

# 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)
  - e. Complete TMS Course: Caring for the Dying Patient (NFED 13242)
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. \_\_\_\_\_ **Payment:** Please send the \$50 payment check to:

NAVAC,  
PO Box 1631  
Newport News, VA 23601

**Mail your complete BCC application to:**

Chaplain David E. Lefavor, D.Min, BCC  
Chairman, NAVAC Chaplain Credentialing  
3545 Waynesville Jamestown Road  
Jamestown, Ohio 45335

Email: [navacbcc@gmail.com](mailto:navacbcc@gmail.com)



**NAVAC**

**Bloom where you are planted!**