

FACCT Chaplaincy Board **Application Packet Contents**

- *FACCT Board Certification in Chaplaincy Requirements and Procedures*
- *FACCT Application for Board Certification in Chaplaincy*
- *Affidavit of Call and Experience*
- *Completion of Exam based on the book entitled “Essential Chaplain Skill Sets” by Keith Evans.
(Book can be purchased on Amazon or through other sources.)*
- *FACCT Chaplaincy Certification Fee Schedule*

FACCT Chaplaincy Board

General Information, Requirements, and Procedures for Chaplaincy Certifications

There are three levels of certification offered:

CHAPLAIN (Board Certified Chaplain/BCC)

SENIOR CHAPLAIN (Board Certified Senior Chaplain/BCSC)

MASTER CHAPLAIN (Board Certified Master Chaplain/BCMC)

Two additional levels of recognition are available to Master Chaplains, commensurate with education and experience:

Fellow- Related Bachelor's Degree and a minimum of five (5) years of Chaplaincy experience

Diplomate- Related Master's Degree and a minimum of ten (10) years of Chaplaincy experience

Fields of certification:

Industrial & Community Services Chaplaincy
Emergency Services Chaplaincy (First Responders)
Judicial Services Chaplaincy (Judicial System/Jail/Prison)
Medical Services Chaplaincy (Hospital/Hospice)
Military Services Chaplaincy

Certifications may include multiple certifications if the applicant has the required experience in more than one area.

General information for all fields of certification:

1. Confidentiality is paramount. All confidentiality laws or statutes must be adhered to according to the resident/practice state or jurisdiction of the Chaplain. All Chaplains should research their jurisdiction's statutory requirements and/or limitations for confidentiality. Absolute confidentiality cannot be assumed to exist due to the title "Chaplain."
2. Minimum levels of training and experience should be held by all Chaplains. However, a desire for ongoing, specific training should also be the goal of all who serve in this role.
3. Self-care is important. Learn principles of self-care and practice them often. "Taking care of others is noble; taking care of yourself is necessary." Do not neglect the needs of your time and presence within your own family. A Chaplain feels a call to serve those in need; but that does not require a Chaplain to surrender their own family and lose them as a casualty of ministry in the process.
4. At a minimum, along with general spiritual and Biblical knowledge and experience, the ability to recognize signs, symptoms, and mitigation principles in the areas of stress management and suicide awareness should be foundational for the Chaplain.

5. No Chaplain has to surrender their core faith beliefs to be able to serve everyone. However, compassion has no theological boundaries. (Jude 22) Caring for someone in the role of a Chaplain may mean that the Chaplain's role will be to find someone within the person's own faith system to help them.
6. The purpose of the Chaplaincy is not to build a Chaplain's personal ecclesiastical body or church but to assist with rebuilding the broken spirit of a hurting individual or group. Hope is one of the most essential needs of a person who has been emotionally, physically, psychologically, or spiritually damaged by an event or situation. Hope is what a Chaplain can and should offer.
7. Become an advocate for the families of those served, if at all possible.
8. Respect the rights of individuals and families to refuse the services of the Chaplain. Always leave the door open for future interaction of Chaplains, Pastors, or other faith leaders.
9. A Chaplain must approach each interaction in a non-judgmental fashion.
10. Trust and respect are established over time and cannot be demanded or forced.

Requirements:

1. Be a FACCT Member in good standing (Regular, Full, or Professional)
2. A completed *FACCT Application for Board Certification in Chaplaincy*.
3. An initial application fee of \$35 (made payable to FACCT).
4. Completion of the *Affidavit of Call and Experience*.
5. Complete exam based on book entitled "*Essential Chaplain Skill Sets*" by Keith Evans.
6. The requirements of each level of certification and of the individual areas of Chaplaincy service will be delineated on the application.

Procedures:

1. Send completed *FACCT Application for Board Certification in Chaplaincy*, including all necessary accompanying documents, to FACCT.
2. Send completed exam to FACCT.
3. Send initial application fee of \$35 (made out to FACCT).
4. Applicable fee associated with certification will be due prior to issue of certificate.

Mail to:

FACCT
611.S. Main Avenue
Groveland, FL 34736
ATTN: Chaplaincy Board

FACCT Application for Board Certification in Chaplaincy

Date _____

Name (Dr. Rev. Mr. Mrs. Ms.) _____

Address _____ Home Phone: _____

_____ Cell Phone: _____

Email: _____ Work Phone: _____

FACCT Membership #: _____

Level of Certification desired: _____

Area(s) of Certification desired:

Levels of Certification:

Chaplain (Board Certified Chaplain/BCC)

- Current Member of *FACCT* (Regular, Full, or Professional)
- Current *FACCT* Certification or Licensure as Christian Counselor or Therapist **OR**
a minimum of 20 hours of Spiritual Care or Chaplaincy Training, or a combination, thereof
- Minimum of six (6) months of chaplain experience
- Complete *Affidavit of Call and Experience*
- Complete exam based on the book entitled "*Essential Chaplain Skill Sets*" by Keith Evans.

Senior Chaplain (Board Certified Senior Chaplain/BCSC)

- Meet the minimum requirements of *FACCT* Board Certified Chaplain/BCC
- Possess a Bachelor of Divinity/Ministry Degree or its equivalent
- Minimum of one (1) year of personal experience as a chaplain

Master Chaplain (Board Certified Master Chaplain/BCMC)

- Meet the minimum requirements of *FACCT* Board Certified Senior Chaplain/BCSC
- Minimum of three (3) years of personal experience as a chaplain

Areas of Certification offered:

- Industrial & Community Services Chaplaincy
- Emergency Services Chaplaincy
- Judicial Services Chaplaincy
- Medical Services Chaplaincy
- Military Services Chaplaincy

(please print legibly)

Where the space provided is not sufficient, please attach additional sheets. Please make sure that your name, date, and member number appear on all attached sheets. Please be advised that a resume is not an acceptable substitution for the completion of any question on this application. Applications not thoroughly completed will be returned to the applicant for any and all necessary corrections.

Chaplain/BCC (to be completed by ALL applicants)

If using your current *FACCT* certification or licensure as a Christian Counselor or Therapist, please provide your current certification/license number along with the title (i.e. Licensed Pastoral Counselor):

Number: _____

Title: _____

If using your training in the areas of Spiritual Care or Chaplaincy, please list below the number of hours, date, course content, and providing agency:

Spiritual Care Training

Number of hours: _____ Date: _____

Course content: _____

Providing agency: _____

Number of hours: _____ Date: _____

Course content: _____

Providing agency: _____

Chaplaincy Training

Number of hours: _____ Date: _____

Course content: _____

Providing Agency: _____

Number of hours: _____ Date: _____

Course content: _____

Providing Agency: _____

[Attach copies of training certificates]

Experience

CHAPLAIN candidates must, at a minimum, have six (6) months of chaplain experience. Include a contact's name and phone number for verification.

Document your experience: _____

Attach the completed *Affidavit of Call and Experience*

Senior Chaplain/BCSC

All *SENIOR CHAPLAIN* applicants must complete the *CHAPLAIN* portion of the application and meet all the requirements for *CHAPLAIN*. In addition, the following information is required:

Education-

SENIOR CHAPLAIN candidates must, at a minimum, possess a Bachelor of Divinity/Ministry Degree or its equivalent.

Degree: _____ Date: _____

Institution: _____

[Attach copy of transcript(s) or Diploma]

Experience-

SENIOR CHAPLAIN candidates must, at a minimum, have one (1) year of chaplain experience. Include a contact's name and phone number for verification.

Document your experience: _____

Master Chaplain/BCMC

All *MASTER CHAPLAIN* applicants must complete both the *CHAPLAIN* and *SENIOR CHAPLAIN* portions of the application and meet all the requirements for *CHAPLAIN* and *SENIOR CHAPLAIN*. In addition, the following information is required:

Experience-

MASTER CHAPLAIN candidates must, at a minimum, have three (3) years of chaplain experience. Include a contact's name and phone number for verification.

Document your experience: _____

ATTESTATION:

I hereby affirm that the information contained herein and on the attachments is correct to the best of my knowledge and belief. I understand that more detailed information may be required so that the Chaplaincy Board can determine the extent of my qualifications. I agree to provide additional information including names and contact information as requested by the Board.

Printed name

Signature

Date

Send completed application, all attachments, and initial application fee of \$35 to-

FACCT
611 S. Main Avenue
Groveland, FL 34736
ATTN: Chaplaincy Board

To be completed by FACCT

Date received by FACCT: _____ By: _____

Date received by Chaplaincy Board: _____ By: _____

Date processed completely by Chaplaincy Board: _____

Date returned to FACCT: _____ By: _____

FACCT Chaplaincy Board
Affidavit of Call and Experience

This document is to be completed and attached to the *FACCT Application for Board Certification in Chaplaincy*.

Name of Applicant: _____

Briefly describe what the Chaplaincy Ministry is to you:

Describe your call to the Chaplaincy Ministry:

Describe an experience or number of experiences in which you rendered services as a Chaplain (describe the circumstances, what you did or said that you found helpful while ministering, what you would have said or done differently if you had the opportunity, what lessons you learned about yourself and/or the Chaplaincy ministry) using additional pages, if necessary:

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Name (printed): _____

Signature: _____

Date: _____

The Federal Association of Christian Counselors and Therapists

Board Certification in Chaplaincy Exam

Candidate's Name:

FACCT License/Cert #:

Instructions: Answers may be typed in a color other than black or handwritten. When using separate paper for answers simply number each with the corresponding question number. Return to FACCT when completed.

This exam is largely based on *Essential Chaplain Skill Sets: Discovering Effective Ways to Provide Excellent Spiritual Care* by Chaplain Keith Evans

1. All humans are _____ and possess a _____, whether they recognize it or not.
2. People are in search of _____ and _____ in their lives and answers about situations they experience.
3. Summarize Dr. Christina Puchalski's definition of spirituality.
4. Spirituality is important to the _____ and _____ of ones _____ and _____.
5. Well-equipped and skilled chaplains help people to connect with their own spirituality and other resources as they traverse and recover from the issues of life. True or False?
6. Briefly describe spirituality as it pertains to your personal life and ministry.
7. Chaplaincy is _____ that serves others who are in _____ and _____ need.
8. Chaplains represent their own faith traditions but serve people of all faith traditions and no faith beliefs. True or False?
9. Chaplains bridge the gap between the sacred and the secular in living and dying. True or False?
10. List the 3 levels of chaplaincy.
11. Chaplaincy is a ministry of presence given authority by the institution/organization served to be able to approach those attached to the institutions/organizations for potential spiritual care. True or False?

12. Although chaplains are given authority to engage people, it is the _____, _____, and _____ that gives continued _____ to stay and offer the ministry of spiritual care.
13. A chaplain is a pastoral and spiritual counselor, advocate, and guide who meets people where they are in life. True or False?
14. Chaplains strive to maintain an environment of: (Identify all that apply)
1. Anti-discrimination
 2. Non-judgmental
 3. Harassment free
15. Chaplains show sensitivity regarding the standards of all people which include: (Identify all that apply)
1. Moral
 2. Cultural
 3. Social
 4. Religious
16. Chaplaincy is not about _____ others to the chaplain's _____.
17. Proselytizing can be viewed as a spiritual attack. True or False?
18. Chaplaincy is about connecting _____ and _____ by serving others as appropriate and permitted.
19. A chaplain must be _____ with talking about _____ and _____.
20. A good theological premise for chaplaincy can be found in Luke 10:25-37. True or False?
21. Chaplaincy may be defined as _____ and _____ that is not _____ and _____.
22. The spiritual care of chaplaincy is _____ and _____ with people in _____ and _____ with them where they are _____ and _____.
23. Chaplains serve in diverse settings, practice different tasks, and approach chaplaincy in various ways. These diversities make chaplaincy the responsive and adaptable ministry that it is. With the diversities being what they are, there are three essential skill sets fundamental to all chaplains which are:
24. The no-agenda approach to chaplaincy states that there are 13 core skills that are essential to practice. Please list them and provide a brief description of each.

25. It is important to the work of the chaplain to understand different _____ and _____ and how they express themselves both _____ and _____.
26. One's spirituality is not by nature or definition solely about religion. True or False?
27. In reference to holistic care, list the four parts of a human being:
28. Why is understanding worldviews and faith traditions important to the work of a chaplain?
29. List the three worldviews and provide a brief description of each.
30. According to Phillips, Brown, and Stonestreet, there are 5 questions that an individual's theological worldview must try to answer which are:
31. What is Humanism?
32. What is Buddhism?
33. What is Hinduism?
34. What is Islam?
35. What is Judaism?
36. What is Christianity?
37. The analogy of the three-legged stool represents a neutral and caring starting point for spiritual and religious conversation. Identify which component is not part of that triad.
1. Physical
 2. Mental
 3. Emotional
 4. Spiritual
38. The stronger and more balanced the components of the three-legged stool the greater the resilience to crisis and other stressors. True or False?
39. Spiritual health gives _____ to our human existence while _____ and _____ our _____, _____, _____, and _____.
40. Emotional and spiritual stressors can create _____ that can kill through _____ and _____ if not properly addressed.

41. First responders and healthcare workers have a higher risk for addiction and suicide because of constant daily stressors. True or False?
42. For chaplains in any setting, the unspoken protocol is to _____ the _____ and _____ of the individual that they are ministering to.
43. A spiritual assessment allows a chaplain to:
44. Describe why spiritual assessments are important.
45. Describe the 7 x 7 model for spiritual assessment.
46. Spiritual assessments should be a series of ridged question rather than an interactive conversation between individuals. True or False?
47. Describe the FACT spiritual assessment tool:
48. Describe the FICA spiritual assessment tool:
49. Describe the HOPE spiritual assessment tool:
50. Describe the SPIRIT spiritual assessment tool:

Case Assessment: _____

Pick a case study from section 16 of the study book and identify it above then provide the following information.

- What are your initial thoughts about this encounter? Do you agree or disagree with how the chaplain functioned?
- Would you have led the conversation differently or explored other areas of concern?
- Did the chaplain function professionally and with empathy and compassion?
- How was the spirituality of the individual assessed?
- Did the chaplain possess good skill sets in some areas and weak ones in others?
- What were those?
- After reading this verbatim, are you aware of any skill set areas that you may need to improve upon?
- From the psychological perspective, what is the level of emotional awareness/expressivity?
- What are the major needs or conflicts (expressed and not expressed)?
- How do you perceive each person's self-image?
- Where is the power/control in this encounter (internal/external)?
- Did they relate to the chaplain as one up, one down, or as a peer?
- Were there any sociological and cultural concerns involved with this chaplain-family encounter? If so, what might they have been?
- Did you derive any personal meaning or connection from this verbatim

FACCT Chaplaincy Certification Fee Schedule

As of 1 May 2021

Initial application fee for all Levels: \$35

Upon approval for certification, the following fees will apply:

LEVEL THREE- Chaplain

(Board Certified Chaplain/BCC)

Initial certification- \$50

Annual recertification- \$50

LEVEL TWO- Senior Chaplain

(Board Certified Senior Chaplain/BCSC)

Initial certification- \$75

Annual recertification- \$75

LEVEL ONE- Master Chaplain

(Board Certified Master Chaplain/BCMC)

Initial certification- \$100

Annual recertification- \$100

NOTE REGARDING AREAS OF CERTIFICATION:

Fees include up to two (2) areas of certification. Each additional area of certification will be assessed at \$10 annually in addition to the above fees.

All certifications are for a period of **ONE YEAR**.

Notifications will be sent 45 days in advance of recertification. It is incumbent upon those certified to keep contact information current with FACCT.