

# Checklist for HPC Specialty Certification

This is the required first page of your HPC Application

Name:

Position:

Work Location / VA:

Address:

Work Email:

Private Email:

Work Phone:

Cell:

1. \_\_\_\_\_ Copy of Board Certification Certificate
2. \_\_\_\_\_ Supporting letters from:
  - (1) the Chaplain Service Chief
  - (2) the Director of Hospice at your VA
3. \_\_\_\_\_ Email from Certification Chair showing paid up on dues
4. \_\_\_\_\_ Documentation showing your completion of the Chaplain Advanced Education (CAVE) Course, Hospice and Palliative Care track, or equivalence.
5. \_\_\_\_\_ Documentation showing completion of the following:
  - a. Made a presentation to staff regarding HPC.
  - b. Written a paper or article regarding HPC.
  - c. Conducted a bereavement group.
  - d. Complete TMS Course: Palliative Care: A Veteran's Journey (VA 27977)
6. \_\_\_\_\_ Documentation that verifies that of the fifty contact hours per year required for TMS Continuing Board Certification, not less than 20 hours per year over the three-year period shall be related to Palliative Care.
7. \_\_\_\_\_ Writing assignment showing palliative care competencies: (2 - 3 pages per questions A through L)
8. \_\_\_\_\_ Current Resume.

9. \_\_\_\_\_ **Payment:** Please send the \$100 payment check to:  
NAVAC,  
PO Box 1631  
Newport News, VA 23601

**To Submit your application:**

Please scan you BCC application into a PDF file and email it to:  
Chaplain David Lefavor  
**NAVAC Certification Committee Chairman**  
at: [NAVACBCC@gmail.com](mailto:NAVACBCC@gmail.com)



**NAVAC**

Bloom where you are planted!