiritual care of persons is a critical aspect of the total care offered in the delivery of care for public and private institutions and organizations.
- 110.14 Inclusivity and diversity are foundational values in pastoral services offered to persons and are valued throughout the structures of the Association.
- 110.15 Public advocacy related to spiritual values and social justice concerns is promoted on behalf of persons in need.

120 Ethical Standards for the Association

- 120.1 The Association shall promote integrity, competence, respect for the dignity of all persons, and collegiality among its members.
- 120.11 The Association shall admit to membership, employ and serve all qualified persons without discrimination regardless of race, ethnicity, sexual orientation, gender, age, disability, religion, or faith group.

- 120.12 The Association shall work for the improvement and growth of pastoral care according to its mission.
- 120.13 The Association shall, in conformity to its by-laws, provide structures and resources to maintain its Standards and promote its educational programs.
- 120.14 The Association shall follow its by-laws, policies, and processes in holding itself and its members accountable to its standards for competency and ethical behavior.

130 Ethical Standards for Members

- 130.1 Members shall treat all persons with dignity and respect.
- 130.11 Members shall serve all persons without discrimination regardless of religion, faith group, race, ethnicity, sexual orientation, gender, age, or disability.
- 130.12 Members shall demonstrate respect for the opinions, beliefs and professional endeavors of other members, their colleagues and those with whom they have contact in their professional role as chaplain.
- 130.13 Members shall affirm the religious and spiritual freedom of all persons and refrain from imposing doctrinal positions or spiritual practices on persons whom they encounter in their professional role as chaplain.
- 130.14 Members shall not condone or support unlawful discrimination against colleagues or others with whom they have contact in their professional role as chaplain.
- 130.15 Members shall be accountable for maintaining the integrity of the pastoral relationship. They will not use their professional position with, or knowledge of, another for personal gain. They shall refrain from emotional, financial, sexual or any other form of exploitation.
- 130.16 Members shall not engage in sexual misconduct. Sexual misconduct includes sexual abuse, sexual exploitation and sexual harassment. Sexual misconduct includes, but is not limited to: sexual advances; requests for sexual favors; verbal, physical or visual conduct of a sexual nature; any pattern of behavior that would be perceived as sexual misconduct.
- 130.2 Members shall respect the privacy of all persons.
- 130.21 Members shall follow the policies of their employing institution regarding patient confidentiality sharing private information about those whom they serve only according to those policies, the member's religious tradition, or as required by law.
- 130.22 Members shall refrain from relating experiences that expose the vulnerabilities of those served or their families to derision or ridicule.
- 130.23 Members shall seek to guard the identities of those served in any consultations, presentations or publications unless the person served, or their family if the person cannot give consent, has given the member written permission for disclosure of the relationship.
- 130.24 Members shall respect the private communications of colleagues unless to do so would violate the safety and well-being of another or be in conflict with the laws or policies of the state, an institution or the Association.
- 130.3 Members shall conduct themselves with integrity in all their professional relationships including those whom they serve, their colleagues and the Association.
- 130.31 Members shall accurately represent their professional qualifications and affiliations.

- 130.32 Members shall maintain accurately and currently any patient records, financial accounts or other documents required in the course of their work.
- 130.33 Members shall respond with honesty and timeliness to any commission or representative of the Association duly authorized to make inquiry into their work.
- 130.34 Members shall provide the Association immediate notice of any complaint of unethical conduct made against them in a civil, criminal, ecclesiastical, employment or another professional organization's forum. Members will provide the APC Ethics Commission, or designee, in a timely fashion the information they request regarding the investigation, adjudication, dismissal or settlement of such complaint. Failure to report or provide accurate, full and truthful information constitutes a violation of this Code. A finding of unethical conduct in one of these forums may lead to discipline within APC even if the event did not occur within the scope of the member's professional role as a chaplain or a situation over which APC would have jurisdiction.
- 130.4 Members shall conform to the Association's expectations of competency.
- 130.41 Members shall maintain an active relationship and good standing within the faith communities in which they are ordained, or commissioned or endorsed.
- 130.42 Members shall pursue ongoing personal growth and professional development in theology, spirituality, pastoral skills, and other areas, which enhance their professional proficiency.
- 130.43 Members shall make referrals or obtain consultations when in the best interests of those served and maintain interdisciplinary and interprofessional relationships to foster these practices.
- 130.44 Members shall take responsible action when they become aware that they themselves or another member is impaired or otherwise unable to maintain the Association's Code of Ethics or Standards of professional competency.
- 130.5 Members shall conform to the Association's expectations of professional behavior.
- 130.51 Members shall endeavor to enrich the mission and presence of the religious communities with which they work and are affiliated.
- 130.52 Members shall seek to represent the best interests of those whom they serve giving voice to the vulnerable whenever possible.
- 130.53 Members shall not knowingly use or permit others to use the member's services to secure unfair personal or professional advantage.
- 130.54 Members shall establish and maintain interprofessional relationships to foster partnerships and interdisciplinary cooperation.

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Common Code of Ethics for Chaplains, Pastoral Counselors, Pastoral Educators and Students

hereinafter referred to as: Spiritual Care Professionals

This document is one of four foundational documents affirmed by the constituent boards of the Council on Collaboration on November 7, 2004 in Portland, Maine. Collectively, these documents establish a unified voice for the six organizations that have affirmed them and describe what it means to these organizations to be a professional pastoral care provider, pastoral counselor or educator. The four documents are:

- Common Standards for Professional Chaplaincy
- Common Standards for Pastoral Educators/Supervisors
- Common Code of Ethics for Chaplains, Pastoral Counselors, Pastoral Educators and Students
- Principles for Processing Ethical Complaints

The membership of the participating groups represents over 10,000 members who currently serve as chaplains, pastoral counselors, and clinical pastoral educators in specialized settings as varied as healthcare, counseling centers, prisons or the military. The complete documents and information about each of the collaborating groups can be found on the following websites:

- Association of Professional Chaplains (APC) - www.professionalchaplains.org
- American Association of Pastoral Counselors (AAPC) - www.aapc.org
- Association for Clinical Pastoral Education (ACPE) - www.acpe.edu
- National Association of Catholic Chaplains (NACC) - www.nacc.org
- National Association of Jewish Chaplains (NAJC) - www.najc.org
- Canadian Association for Pastoral Practice and Education (CAPPE/ACPEP) - www.cappe.org

For more information on the foundations of professional pastoral care see "*Professional Chaplaincy: Its Role and Importance in Healthcare*" available at <http://www.professionalchaplains.org/professional-chaplain-services-resources-reading-room-hc-role.htm>.

The Code of Ethics for Spiritual Care Professionals:

- gives expression to the basic values and standards of the profession;
- guides decision making and professional behavior;
- provides a mechanism for professional accountability; and
- informs the public as to what they should expect from Spiritual Care Professionals.

Preamble

Spiritual Care Professionals are grounded in communities of faith and informed by professional education and training.

They are called to nurture their personal health of mind, body and spirit and be responsible for their personal and professional conduct as they grow in their respect for all living beings and the natural environment.

When Spiritual Care Professionals behave in a manner congruent with the values of this code of ethics, they bring greater justice, compassion and healing to our world.

Spiritual Care Professionals:

- affirm the dignity and value of each individual;
- respect the right of each faith group to hold to its values and traditions;
- advocate for professional accountability that protects the public and advances the profession; and
- respect the cultural, ethnic, gender, racial, sexual-orientation, and religious diversity of other professionals and those served and strive to eliminate discrimination.

1.0 Ethical Principles in Relationships with Clients

Spiritual Care Professionals understand clients to be any counselees, patients, family members, students or staff to whom they provide spiritual care. In relationships with clients, Spiritual Care Professionals uphold the following standards of professional ethics. Spiritual Care Professionals:

- 1.1 Speak and act in ways that honor the dignity and value of every individual.
- 1.2 Provide care that is intended to promote the best interest of the client and to foster strength, integrity and healing.
- 1.3 Demonstrate respect for the cultural and religious values of those they serve and refrain from imposing their own values and beliefs on those served.
- 1.4 Are mindful of the imbalance of power in the professional/client relationship and refrain from exploitation of that imbalance.
- 1.5 Maintain relationships with clients on a professional basis only.
- 1.6 Avoid or correct any conflicts of interest or appearance of conflicting interest(s).
- 1.7 Refrain from any form of sexual misconduct, sexual harassment or sexual assault in relationships with clients.
- 1.8 Refrain from any form of harassment, coercion, intimidation or otherwise abusive words or actions in relationships with clients.
- 1.9 Safeguard the confidentiality of clients when using materials for educational purposes or written publication.
- 1.10 Respect the confidentiality of information entrusted to them by clients when communicating with family members or significant others except when disclosure is required for necessary treatment, granted by client permission, for the safety of any person or when required by law.
- 1.11 Understand the limits of their individual expertise and make referrals to other professionals when appropriate.

2.0 Ethical Principles in Relationships Between Supervisors/Educators and Students

Spiritual Care Professionals respect the integrity of students using the power they have as supervisors/educators in responsible ways. Spiritual Care Professionals:

- 2.1 Maintain a healthy educational environment free of coercion or intimidation.
- 2.2 Maintain clear boundaries in the areas of self-disclosure, intimacy and sexuality.
- 2.3 Provide clear expectations regarding responsibilities, work schedules, fees and payments.
- 2.4 Provide adequate, timely and constructive feedback to students.
- 2.5 Maintain a healthy respect for the personal growth of students and provide appropriate professional referrals.
- 2.6 Maintain appropriate confidentiality regarding all information and knowledge gained in the course of supervision.

3.0 Ethical Principles in Relationships with Faith Community

Spiritual Care Professionals are accountable to their faith communities, one another and other organizations. Spiritual Care Professionals:

- 3.1 Maintain good standing in their faith group.
- 3.2 Abide by the professional practice and/or teaching standards of the state/province, the community and the institution in which they are employed. If for any reason a Spiritual Care Professional is not free to practice or teach according to conscience, the Spiritual Care Professional shall notify the employer, his or her professional organization and faith group as appropriate.
- 3.3 Do not directly or by implication claim professional qualifications that exceed actual qualifications or misrepresent an affiliation with any institution.

4.0 Ethical Principles in Relationships with Other Professionals and the Community

Spiritual Care Professionals are accountable to the public, faith communities, employers and professionals in all professional relationships. Spiritual Care Professionals:

- 4.1 Promote justice in relationships with others, in their institutions and in society.
- 4.2 Represent accurately their professional qualifications and affiliations.
- 4.3 Exercise good stewardship of resources entrusted to their care and employ sound financial practices.
- 4.4 Respect the opinions, beliefs and professional endeavors of colleagues and other professionals.
- 4.5 Seek advice and counsel of other professionals whenever it is in the best interest of those being served and make referrals when appropriate.
- 4.6 Provide expertise and counsel to other health professionals in advocating for best practices in care.
- 4.7 Seek to establish collaborative relationships with other community and health professionals.
- 4.8 Advocate for changes in their institutions that would honor spiritual values and promote healing.
- 4.9 Provide other professionals with chart notes where they are used that further the treatment of the clients or patients, obtaining consent when required.

- 4.10 Communicate sufficient information to other care team members while respecting the privacy of clients.
- 4.11 Ensure that private conduct does not impair the ability to fulfill professional responsibilities or bring dishonor to the profession.
- 4.12 Clearly distinguish between statements made or actions taken as a private individual and those made as a member or representative of one of the cognate organizations.

5.0 Ethical Principles in Relationships with Colleagues

Spiritual Care Professionals engage in collegial relationships with peers, other chaplains, local clergy and counselors, recognizing that perspective and judgment are maintained through consultative interactions rather than through isolation. Spiritual Care Professionals:

- 5.1 Honor all consultations, whether personal or client-related, with the highest professional regard and confidentiality.
- 5.2 Maintain sensitivity and professional protocol of the employing institution and/or the certifying organization when receiving or initiating referrals.
- 5.3 Exercise due caution when communicating through the internet or other electronic means.
- 5.4 Respect each other and support the integrity and well being of their colleagues.
- 5.5 Take collegial and responsible action when concerns about or direct knowledge of incompetence, impairment, misconduct or violations against this code arise.
- 5.6 Communicate sufficient information to other care team members while respecting the privacy of clients.

6.0 Ethical Principles in Advertising

Spiritual Care Professionals engage in appropriate informational activities that educate the public about their professional qualifications and individual scopes of practice. Spiritual Care Professionals:

- 6.1 Represent their competencies, education, training and experience relevant to their practice of pastoral care, education and counseling in an accurate manner.
- 6.2 Do not use any professional identification (business cards, letterhead, Internet or telephone directory, etc.) if it is false, misleading, fraudulent or deceptive.
- 6.3 List and claim as evidence only degrees and certifications that are earned from educational institutions and/or training programs recognized by the certifying organizations of Spiritual Care Professionals.
- 6.4 Ascertain that the qualifications of their employees, supervisees and students are represented in a manner that is not false, misleading, fraudulent or deceptive.
- 6.5.1 Represent themselves as providing specialized services only if they have the appropriate education, training or supervised experience.

7.0 Ethical Principles in Research

Spiritual Care Professionals engaging in research follow guidelines and applicable laws that strive to protect the dignity, privacy and well-being of all participants. Spiritual Care Professionals:

- 7.1 Engage only in research within the boundaries of their competence.
- 7.2 In research activities involving human participants, are aware of and ensure that the research question, design and implementation are in full compliance with ethical principles.


- 7.3 Adhere to informed consent, including a clear and understandable explanation of the procedures, a description of the risks and benefits, and the duration of the desired participation.
- 7.4 Inform all participants of the right to withdraw consent and to discontinue involvement at any time.
- 7.5 Engage in research while being sensitive to the cultural characteristics of participants.
- 7.6 Maintain the confidentiality of all research participants and inform participants of any limits of that confidentiality.
- 7.7 Use any information obtained through research for professional purposes only.
- 7.8 Exercise conscientiousness in attributing sources in their research and writing thereby avoiding plagiarism.
- 7.9 Report research data and findings accurately.

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ASSOCIATION OF PROFESSIONAL CHAPLAINS

ACCOUNTABILITY FOR ETHICAL CONDUCT



 Please read carefully and complete Sections I or II.

Section I: I certify that (a) no complaint against me for unethical conduct has been filed, is pending, or has been settled in a civil, criminal, ecclesiastical, employment or another professional organization's forum; and (b) I have never resigned, been terminated nor negotiated a settlement from a position for reasons related to unethical conduct.

 Signature: _____

Date: _____

Printed Name: _____

Section II: If the above cannot be certified, provide an account of the complaint including the forum, charges, and final outcome. Provide contact information for people, involved in the process, you authorize to give full information to APC representatives. Each situation will be evaluated on its own merits by the Accountability Review Panel. Prior complaints are not an automatic bar to membership. Information obtained will not be sent to the committee. APC has the right to extend or deny candidate status or membership according to the judgment of the Accountability Review Panel, regardless of previous complaints, other forum's findings or the candidate/applicants subsequent remedial actions. If denied, the applicant may resubmit an application at a later time. Decisions are final and binding on APC. (Attach pages if necessary.)

 Please read carefully and sign Section III.

Section III: I understand that as a condition of membership in the Association of Professional Chaplains, I will provide to the Association timely notice of any complaint of unethical conduct filed against me (*Code of Ethics*, Standard 130.34). I agree to provide to the APC Ethics Commission in a timely fashion the information it requests regarding the investigation, adjudication, dismissal or settlement of such complaint. Failure to report or provide accurate, full and truthful information may be grounds for discipline including removal of membership in the Association of Professional Chaplains.

 Signature: _____

Date: _____

Printed Name: _____



Note to Candidate/Applicant: Please return this form in an envelope marked: "*Accountability Statement - Confidential*"

BD approved 3/7/01

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ASSOCIATION OF PROFESSIONAL CHAPLAINS, INC.

Final Disposition of Application Materials Contact Information Release Form



According to APC standards, once an applicant or candidate has completed his/her application file, the application materials will either be returned or destroyed by the Association. Confidential materials are also purged from a candidate/applicant's file once he/she has successfully completed the process and has been awarded membership in the APC. Indicate your preference by checking either Option #1 or Option #2. Also, we ask that you read Option #3 and check the box if you do not wish to have your contact information released. Please print and sign your full name.

Option #1 - RETURN MATERIALS: \$10.00 Charge

- I would like the following list of application materials returned to me at the address recorded in the APC database. To cover the cost of postage and handling, I have included an additional \$10.00 fee. I understand that only the items below will be returned to me.

- ◆ CPE Evaluation(s)
- ◆ Verbatim(s)
- ◆ Autobiography
- ◆ Competency Essays
- ◆ Letters of Recommendation

- ❖ **Important Note:** Your application materials will be returned to you at the most recent address recorded in the APC database. It is your responsibility to notify the APC of any change in address. If your application materials are returned to the APC by the U.S. Post Office marked as "Address Undeliverable," the APC will destroy your materials.

or . . .

Option #2 - DESTROY MATERIALS: No Charge

- NO, I do not wish to have my application materials returned to me. I authorize the Association to shred these documents.

and . . .

Option #3 - CONTACT INFORMATION RELEASE FORM

All members are always included in the APC membership directory. In addition, contact information may also occasionally be released to outside organizations for purposes consistent with the mission of the Association. For additional information, refer to the APC Privacy Statement found on the APC web site: www.professionalchaplains.org.

You have the right to opt out of having your name and contact information released to outside organizations. By opting out, your name will not be released to any outside organization.

- Check here if you wish to opt out.

Printed Name: _____

 Signature: _____

Date: _____

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Alpha by faith group	Religious Endorsing Bodies		November 14, 2008
Bishop E. Earl McCloud, Jr. African Methodist Episcopal Church Office of Ecumenical & Urban Affairs 2900 Chamblee Tucker Road, Building #3 Atlanta GA 30341 (770) 458-7220	Rev. David B. Plummer Coalition of Spirit-filled Churches PO Box 6606 Newport News VA 23606 (877) CSC-CHAP / FAX #757-596-7690 WEB: www.spirit-filled.org	Mennonite Church USA Go through Conference Minister who grants credential accountability	
Rev. Alvin F. Worthley Assemblies of God, Gen Council of The 1445 N. Boonville Avenue Springfield, MO 65802-1844 PHONE(417) 693-0670 FAX (404) 344-3394	Rev. Dr. Robert D. Crick Church of God P. O. Box 3330 Cleveland, TN 37320-3330 (423) 478-7706 / Chapcm@aol.com	Chaplain Dwight Jennings, Director Church of the Nazarene 6401 The Paseo Kansas City, MO 64131 816-333-7000 ext 2279	
Rev. Christopher T. Copeland The Alliance of Baptists 1328 16 th Street NW Washington, DC 20036 (202) 745-7609 AllianceofBaptists@compuserve.com	Rev. Samuel Morgan Church of God in Christ, Inc. 2601 E. Victoria Street #273 Rancho Dominguez, CA 90220 (310) 632-3456	Presbyterian Church (USA) (Non-Military) Contact your Stated Clerk for endorsement	
Rev. Rhonda J. Cushman American Baptist Churches USA P. O. Box 851 Valley Forge, PA 19482-0851 (610) 768-2428 / E-MAIL: george.langhorne@abc-usa.org	Chaplain John Craycraft Christian Churches/Church of Christ 3192 Tabago Court, Lexington, KY 40509 (859) 294-0693 E-MAIL: jcray@qx.net	Quaker or Society of Friends Endorsement from Monthly Meeting of Friends or Yearly Meeting (Submit documentation of procedures.)	
Dr. Gerald Sheveland Baptist General Conference 2002 S. Arlington Heights Road Arlington Heights, IL 60005-4195 (800) 323-4215 / FAX #847-228-5376	Rev. Susan Galasso, Inst. End. Officer Christian Church Disciples of Christ P. O. Box 1986 - 130 E. Washington Indianapolis, IN 46206-1986 (888) 346-2631 / FAX #317-635-4426 E-MAIL: revgalasso@cs.com	Roman Catholic: Endorsement comes from candidate's Ordinary (where initially ordained). Jurisdiction remains with Ordinary regardless of relocation. Website: www.nccbuscc.org/dioceses.htm	
Dr. Bobby R. Smith Baptist General Convention of TX Office of Chaplaincy Relations 333 N. Washington Dallas, TX 75246-1798 (214) 828-5381	Rev. Herman Keizer, Endorser Christian Reformed Church in North America 2850 Kalamazoo Avenue, SE Grand Rapids, MI 49560 (616) 224-0733	Chaplain Gary R. Council Seventh-Day Adventists, Gen Confer of 12501 Old Columbia Pike Silver Spring, MD 20904-1608 (301) 680-6784 / FAX #301-680-6783 Gary.council@nad.adventist.org	
Rev. Allen Russell, Dir of Chaplaincy Conservative Baptist of America P. O. Box 68 Clearbrook, MN 56634 (218) 776-2813 / chapruss@earthlink.net	Right Rev. George Packard Episcopal Church Center 815 2nd Avenue New York, NY 10017 (800) 334-7626 / E-MAIL: gpackard@episcopalchurch.org	Rev. Beth Miller Unitarian Universalist Association 25 Beacon Street Boston, MA 02108 617-948-6407 / FAX # 617-742-2875	
The Rev. Dr. George Pickle Cooperative Baptist Fellowship P. O. Box 450329 Atlanta, GA 31145-0329 (770) 220-1617 / FAX #770-220-1685 E-MAIL: gpickle@cbfnet.org	Rev. E.H. Jim Ammerman Full Gospel Churches 2715 Whitewood Drive Dallas, TX 75233-2713 (214) 331-4373 / cfcg@fastlane.net	Rev. Richard O. Sparrow United Church of Christ 700 Prospect Avenue Cleveland, OH 44115 (216) 736-3881 - FAX #216-736-2237 E-MAIL: Sparrowr@ucc.org	
Dr. John Sloan General Assn of Baptist Churches 100 Stinson Drive Poplar Bluff, MO 63901 (573) 785-7746 / FAX #573-785-0564	Rev. Bryn Carlson - ELCA (Evangelical Lutheran Church in America) 8765 Higgins Road Chicago, IL 60631 (770) 788-0235 - FAX #773-380-2829 E-MAIL: bcarls@covcable.com	Rev. Patricia Barrett United Methodist Church DCRM - P. O. Box 340007 Nashville, TN 37203-0007 (615) 340-7411 / umea@gbhem.org	
Col. Keith Travis - MILITARY ONLY Chaplain John W. Samb Southern Baptist Convention (NAMB) 4200 North Pointe Parkway Alpharetta, GA 30022-4176 (770) 410-6366 / psharber@namb.net	Rev. John Fale of Judy Ladage Lutheran Church-Missouri Synod 1333 S. Kirkwood Road St. Louis, MO 63122 (800) 248-1930 x1384	Rev. Martha Mosley Unity Churches, Association of P. O. Box 610 Lee's Summit, MO 64063 (816) 524-7414	

NOTE: This is not a complete list of Religious Endorsing Bodies. If your faith group is not listed, please contact the APC office: (847) 240-1014.

