

NAJC Bachelor Education Transcript Equivalency



Application

Educational Pre-Requisite for NAJC Certification

Have completed an undergraduate degree from a college, university, or theological school accredited by a member of the Council for Higher Education Accreditation (www.chea.org); and a graduate-level theological degree from a college, university or theological school accredited by a member of the Council for Higher Education Accreditation. The official Standards of Neshama: Association of Jewish Chaplains require:

- Bachelor's Degree from an institution of higher education whose accreditation is recognized by the Council of Higher Education [CHEA];
- Graduate Theological Education Degree, through participation in a program of ordination or investiture through a seminary whose accreditation is recognized by the Council of Higher Education [CHEA] totaling a minimum of 72 semester hours;

As it is common for Jewish graduate learning to take place outside of the context of the Master of Divinity (MDiv) degree, NAJC also recognizes graduate degrees in Jewish Studies, Rabbinics, Talmudic Studies, Jewish Education, Jewish Communal Service, Masters of Hebrew Letters, Jewish Sacred Music, and Hebrew Bible as meeting the requirement for a graduate degree in a Jewish subject matter, when granted by an academic institution whose accreditation is recognized by CHEA.

Graduate degrees from CHEA recognized institutions of higher education that are in a related subject not specified herein may be approved at the discretion of the NAJC Certification Commission or their appointed representative.

The candidate must demonstrate proficiency in the following core Jewish subject matter areas: liturgy, Hebrew calendar/lifecycle rituals, halakha, Jewish bioethics, Hebrew, and Jewish theology/philosophy especially as they relate to existential issues of illness, death, dying, and bereavement.

For degrees awarded outside of the United States of America or Israel, please note:

- Institutions of higher education accredited by a member of the CHEA International Quality Group (CIQG) are accepted as CHEA or CHE equivalently accredited institutions. Documentation of CIQG accreditation is required.
- Degrees awarded by institutions of higher education not accredited by CIQG will need to be evaluated by the National Association of Credential Evaluations Services (www.NACES.org). Candidates should request a report indicating both the equivalent academic level (bachelor's or master's level) and include a copy of this report in the equivalency request.
- A degree awarded outside the United States or Israel does not need evaluation from an NACES institution if the degree was accepted as part of admission to a CHEA or CHE accredited graduate program.

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Instructions

- 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.

Candidate Planning Rubric for Requesting Equivalencies By Transcript

Item	Criteria	Yes	No	?	#
1	Requesting Bachelor's Degree Equivalency Using Equivalency by Transcript	☐	☐	☐	
2	Total Semester Hours Requested Using Transcript			☐	☐
3	Requesting Master's Degree Equivalency Using Equivalency by Transcript	☐	☐	☐	
4	Total Semester Hours Requested Using Transcript			☐	☐
5	I have Jewish Semicha, Ordination, Investiture, Commission as Cantor, Dayan, Hazzan, Rabbanit, Rabbi, and/or Rav	☐	☐	☐	
6	Requesting Graduate Theological Education Equivalency for a graduate degree in Counseling, Marriage and Family Therapy, Nursing, or Psychology	☐	☐	☐	
7	Requesting Graduate Theological Education Equivalency for a degree not specified above	☐	☐	☐	
8	Official Transcripts are available from the institution	☐	☐	☐	
9	Transcripts are from institutions accredited by a member of CHEA (United States of America), CHE (Israel), or CIQG (all other countries)	☐	☐	☐	
10	Transcript requires NACES review	☐	☐	☐	

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

Candidate Planning Rubric for Requesting Equivalencies By Examination

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

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

NAJC Bachelor Education Transcript Equivalency



Equivalency Worksheet

Name

Home Address

City

State

Zip

Country

Phone Number

Email Address

Section 1: Bachelor's Degree Equivalency

N/A ☐

If you are not applying for a Bachelor's Degree Equivalency, in lieu of checking each "N/A" within this section, please check "N/A" above and go to Section 2. If you are applying for a Bachelor's Degree Equivalency, please check "N/A" next to any section that you are not using in your equivalency application.

A bachelor's degree is comprised of a minimum of 120 semester hour credits or 180 quarter hour credits. The NAJC Certification Commission does not require a subject specific degree for the purposes of certification. A candidate can hold a bachelor's degree or its equivalent in any subject and meet QUA3 of the Common Qualifications and Competencies for Professional Chaplains (2023). If you are applying for a Bachelor's Degree 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 a Bachelor's Degree that you are not submitting.



Section 1.1 Equivalency by Transcript

N/A ☐

Name of Institution

Qualifying Degree

Date Conferred

CHEA/CHE Accredited

Yes ☐

No ☐

Total Hours

Name of Institution

Qualifying Degree

Date Conferred

CHEA/CHE Accredited

Yes ☐

No ☐

Total Hours



Section 1.2 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	Hours of Learning Represented by Test*	Credit Towards Core Jewish Subject Matter Area
			Yes ☐ No ☐ N/A ☐
			Yes ☐ No ☐ N/A ☐
			Yes ☐ No ☐ N/A ☐
			Yes ☐ No ☐ N/A ☐
			Yes ☐ No ☐ N/A ☐
			Yes ☐ No ☐ N/A ☐
			Yes ☐ No ☐ N/A ☐
			Yes ☐ No ☐ N/A ☐
			Yes ☐ No ☐ N/A ☐
			Yes ☐ No ☐ N/A ☐

Total Hours requested in this section.

*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.



Section 1.3 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 requested in this section.	

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.



Section 1.4 Equivalency by American Council on Education Credits

N/A ☐

Credit through United States Armed Forces military service, training programs or examinations 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 requested in this section.	

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



Sections 1.5 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

1.5a 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 see the NAJC Beis Midrash/ Metivta/ Yeshiva/ Kollel Equivalency Form and email certify@najc.org to begin the equivalency process.

1.5b 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.

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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 requested in this section.	

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.



1.5c Shiurim, Graduate Level Adult Education, Supervised

N/A ☐

Private Study, and continuing education events

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 Semester Hours Requested in this Section.				

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.



1.5d 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

Semester Hours Requested _____

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.

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Work Experience #2

Semester Hours Requested _____

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.