Revised: December 13, 2017

BOARD OF CHAPLAINCY CERTIFICATION INC. ®
affiliate of **ASSOCIATION OF PROFESSIONAL CHAPLAINS ®**
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Dear Buddhist Leader,

Thank you for receiving, reviewing and completing this form and the accompanying documentation in support of your member(s) who desire to have his/her/their work as a chaplain certified by the Board of Chaplaincy Certification Inc. (BCCI®) The BCCI Buddhist Task Force developed this document to welcome our Buddhist chaplains and assist in meeting the endorsement requirement. It is our sincere hope that the information requested is described clearly in this document; but if additional information or clarification is needed, contact the BCCI office. Our staff is ready to help and to dialogue with you in this process.

A few notes:

- BCCI wants to ensure that the chaplain has had the proper training and continued support from the Buddhist community.
- The Sangha/Temple/Dharma Center/Community ("Community") may appoint any one person OR any position to be the official endorser for the group. This information allows BCCI to ensure that a letter of endorsement has come from the authority designated by the group. For example, the official endorser may be a person (John Smith) or may be a position (Dharma Teacher). By asking for an official endorser, BCCI ascertains that the candidate has applied for certification with the proper permission of the group.

BUDDHIST COMMUNITY RECOGNITION REQUEST FORM

CONTACT INFORMATION:

NAME OF COMMUNITY: _____

ADDRESS: _____

NAME OF THE OFFICIAL ENDORSER (who is authorized to sign an endorsement letter): _____

POSITION OF OFFICIAL ENDORSER (If none, please explain why): _____

PHONE: _____

E-MAIL: _____

CANDIDATE CONTACT INFORMATION:

NAME: _____

ADDRESS: _____

PHONE: _____

E-MAIL: _____

We ask that you contact your community and have them provide the information requested below. If you respond "YES" to any of the questions, please provide documentation to support your claim. Once a full review has been conducted (including getting any necessary clarifications from the applicant or the group) and a decision is reached by the BCCI Commission on Certification, the decision is final. This form is fillable by saving it to your computer, clicking on the shaded boxes to type in responses and then saving the form and sending it back to BCCI. You may also type or handwrite all the responses on a separate sheet of paper. Some questions may require that you use a separate sheet of paper to provide a full explanation. **Please include printed materials and other documentation.**

Yes ☐ No ☐ Is this community on the list of acceptable endorsers for the Department of Defense (Armed Forces Chaplains Board)? IF YES, STOP. No further questions need to be answered.

Yes ☐ No ☐ Has the Board of Chaplaincy Certification Inc. (BCCI) accepted endorsement(s) from this community in the past? If so, name the community.

Yes ☐ No ☐ Is your community an independent organization or is it operated as part of an organization that has already been approved by BCCI?

Yes ☐ No ☐ Does the community have the authority to grant or withdraw endorsement for a chaplain?

Yes ☐ No ☐ Will the community notify BCCI of the withdrawal of endorsement for any member who has been certified as a chaplain by the BCCI?

Yes ☐ No ☐ Does the community have IRS 501 (c) (3) status as an organization or is it registered by the state as a nonprofit religious entity?

Please provide the following information about your community. Some questions may require that you use a separate sheet of paper to provide a full explanation.

1. When was the community founded?

2. How many members does the community have?

3. What is the structure and organization (history, lineage, tradition, etc.) of the community?

4. Who are the Dharma leaders? What are their qualifications? Attach CV, if desired.

5. How are persons prepared, trained and supported for serving the spiritual needs of the community and chaplaincy care? What systems and procedures are provided to support and guide the endorsed person in their ministry? How do you track and document this chaplain's development and ongoing practice?

6. How does a community recognize a candidate's preparedness for endorsement?

7. How does the Sangha encourage the practice of Buddhist ethical conduct? What policies and procedures does the Sangha have in place to address questions of ethical misconduct?

8. Please provide the following documents with your request:
   - Articles of Incorporation (if incorporated)
   - Governing Documents, By-laws or Constitution
   - Mission Statements
   - Standards and Procedures for Endorsement of Chaplains
   - Ethics statement that governs the community OR an ethical guideline that is expected to be upheld by an endorsed chaplain
   - Copy of the IRS 501 (c) (3) certificate or documentation of registration by the state as a not for profit religious entity (If applicable)
   - A current letter of endorsement from the official endorser

9. What other information can you share to give to the APC a well-rounded picture of your community? Please use a separate sheet of paper to respond to this question.