



# International Fellowship of Chaplains

PO Box 1004, Temple TX 76503  
(254) 314-2159 Fax (989) 753-3238  
www.ifoc.org. Chaplains@ifoc.org

## **Advanced Chaplain Certification Program**

### **Tier 1**

**Vision:** To equip current I.F.O.C. Chaplains with Advanced Training and expand opportunities for service by increasing knowledge and opening more doors for engagement.

### **Required Skill Sets (see sections on page 2 for classes that meet each skill set requirements):**

Crisis Intervention  
Advanced Crisis Intervention / Strategic Planning  
Advanced I.F.O.C. Chaplain Classes  
Grief & Trauma (Manna U course covers this skill set)  
Spirituality & Resilience (Manna U course covers this skill set)  
Supervised Chaplain Experience

Applicants must fulfill the required number of Contact Hours (CH) for each category from the listed classes. The CH requirement can be met with one class or any combination of the listed classes in that category.

### **Acronyms:**

- ICISF: International Critical Incident Stress Foundation [www.icisf.org](http://www.icisf.org)
- CRC: Crisis Response Care [www.crisisresponse.org](http://www.crisisresponse.org)
- I.F.O.C.: International Fellowship of Chaplains
- CTC: Crisis Training Center [www.crisistrainingcenter.org](http://www.crisistrainingcenter.org)
- FEMA: Federal Emergency Management Agency
- SPRC: Suicide Prevention Resource Center [www.sprc.org](http://www.sprc.org)
- Manna: Manna University [www.manna.edu](http://www.manna.edu)

### **Additional Requirements:**

- 50 hours of Chaplain experience with written review from direct supervisor(s). A direct supervisor is either the Chaplain's Corps Commander, or an agency representative that oversees the Chaplain at the agency/organization where they volunteer/work as a Chaplain.

Following completion of training and experience requirements, I.F.O.C. Chaplains will be awarded Advanced Chaplain credentials.

This is a 3-year credential with I.F.O.C. Advanced Chaplains will receive a unique ID card indicating they are an I.F.O.C. Advanced Chaplain. There is an initial \$100 fee for the credentials. Advanced Chaplain standing is renewable every 3 years for \$100 with completion of 14 hours of Continuing Education in content relevant to Chaplaincy over the 3-year period. Chaplains will be able to choose where to receive their continuing education. The certificate they are awarded must relate to Chaplaincy, a topic that is relevant to their area of Chaplaincy, or a skill that will enhance their Chaplaincy. The certificate must include the agency, list the contact hours for the course, and must have a representative's signature from the training agency to count toward renewal.

**Highlighted Courses are ICISF classes taught in-house at I.F.O.C. with a special discounted rate for I.F.O.C. Chaplains!**



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Manna University has combined their CAC credential with the required Advanced Chaplain course (item 4). Upon credentialing as an Advanced Chaplain with I.F.O.C., Chaplains will automatically receive the CAC Credential from Manna.

## APPLICATION

### Advanced Chaplain Certification Program – Tier 1

#### Page 1 of 2

#### Section 1- PERSONAL DATA

Name: \_\_\_\_\_  
Last First Middle Initial  
Address: \_\_\_\_\_  
Street City State Zip Code  
Telephone: \_\_\_\_\_ / \_\_\_\_\_ Email: \_\_\_\_\_  
Primary Secondary  
I.F.O.C. Chaplain ID # \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

#### Section 2- Skill Set Requirements (each skillset category must be met)

✓ Check off that the Certificates for the courses listed below & forms are attached.

##### 1) Crisis Intervention (both are required, 28CH)

- a) \_\_\_\_\_ **Assisting Individuals in Crisis or Pastoral Crisis Intervention** (new 2-day course) (ICISF, 14CH) and,  
b) \_\_\_\_\_ **Group Crisis Intervention** (ICISF, 14CH)

##### 2) Advanced Crisis Intervention / Strategic Planning (14 CH required)

- |                                                                                           |                                                                                                          |
|-------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|
| a) _____ Advanced Assisting Individuals in Crisis (ICISF, 14CH)                           | f) _____ Suicide Prevention, Intervention, and Postvention <u>or</u> Understanding Suicide (ICISF, 14CH) |
| b) _____ Advanced Group Crisis Intervention (ICISF, 14CH)                                 | g) _____ Strategic Planning & Implementation (CRC, 14CH)                                                 |
| c) _____ Strategic Response to Crisis (ICISF, 14CH)                                       | h) _____ ICS 300 Intermediate ICS for Expanding Incidents (FEMA, 14CH)                                   |
| d) _____ C-CISM Certification (ICISF – University of Baltimore, 14CH)                     | i) _____ ICS 400 Advanced ICS (FEMA, 14CH)                                                               |
| e) _____ Effective Tools for Prevention, Intervention, and Survivor Support (ICISF, 14CH) | j) _____ Assist Suicide Intervention (SPRC, 14CH)                                                        |
|                                                                                           | k) _____ <b>Peer Para-Counseling</b> (ICISF, 14CH)                                                       |

##### 3) \_\_\_\_\_ I.F.O.C. Advanced Chaplain Class (1 Class) (any on-demand advanced Chaplaincy class or conference offered on www.ifoc.org)

##### 4) \_\_\_\_\_ Manna University CAC Class (CED 491 Certified Advanced Chaplaincy)



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5) Supervisor Assessment form is attached.

### **Section 3- PAYMENT INFORMATION**

**Application Fee:** \$100.00. Please do not send cash.

\_\_\_\_ Visa \_\_\_\_ MC \_\_\_\_ Discover \_\_\_\_ AMEX \_\_\_\_ Check or Money Order # \_\_\_\_\_

\_\_\_\_ / \_\_\_\_ / \_\_\_\_ / \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Card Number Expiration Date CVV#

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name on Card

I hereby state that all the information contained herein is accurate to the best of my knowledge and I take full responsibility for the correctness of the information.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



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## APPLICATION

### Advanced Chaplain Specialties Program – Tier 2

(Optional – In addition to Tier 1 – Advanced Chaplains can apply for specialty licenses at any time without additional cost)

### Section 1- PERSONAL DATA

Name: \_\_\_\_\_  
Last First Middle Initial  
Address: \_\_\_\_\_  
Street City State Zip Code  
Telephone: \_\_\_\_\_ / \_\_\_\_\_ Email: \_\_\_\_\_  
Primary Secondary  
I.F.O.C. Chaplain ID # \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

### Section 2- NARRATIVE STATEMENT

Narrative Statement written by the Advanced Chaplain applicant explaining why each Specialty is chosen.

### Section 3- CERTIFICATE / ID CHECKLIST

✓ *Check off that the Certificates for the courses listed below & letter are attached.*

#### DR (Disaster Response) Chaplain: 1-4 required + #5 OR 28 Credit Hours from 5-8

- 1) \_\_\_\_ ICS 100- Introduction to Incident Command System (FEMA)
- 2) \_\_\_\_ ICS 200- Basic Incident Command System for Initial Response (FEMA)
- 3) \_\_\_\_ IS 700- Introduction to the National Incident Management System/NIMS (FEMA)
- 4) \_\_\_\_ IS 800- National Response Framework, An Introduction (FEMA)
- 5) \_\_\_\_ Community Emergency Response Team (CERT – local through first responder orgs)
- 6) \_\_\_\_ Emotional and Spiritual Care in Disasters (ICISF) 14 CH
- 7) \_\_\_\_ Strategic Response to Crisis (ICISF) 14CH
- 8) \_\_\_\_ Operational Stress First Aid (CTC) 7CH
- 9) \_\_\_\_ Supporting Children After Disaster (CTC) 7CH

#### Community Chaplain: 35 Credit Hours from 1-8

- 1) \_\_\_\_ Mental Health First Aid (Mental Health Association) 7CH
- 2) \_\_\_\_ Crisis Care in Diversity (CRC) 7CH
- 3) \_\_\_\_ Suicide Prevention, Intervention, and Postvention (ICISF) **or** Understanding Suicide (ICISF) 14CH
- 4) \_\_\_\_ Trauma Impact on the Family (CRC) 7CH
- 5) \_\_\_\_ CISM Application with Children (ICISF or CRC) 14CH
- 6) \_\_\_\_ Managing School Crisis (ICISF or CRC) 14CH
- 7) \_\_\_\_ Supporting Children After Disaster (CTC) 7CH
- 8) \_\_\_\_ Managing Relationships After Crisis (CTC) 7CH

#### Church Chaplaincy: Item 1 is required & #2 + 14 contact hours OR 28 contact hours from 3-8

- 1) \_\_\_\_ I.F.O.C.'s Church Chaplaincy Training Class
- 2) \_\_\_\_ Bachelor's or higher degree in Christian religious studies from an accredited university
- 3) \_\_\_\_ Human Spirit & Faith Tactics in CISM (ICISF) 7CH
- 4) \_\_\_\_ **Pastoral Crisis Intervention** (ICISF) (I, II, or new 2-day course) 14CH
- 5) \_\_\_\_ Grief Following Trauma (ICISF) 14CH
- 6) \_\_\_\_ Cultural and Religious Diversity (ICISF) 7CH
- 7) \_\_\_\_ **Peer Para-Counseling** (ICISF) 14CH



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### **First Responder: Item 1 is required, + 35 Credit Hours from 2-9**

- 1) \_\_\_\_ Certificate of Completion of a Citizens Police, Fire, or Sheriff's Academy  
Or: \_\_\_\_ letter from dept. Chief stating applicant has the training equivalency of a citizen's academy if one was offered.  
Or: \_\_\_\_ professional identification of Active First Responder  
Or: \_\_\_\_ professional identification of Retired First Responder
- 2) \_\_\_\_ Line of Duty Death: Preparing the Best for the Worst (ICISF or CRC) 14CH
- 3) \_\_\_\_ Stress Management for the Trauma Service Provider (ICISF) 14CH
- 4) \_\_\_\_ Suicide Prevention, Intervention, and Postvention (ICISF) **or** Understanding Suicide (ICISF) 14CH
- 5) \_\_\_\_ Understanding Uniformed Services Family Stress (ICISF) 7CH
- 6) \_\_\_\_ Moral Injury (CRC, CTC) 7CH
- 7) \_\_\_\_ De-Escalation Skills for the Front Line (ICISF) 7CH
- 8) \_\_\_\_ **Resilient Leadership for Emergency Services & Healthcare Professionals** (ICISF) 7CH
- 9) \_\_\_\_ Secrets of Psychological Body Armour (ICISF) 7CH

### **School Chaplaincy: Items 1-6 are required, + 14 Credit Hours from Items 7-11**

- 1) \_\_\_\_ I.F.O.C.'s School Chaplaincy Training Class
- 2) \_\_\_\_ I.F.O.C.'s Talking to Children About Death & Dying Training Class
- 3) \_\_\_\_ Stop The Bleed (<https://www.stopthebleed.org/training/online-course/>)
- 4) \_\_\_\_ Behavioral Threat Assessment Prerequisite (<https://sslp.txssc.txstate.edu/> or similar)
- 5) \_\_\_\_ Active Shooter ALICE (<https://www.alicetraining.com/training-options/individual-certification/>)
- 6) \_\_\_\_ Abuse Prevention for Schools (<https://safetyssystem.abusepreventionsystems.com/register/ifocschool>)
- 7) \_\_\_\_ Managing School Crisis: From Theory to Application (ICISF) 14CH
- 8) \_\_\_\_ Suicide Prevention, Intervention, & Postvention, **or** Understanding Suicide (ICISF) 14CH
- 9) \_\_\_\_ CISM Applications with Children (ICISF) 14CH
- 10) \_\_\_\_ Supporting Children After Disaster (CTC) 7CH
- 11) \_\_\_\_ Operational Stress First Aid (CTC) 7CH

### **Healthcare Chaplaincy: Item 1 is required, + # 2 **OR** 28 credit hours from 3-7**

1. \_\_\_\_ I.F.O.C.'s Healthcare Chaplaincy Training Class
2. \_\_\_\_ CPE credit
3. \_\_\_\_ **Pastoral Crisis Intervention** (ICISF) (I, II, or new 2-day course) 14CH
4. \_\_\_\_ Cultural and Religious Diversity (ICISF) 7CH
5. \_\_\_\_ Grief Following Trauma (ICISF) 14CH
6. \_\_\_\_ **Resilient Leadership for Emergency Services & Healthcare Professionals** (ICISF) 7CH
7. \_\_\_\_ Managing Relationships During Crisis (CTC) 7CH

### **Workplace Chaplaincy: Items 1 & 2 are required**

1. \_\_\_\_ I.F.O.C.'s Workplace Advanced Chaplain Training Class (\*\*not the Workplace Fundamentals class\*\*)
2. \_\_\_\_ **Peer Para-Counseling** (ICISF) 14CH

# Supervisor assessment of Chaplain core competencies

A candidate for certification will demonstrate competency in the following standards, as observed by the supervisor in an active service setting.

Applicant name \_\_\_\_\_

Supervisor name \_\_\_\_\_

|                       | STANDARD                                                                                                                | Thoroughly & consistently meets standard (4) | Meets standard most of the time (3) | Sometimes meets standard (2) | Rarely meets standard (1) | Not applicable/ not observed | Explanation or clarification |
|-----------------------|-------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|-------------------------------------|------------------------------|---------------------------|------------------------------|------------------------------|
| <b>Functional:</b>    |                                                                                                                         |                                              |                                     |                              |                           |                              |                              |
| 1.                    | Effectively establish, maintain, and conclude empathic encounters with care recipients                                  |                                              |                                     |                              |                           |                              |                              |
| 2.                    | Triage and manage crisis situations calmly and efficiently                                                              |                                              |                                     |                              |                           |                              |                              |
| 3.                    | Enable catharsis and reflection in care recipients                                                                      |                                              |                                     |                              |                           |                              |                              |
| 4.                    | Collect and assess relevant information regarding care recipients' spiritual/religious needs and support systems        |                                              |                                     |                              |                           |                              |                              |
| 5.                    | Coordinate with clergy/faith group to access religious/spiritual resources, materials, and services for care recipients |                                              |                                     |                              |                           |                              |                              |
| 6.                    | Facilitate group processes such as family meetings, crisis debriefings, or support groups                               |                                              |                                     |                              |                           |                              |                              |
| <b>Philosophical:</b> |                                                                                                                         |                                              |                                     |                              |                           |                              |                              |
| 7.                    | Advocate for and contribute to the well-being and best interests of care recipients                                     |                                              |                                     |                              |                           |                              |                              |
| 8.                    | Respect the physical, emotional, social, and spiritual boundaries of care recipients                                    |                                              |                                     |                              |                           |                              |                              |

## Supervisor assessment of Chaplain core competencies

|                       |                                                                                                                         |  |  |  |  |  |  |
|-----------------------|-------------------------------------------------------------------------------------------------------------------------|--|--|--|--|--|--|
| 9.                    | Honor differences in abilities, beliefs, cultures, or identities without judgement                                      |  |  |  |  |  |  |
| 10.                   | Exhibit proper handling of power dynamics in the role of spiritual care provider                                        |  |  |  |  |  |  |
| <b>Environmental:</b> |                                                                                                                         |  |  |  |  |  |  |
| 11.                   | Present oneself appropriately for the setting, including availability, attire, and grooming                             |  |  |  |  |  |  |
| 12.                   | Function within the guidelines of the host organization's culture, systems, values, and mission                         |  |  |  |  |  |  |
| 13.                   | Maintain proper boundaries and working relationships among key team members                                             |  |  |  |  |  |  |
| <b>Technical:</b>     |                                                                                                                         |  |  |  |  |  |  |
| 14.                   | Accomplish tasks independently with minimal instruction or monitoring                                                   |  |  |  |  |  |  |
| 15.                   | Protect the privacy and confidentiality of care recipients, within the limits of federal and state laws and regulations |  |  |  |  |  |  |
| 16.                   | Communicate effectively verbally and, if needed, in writing                                                             |  |  |  |  |  |  |
| 17.                   | Act in accordance with the Code of Ethics                                                                               |  |  |  |  |  |  |
| <b>Personal:</b>      |                                                                                                                         |  |  |  |  |  |  |
| 18.                   | Confidently serve without excessive need for recognition or affirmation                                                 |  |  |  |  |  |  |

## Supervisor assessment of Chaplain core competencies

|     |                                                                                                    |  |  |  |  |  |  |
|-----|----------------------------------------------------------------------------------------------------|--|--|--|--|--|--|
| 19. | Demonstrate self-awareness of one's own strengths and limitations                                  |  |  |  |  |  |  |
| 20. | Set aside personal beliefs, attitudes, and values that may conflict with those of others           |  |  |  |  |  |  |
| 21. | Practice healthy self-care by attending to one's own physical, emotional, and spiritual well-being |  |  |  |  |  |  |
| 22. | Engage in ongoing personal development and continuing education                                    |  |  |  |  |  |  |
|     | <b>TOTALS</b>                                                                                      |  |  |  |  |  |  |

Supervisor  
comments  
(Required)

**CHECK ONE:** Based on my observation of this applicant in an active service setting, **I do [ ]** **I do not [ ]** support their credentialing.

Supervisor signature \_\_\_\_\_ Print name \_\_\_\_\_ Date \_\_\_\_\_

Agency, Department, or Corps Name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_