



International Fellowship of Chaplains

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

Renewal Policy - Annual Chaplains

All I.F.O.C. Chaplains are issued a photo ID card. The ID card is printed with an issue date & renewal date. This ID card is validation that the holder is a Credentialed Chaplain “In Good Standing” with the I.F.O.C. I.F.O.C. Credentials can be revoked, with cause, by the Ethics Committee. The I.F.O.C. ID card must be returned to I.F.O.C. upon written notice.

30 days prior the chaplain’s renewal date, a renewal reminder is mailed to the chaplain’s address on record. Second notice mailings are sent 45 days after the expiration dates.

Allow 2-4 weeks for renewal processing & receiving IDs.

All Chaplains credentialed since 2007 have a renewal date on the first day of the month following the month their application was approved, with a \$250 renewal payment.

I. Chaplain Renewal:

1. Chaplain Credentials renewal payments in full received prior to the expiration date on the ID will be processed for a period of 13 months from the expiration date. (1 month free)
2. Auto-Renew pre-pay plan.
 - \$20 per month auto draft payments from your credit card for you next renewal.
 - Receive a \$20 first year sign-up credit.
 - Save \$10 off your annual renewal.
 - Save time.
 - No need to renew online or by mail.
 - Renewal ID card is sent to you automatically within 30 days prior to renewal date.
 - To sign up for Auto-Renew pre-pay plan call the I.F.O.C. office, (254) 314-2159
 - I.F.O.C. Staff will take your credit card information
 - Your credit card will be charged any initial “catch up” charge of \$20 per month for the number of months since your last renewal date.
 - Auto-Renew payments can be cancelled with written notice to I.F.O.C. office.
 - Funds paid to date will be applied to next renewal.
 - When credit card company stops payment, the Chaplain will be notified by the I.F.O.C. office. Funds paid to date will be applied to next renewal.
 - Auto-Renew payments are non-refundable.
3. Chaplains may request payment plans. Chaplains who establish payment plans prior to the expiration date on the ID will be processed for a period of 12 months from the expiration date.

Grace Period

4. Chaplain Credential renewals received within 3 months after the expiration date will be considered to be within the “Grace” period:
 - a) Credentials will be renewed for 12 months from the expiration date.
 - b) Continuity of credentials (tenure) will be maintained
 - c) I.F.O.C. liability insurance will be considered in effect during the “Grace” period.



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Inactive

5. Chaplain status with an ID between 3 months & 12 months of the expiration date is designated “Inactive”. Chaplains with designated status “Inactive” may be considered for renewal. If renewal is approved:
- Credentials will be renewed for 12 months from the expiration date.
 - Continuity of credentials (tenure) will be maintained
 - I.F.O.C. liability insurance is NOT in effect after credential renewal date.

or

- The Chaplain whose status is between 6 months & 12 months of the expiration date can choose:
- The Chaplains start date will be reset to the new renewal date (loss of tenure)
 - I.F.O.C. liability insurance is NOT in effect after credential renewal date.

Deactivated

6. Chaplain status with an ID between 12 months & 18 months of the expiration date is designated “Deactivated”. Chaplains with designated status “Deactivated” may be considered for renewal. If renewal is approved:
- The Chaplains start date will be reset to the new renewal date (loss of tenure)
 - I.F.O.C. liability insurance is NOT in effect after credential renewal date.

Decommissioned

7. Chaplain status with an ID more than 18 months after the expiration date is designated “Decommissioned”. Chaplains with designated status “Decommissioned” may be considered for reinstatement.
- Request for reinstatement will include a current Background Investigation.
 - Request for reinstatement will include a current Pastor Referral form.
 - Request for reinstatement will include a current government ID
 - Request for reinstatement may include a current passport type photo
 - Reinstatement interview with member of management staff
 - Signed copy of current Statement of Faith/Code of Ethics document
 - The Chaplain’s start date will be reset to the new renewal date (loss of tenure)
 - I.F.O.C. liability insurance is NOT in effect after credential renewal date.

Expired

8. Chaplain status with an ID more than 10 years after the expiration date is designated “Expired”. Chaplains with designated status “Expired” may be considered for reinstatement.
- Request for reinstatement will include a current Background Investigation.
 - Request for reinstatement will include a current Pastor Referral form.
 - Request for reinstatement will include a current government ID
 - Request for reinstatement will include a current passport type photo
 - Reinstatement interview with member of management staff
 - Signed copy of current Statement of Faith/Code of Ethics document
 - The Chaplain’s start date will be reset to the new renewal date (loss of tenure)
 - I.F.O.C. liability insurance is NOT in effect after credential renewal date.
 - Must successfully complete the online Chaplain Training Course (no charge)



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Renewal Policy – Life Chaplains

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30 days prior the chaplain’s renewal date, a renewal reminder is mailed to the chaplain’s address on record. Second notice mailings are sent 45 days after the expiration dates.

Allow 2-4 weeks for renewal processing & receiving IDs.

Chaplain applicants prior to 2008 had the option for to make an initial lump sum payment with a reduced annual renewal payment. These are designated “Life” Chaplains.

1. “Life” Chaplain Credential renewal payments are due prior to February 15th.
2. “Life” Chaplains may request payment plans.

Grace Period

3. Chaplain Credential renewals received within 3 months after the expiration date will be considered to be within the “Grace” period:
 - a) Credentials will be renewed for 12 months from the expiration date.
 - b) Continuity of credentials (tenure) will be maintained
 - c) I.F.O.C. liability insurance will be considered in effect during the “Grace” period.

Inactive

4. Chaplain status with an ID between 3 months & 12 months of the expiration date is designated “Inactive”. Chaplains with designated status “Inactive” may be considered for renewal. If renewal is approved:
 - a) Credentials will be renewed for 12 months from the expiration date.
 - b) Continuity of credentials (tenure) will be maintained
 - c) I.F.O.C. liability insurance is NOT in effect after credential renewal date.

Deactivated

1. Chaplain status with an ID between 12 months & 18 months of the expiration date is designated “Deactivated”. Chaplains with designated status “Deactivated” may be considered for renewal. The Life Chaplain may be considered for renewal with \$250 annual renewal. If renewal is approved:
 - a) The “Life” Chaplain’s start date will be reset to the new renewal date (loss of tenure)
 - b) I.F.O.C. liability insurance is NOT in effect after credential renewal date.



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Decommissioned

5. Chaplain status with an ID more than 18 months after the expiration date is designated “Decommissioned”. Chaplains with designated status “Decommissioned” may be considered for reinstatement with \$250 annual renewal.
 - a) Request for reinstatement will include a current Background Investigation.
 - a) Request for reinstatement will include a current Pastor Referral form.
 - b) Request for reinstatement will include a current government ID
 - c) Request for reinstatement may include a current passport type photo
 - b) Reinstatement interview with member of management staff
 - c) Signed copy of current Statement of Faith/Code of Ethics document
 - d) “Decommissioned” Life Chaplain may be considered for renewal only as “Annual” Chaplain with \$250 annual renewal.
 - e) The Chaplains start date will be reset to the new renewal date (loss of tenure)
 - f) I.F.O.C. liability insurance is NOT in effect after credential renewal date.

Expired

6. Chaplain status with an ID more than 10 years after the expiration date is designated “Expired”. Chaplains with designated status “Expired” may be considered for reinstatement with \$250 annual renewal.
 - a) Request for reinstatement will include a current Background Investigation.
 - b) Request for reinstatement will include a current Pastor Referral form.
 - c) Request for reinstatement will include a current government ID
 - d) Request for reinstatement will include a current passport type photo
 - e) Reinstatement interview with member of management staff
 - f) Signed copy of current Statement of Faith/Code of Ethics document
 - g) “Expired” Life Chaplain may be considered for renewal only as “Annual” Chaplain with \$250 annual renewal.
 - h) The Chaplains start date will be reset to the new renewal date (loss of tenure)
 - i) I.F.O.C. liability insurance is NOT in effect after credential renewal date.
 - j) Must successfully complete the online Chaplain Training Course (no charge)



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30 days prior the chaplain’s renewal date, a renewal reminder is mailed to the chaplain’s address on record. Second notice mailings are sent 45 days after the expiration dates.

Allow 2-4 weeks for renewal processing & receiving IDs.

Credentialed chaplains who are not US or Canadian citizens are designated “International” Chaplains

1. “International” Chaplain Credentials renewal payments are due prior to January 15th.
2. “International” Chaplains may request payment plans.
3. “International” Chaplains are NOT covered by I.F.O.C. liability insurance.

Grace Period

4. Chaplain Credential renewals received within 3 months after the expiration date will be considered to be within the “Grace” period:
 - a) Credentials will be renewed for 12 months from the expiration date.
 - b) Continuity of credentials (tenure) will be maintained

Inactive

5. Chaplain status with an ID between 3 months & 12 months of the expiration date is designated “Inactive”. Chaplains with designated status “Inactive” may be considered for renewal. If renewal is approved:
 - a) Credentials will be renewed for 12 months from the expiration date.
 - b) Continuity of credentials (tenure) will be maintained

Deactivated

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 - a) The Chaplain’s start date will be reset to the new renewal date (loss of tenure)



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Decommissioned

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 - a) Request for reinstatement will include a current Background Investigation.
 - a) Request for reinstatement will include a current Pastor Referral form.
 - b) Request for reinstatement will include a current government ID
 - c) Request for reinstatement may include a current passport type photo
 - b) Reinstatement interview with member of management staff
 - c) Signed copy of current Statement of Faith/Code of Ethics document
 - d) “Decommissioned” Life Chaplain may be considered for renewal only as “Annual” Chaplain with \$250 annual renewal.
 - e) The Chaplains start date will be reset to the new renewal date (loss of tenure)
 - f) I.F.O.C. liability insurance is NOT in effect after credential renewal date.

Expired

7. Chaplain status with an ID more than 10 years after the expiration date is designated “Expired”. Chaplains with designated status “Expired” may be considered for reinstatement with \$250 annual renewal.
 - a) Request for reinstatement will include a current Background Investigation.
 - b) Request for reinstatement will include a current Pastor Referral form.
 - c) Request for reinstatement will include a current government ID
 - d) Request for reinstatement will include a current passport type photo
 - e) Reinstatement interview with member of management staff
 - f) Signed copy of current Statement of Faith/Code of Ethics document
 - g) “Expired” Life Chaplain may be considered for renewal only as “Annual” Chaplain with \$250 annual renewal.
 - h) The Chaplains start date will be reset to the new renewal date (loss of tenure)
 - i) I.F.O.C. liability insurance is NOT in effect after credential renewal date.
 - j) Must successfully complete the online Chaplain Training Course (no charge)