

THE AMERICAN CORRECTIONAL CHAPLAINS ASSOCIATION  
FOUNDED 1885

**BECOMING A CERTIFIED CORRECTIONAL CHAPLAIN**

**HOW TO BEGIN THE PROCESS?**

- A. You may begin the process near the completion of the required one year experience as a correctional chaplain. However, you are urged to begin the process at the time that you decide to pursue a career in correctional chaplaincy. A certified correctional chaplain may be assigned to provide guidance as you obtain the needed credentials and experience (mentor). Upon the documentation of the credentials, you will become an "approved applicant for certification." This can be a valuable document to have in obtaining a correctional chaplaincy position
- B. Send a letter requesting the [Application Form](#) or use the application form on this WEB SITE. Return the Form with all written materials and documentation listed under REQUIREMENTS for the category of certification you are seeking, plus the \$10.00 application fee. This fee is non-refundable but will care for your application through setting of the certification interview. Your packet of materials will be in the hands of your mentor who will assist you in providing the required documents and will notify the Chair of Certification when the materials are complete. Those materials will be reviewed by 3 certified members. If they concur, this will be reported to the certification committee and you will be become an "approved applicant for certification."
- C. When all materials are received and in good order, and you have completed 1 year as a professional correctional chaplain, a letter will be sent to you to that effect.
- D. When all fees are paid, a place and time for the candidate to meet with the interview committee will be set. If at all possible your Presenter will be your Mentor or a Presenter will be appointed for the candidate to assist the candidate during the interview meeting.
- E. At the end of the interview, the interview committee will indicate the recommendation which will be sent to the Certification Committee for vote. This recommendation will be for approval or non-approval for Certification, or for In Care Status with recommendations for continuing work toward Certification.

F. A Certificate will be sent to an approved candidate, and a notification letter to an appropriate authority as requested by the candidate.

**WHERE DO I SEND THE MATERIALS AND FEES ?**

All materials, fees, and other correspondence regarding, Certification by the ACCA are to be directed to:

Janet Casey-Allen  
P.O. Box 20377  
Indianapolis, IN 46220  
Phone: (317) 698-4722  
E-Mail: [jcaseyallen@gmail.com](mailto:jcaseyallen@gmail.com)