

Certification Materials Checklist



Item	Application Materials	Yes	No	N/A	?
1	Application for Certification	☐	☐	☐	☐
2	Resume or curriculum vitae	☐	☐	☐	☐
3	Evidence of ordination, investiture, or equivalent master's level Jewish education (i.e., copy of diploma or certificate, OR copy of transcript).	☐	☐	☐	☐
4	Evidence of membership in a recognized rabbinic/ cantorial organization (e.g., RCA, RA, CCAR, RRA, CCA, CA, Aleph, ACC) if Candidate is ordained and/or invested.	☐	☐	☐	☐
5	Evidence of one-year full-time supervised professional chaplaincy work experience apart from clinical training or equivalent experience approved by the NAJC Certification Commission. Include evidence of spiritual care functioning in a multidisciplinary setting with colleagues and/or other professional staff or request Provisional Certification pending completion of the hours. A letter from the Candidate's work supervisor verifying current chaplaincy employment	☐	☐	☐	☐
6	Supervisors' evaluations of the Candidate's four (4) most recent Clinical Pastoral Education (CPE) units or equivalent clinical education and training. A statement should be included that the Candidate has successfully completed and received credit for the unit. Supervisor Evaluation 1.	☐	☐	☐	☐
7	Supervisors' evaluations of the Candidate's four (4) most recent Clinical Pastoral Education (CPE) units or equivalent clinical education and training. A statement should be included that the Candidate has successfully completed and received credit for the unit. Supervisor Evaluation 2.	☐	☐	☐	☐

Member Application



Item	Application Materials continued	Yes	No	N/A	?
8	Supervisors' evaluations of the Candidate's four (4) most recent Clinical Pastoral Education (CPE) units or equivalent clinical education and training. A statement should be included that the Candidate has successfully completed and received credit for the unit. Supervisor Evaluation 3.	☐	☐	☐	☐
9	Supervisors' evaluations of the Candidate's four (4) most recent Clinical Pastoral Education (CPE) units or equivalent clinical education and training. A statement should be included that the Candidate has successfully completed and received credit for the unit. Supervisor Evaluation 4.	☐	☐	☐	☐
10	Candidate's self-evaluations of four (4) most recent units of CPE or equivalent clinical pastoral education and training. Self-evaluation 1.	☐	☐	☐	☐
11	Candidate's self-evaluations of four (4) most recent units of CPE or equivalent clinical pastoral education and training. Self-evaluation 2.	☐	☐	☐	☐
12	Candidate's self-evaluations of four (4) most recent units of CPE or equivalent clinical pastoral education and training. Self-evaluation 3.	☐	☐	☐	☐
13	Candidate's self-evaluations of four (4) most recent units of CPE or equivalent clinical pastoral education and training. Self-evaluation 4.	☐	☐	☐	☐
14	Autobiographical sketch, not more than 10 double-spaced pages of 12 font and one- inch margins. which describes how the Candidate's family, spiritual journey, and life history have influenced his/her vocational choices, goals, formation of pastoral identity, and chaplaincy practice. This paper should include a theory of spiritual care and reflections on Qualifications, strengths, and growing edges.	☐	☐	☐	☐

Member Application



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15	Two recent verbatims, transcripts, or process notes. At least one must be from the Candidate's current work setting which demonstrates the Candidate's proficiency with a patient/client in a clinical setting. While there is no specific format, the Verbatims should include an analysis of the interaction, which includes a spiritual assessment, analysis of your interventions, a sample chart note and an understanding of behavioral and developmental dynamics. Verbatim 1.	☐	☐	☐	☐
16	Two recent verbatims, transcripts, or process notes. At least one must be from the Candidate's current work setting which demonstrates the Candidate's proficiency with a patient/client in a clinical setting. While there is no specific format, the Verbatims should include an analysis of the interaction, which includes a spiritual assessment, analysis of your interventions, a sample chart note and an understanding of behavioral and developmental dynamics. Verbatim 2.	☐	☐	☐	☐
17	Competencies Essay of no more than ten (10) pages, double-spaced, 12 font and 1" margins, demonstrating how the competency standards are met. Include the Competency Standard code number(s) after the vignette or paragraph that speaks to the standard/standards. Standards may also be demonstrated within the Verbatims.	☐	☐	☐	☐
18	Description of current activity within the organized Jewish community.	☐	☐	☐	☐
19	Equivalency approval letter from the Certification Commission or appointed designee for either the educational or the CPE learning experience (if equivalency is requested).	☐	☐	☐	☐

Member Application



Item	Application Materials continued	Yes	No	N/A	?
20	Three letters of recommendation (LOR) to be sent directly to the NAJC office (certify@najc.org) from a) the Candidate's work supervisor to whom he/she/they currently reports; b) from someone in the general community (a peer professional other than a fellow chaplain, e.g., nurse, doctor, social worker with whom the candidate has a working relationship) who knows the Candidate's work as a Jewish chaplain; c) from an NAJC certified member (other than a or b). LOR A.	☐	☐	☐	☐
21	Three letters of recommendation (LOR) to be sent directly to the NAJC office (certify@najc.org) from a) the Candidate's work supervisor to whom he/she/they currently reports; b) from someone in the general community (a peer professional other than a fellow chaplain, e.g., nurse, doctor, social worker with whom the candidate has a working relationship) who knows the Candidate's work as a Jewish chaplain; c) from an NAJC certified member (other than a or b). LOR B.	☐	☐	☐	☐
22	Three letters of recommendation (LOR) to be sent directly to the NAJC office (certify@najc.org) from a) the Candidate's work supervisor to whom he/she/they currently reports; b) from someone in the general community (a peer professional other than a fellow chaplain, e.g., nurse, doctor, social worker with whom the candidate has a working relationship) who knows the Candidate's work as a Jewish chaplain; c) from an NAJC certified member (other than a or b). LOR C.	☐	☐	☐	☐
23	A Non-refundable Application fee of \$300.00 submitted on-line at the same time as the Application. There will be an additional non-refundable interview fee of \$300.00 due at the time of the Interview. These fees will not be credited towards annual NAJC dues. All associated costs for certification (including travel, hotel accommodations, etc.) are the responsibility of the Candidate. There are no scholarships or reductions permitted. NAJC will not reimburse expenses regardless of the outcome of the interview.	☐	☐	☐	☐