

Checklist for NAVAC BCC

This is the required first page of your BCC Application

Name:

Position:

Work Location / VA:

Address:

Work Email:

Private Email:

Work Phone:

Cell:

1. _____ Are you a Current VA Chaplain? (not required)
2. _____ Education: Master of Divinity (M.Div.) from an institution recognized by the Department of Education.
3. _____ Copy of Ecclesiastical Endorsement
4. _____ Four units of CPE - Must be from a training organization accredited by the United States Department of Education. (ACPE or ICPT).
5. _____ **Three Years of Ministry Experience**
 - Professional ministry experience is paid work in any ministry context, i.e., Spiritual Director / Counselor, Chaplain, Pastor, etc...
 - Part time work is calculated to a three-year equivalency, i.e., if you work half time for six years that is a three-year equivalent.
 - Of those three years, 2 years must be in the role of a professional chaplain.
 - Full-time GS-9 VA Staff Chaplains who have completed their 1-year probationary period may apply for BCC.
6. _____ **Letters of Recommendation**
 - Chaplain Supervisor
 - Two NAVAC BCC Chaplains

7. _____ CPE Evaluations
8. _____ Two verbatims (within the last three months)
9. _____ Current resume (3-5 pages)
10. _____ Autobiography of Faith Journey (2 pages)
11. _____ Demonstration of BCC Competencies:
(Four Essays each to be 4 to 6 pages)

This requirement will present to the BCC review board the philosophy and practice of your ministry as a chaplain. It is important that you show your understanding and integration of each of these competency sections in the way that you conduct spiritual care to patients. Your BCC review board will be looking for a sense of balance between your theory of ministry and the way you work with patients at your facility.

All competencies must be demonstrated individually in four essays each covering a competency section (ITP, PIC, PPS, OL). All competencies except PIC8 and PIC9, must be addressed in one of the four competency essays. Page length for all sections must be no less than four (4) and no more than six (6) pages in length. Each essay must be double-spaced, twelve-point (12-point) font, and one-inch (1-inch) margins. Essays are to be written at a graduate level. It is recommended that the applicant is explicit about which competency they are addressing throughout the essays.

12. _____ Your completed BCC application has been reviewed by your Chaplain Supervisor, and letter of endorsement and recommendation is attached.

OTHER IMPORTANT INFORMATION

Please do not submit any original documents. Send only on Single-Sided, 8 1/2 x 11 size paper.

Please do not staple or place in a binder.

Include \$100 BCC Application fee, plus \$30 PCM membership if not a current NAVAC member

Note: This completed BCC checklist must be attached to your BCC application on the first page.

Mail your complete BCC application to:

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

Mail your \$100 payment check:

**NAVAC
P.O. Box 1631
Newport News, VA 23601**