

# *National Conference of Veterans Affairs Catholic Chaplains*

## Request for Board Certification Application Form

Applicant: \_\_\_\_\_

                    Last Name                    First Name                    Middle Initial

VA Medical Center : \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

E-mail address: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ Ext. \_\_\_\_\_

You must be a Member of NCVACC in order to be eligible for Board Certification as a Chaplain. Board Certification is valid for 5 years. You have to apply for Re-certification every 5 years.

Please provide each of the following documents and include them with this application form:

- Autobiography (Max. 5 pages double spaced)
- Verification of 4 Clinical Pastoral Education Units by an Accredited ACPE or United States Conference of Catholic Bishops/Commission on Certification and Accreditation (USCCB/CCA) or Canadian Association for Pastoral Practice and Education (CAPPE/ACPEP)

1.  2.  3.  4.

(For each CPE Unit, provide a copy of your final evaluation and your supervisor's final evaluation. No Equivalency will be granted in lieu of CPE Unit)

- Indicate if you are Full Time  Part Time  Fee Basis  Contract

Time of Employment in Veterans Affairs Chaplaincy \_\_\_\_\_(years)

- Verification of VIRTUS or similar approved training completion
- Verification of a Masters degree in Divinity, Theology or Equivalent Studies

### **Respond in writing to NCVACC Standards:**

- Section on Integration of Theory and Practice Competencies (ITP) (Max. 7 pages with vignettes double spaced)
- Section on Professional Identity and Conduct Competencies (PIC) (Max. 5 pages with vignettes double spaced)

- Section on Professional Practice Skills Competencies (PPS) (Max. 5 pages with vignettes double spaced)
- Section on Organizational Leadership Competencies (OL) (Max. 5 pages with vignettes double spaced)
- Copy of Membership Dues receipt of payment (\$150.00 Annual dues) from the Treasurer
- Copy of Certification application fee receipt of payment (\$275.00) from the Treasurer
- Provide a letter of recommendation from your immediate supervisor regarding your ministry and performance.
- Provide 2 verbatims.

Please submit three (3) copies of your materials

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Signature

Date

Mail all 3 copies of your materials to:

Chaplain Andrew Sioleti  
Chair of NCVACC Certification  
VA NYHHS  
423 East 23<sup>rd</sup> St. #125  
New York, NY 10010

All questions should be emailed to me at [Andrew.Sioleti@va.gov](mailto:Andrew.Sioleti@va.gov)

A complete application package (3 copies of your materials) for Board Certification must be received at least three months prior to your certification interview.