



International Fellowship of Chaplains

PO Box 1004, Temple TX 76503-6130
(254) 314-2159 Fax (989) 753-3238
www.IFOC.org email chaplains@IFOC.org



Renewal Renewal Policy

Doc 1019-2018.12.13

All IFOC 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 IFOC. IFOC Credentials can be revoked, with cause, by the Ethics Committee. The IFOC ID card must be returned to IFOC upon written notice.

Renewal correspondence is mailed to the address on record at least 30 days prior to renewal dates. Second notice mailings are sent 45 days after the expiration dates.

Allow 2-4 weeks for renewal processing & receiving IDs. Online renewals can be processed more quickly than mailed renewals.

All Chaplains credentialed after 2008 are listed as “Annual”. These Chaplains have a renewal date on the first day of the month following the month their application was approved, with a \$250 renewal fee.

Chaplain applicants prior to 2008 had the option for “Annual”, with a \$250 renewal, or a lump sum payment for “Life” with a reduced annual renewal fee. The “Life” renewal is \$125 due annually by February 1st.

Annual Chaplains:

1. Annual 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 IFOC office, (254) 314-2159
 - IFOC 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 IFOC office.
 - Funds paid to date will be applied to next renewal.
 - When credit card company stops payment the Chaplain will be notified by the IFOC office. Funds paid to date will be applied to next renewal.
 - Auto-Renew payments are non-refundable.

3. Annual 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. Annual 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) IFOC liability insurance will be considered in effect during the “Grace” period.

Inactive

5. Chaplain status with an ID between 3 months & 6 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) IFOC liability insurance will NOT be considered in effect during “Inactive” period.

Deactivated

6. Annual Chaplain status with an ID between 6 months & 18 months of the expiration date is designated “Deactivated”. Chaplains with designated status “Deactivated” may be considered for renewal. If renewal is approved:
 - a) The Chaplains start date will be reset to the new renewal date (loss of tenure)
 - b) IFOC liability insurance will NOT be considered in effect during “Deactivated” period.

Not in Good Standing

7. Annual Chaplain status with an ID more than 18 months after the expiration date is designated “Not in Good Standing”. Chaplains with designated status “Not in Good Standing” may be considered for reinstatement.
 - a) Request for reinstatement will include a current Background Investigation by A.P.I.A., \$50.00 fee payable directly to A.P.I.A.
 - b) The Chaplains start date will be reset to the new renewal date (loss of tenure)
 - c) IFOC liability insurance will NOT be considered in effect during “Not in Good Standing” period.

Life Chaplains:

1. Life Chaplain Credentials renewal payments are due prior to February 1st.
2. Life Chaplains may request payment plans.

Grace Period

3. Life Chaplain Credential renewals received within 3 months after the expiration date will be considered to be within the “Grace” period:

International Fellowship of Chaplains

- a) Credentials will be renewed until February 1st of the following year
- b) Continuity of credentials (tenure) will be maintained
- c) IFOC liability insurance will be considered in effect during the “Grace” period

Inactive

4. Life Chaplains with expired credentials have the status of “Inactive” between May 1 and August 1 in the year of their renewal date. The “Inactive” Life Chaplain may be considered for renewal:
 - a) Credentials will be renewed until February 1st of the following year, \$125 renewal.
 - b) Continuity of credentials (tenure) will be maintained
 - c) IFOC liability insurance will NOT be considered in effect during “Inactive” period.

Deactivated

5. Life Chaplain status with an ID between 6 months & 18 months of the expiration date is designated “Deactivated”. The “Deactivated” Life Chaplain may be considered for renewal only as “Annual” Chaplains with \$250 annual renewal.
 - a) Credentials will be renewed for the following 12 months
 - b) Continuity of credentials (tenure) will be maintained
 - c) IFOC liability insurance will NOT be considered in effect during “Deactivated” period.

Not in Good Standing

6. Life Chaplain status more than 18 months after the expiration date is designated “Not in Good Standing”. Chaplains with designated status “Not in Good Standing” may be considered for reinstatement only as “Annual” Chaplains, with \$250 annual renewal.
 - a) Request for reinstatement will include a current Background Investigation by A.P.I.A., \$50.00 fee payable directly to A.P.I.A.
 - b) The Chaplains start date will be reset to the new renewal date (loss of tenure)
 - c) IFOC liability insurance will NOT be considered in effect during “Not in Good Standing” period.

Chaplain Renewal Matrix

"Annual " Chaplain Renewal Matrix

In Good Standing	Renewal prior to expiration date	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.
Grace period	0-3 months after expiration date	<ul style="list-style-type: none"> a) Credentials will be renewed for 12 months from the expiration date. b) Continuity of credentials (tenure) will be maintained c) IFOC liability insurance will be considered in effect during the "Grace" period
Inactive Status May be considered for renewal	3-6 months after expiration date	<ul style="list-style-type: none"> a) Credentials will be renewed for 12 months from the expiration date. b) Continuity of credentials (tenure) will be maintained c) IFOC liability insurance will NOT be considered in effect during "Inactive" period.
Deactivated Status May be considered for renewal	6-18 months after expiration date	<ul style="list-style-type: none"> a) The Chaplains start date will be reset to the new renewal date (loss of tenure) b) IFOC liability insurance will NOT be considered in effect during "Deactivated" period.
Not in Good Standing May be considered for renewal	18 months after expiration date	<ul style="list-style-type: none"> a) Request for reinstatement will include a current Background Investigation by A.P.I.A., \$50.00 fee payable directly to A.P.I.A. b) The Chaplains start date will be reset to the new renewal date (loss of tenure) c) IFOC liability insurance will NOT be considered in effect during "Not in Good Standing" period.

"Life " Chaplain Renewal Matrix

In Good Standing	Renewal prior to expiration date	Renewal payments in full received prior to the expiration date on the ID will be processed for an additional year on February 1st
Grace period	0-3 months after expiration date	<ul style="list-style-type: none"> a) Credentials will be renewed until February 1st of the following year b) Continuity of credentials (tenure) will be maintained c) IFOC liability insurance will be considered in effect during the "Grace" period
Inactive Status May be considered for renewal	3-6 months after expiration date	<ul style="list-style-type: none"> a) Credentials will be renewed until February 1st of the following year b) Continuity of credentials (tenure) will be maintained c) IFOC liability insurance will NOT be considered in effect during "Inactive" period.
Deactivated Status May be considered for renewal only as "Annual" Chaplain with \$250 annual renewal.	6-18 months after expiration date	<ul style="list-style-type: none"> a) The Chaplains start date will be reset to the new renewal date (loss of tenure) b) IFOC liability insurance will NOT be considered in effect during "Deactivated" period.
Not in Good Standing May be considered for renewal only as "Annual" Chaplain with \$250 annual renewal.	18 months after expiration date	<ul style="list-style-type: none"> a) Request for reinstatement will include a current Background Investigation by A.P.I.A., \$50.00 fee payable directly to A.P.I.A. b) The Chaplains start date will be reset to the new renewal date (loss of tenure) c) IFOC liability insurance will NOT be considered in effect during "Not in Good Standing" period.