

AMERICAN ASSOCIATION OF PASTORAL COUNSELORS

MEMBERSHIP STANDARDS

and

CERTIFICATION MANUAL

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APPLICATIONS

I. SUBMISSION OF APPLICATIONS

A. Applicants for all membership categories may submit applications at any time.

B. The Association Office Staff will review each application for completeness. If the application is incomplete, the staff will send the applicant a letter itemizing the missing documentation.

C. Within two (2) weeks of receipt, the Association Office Staff will send copies of completed and fully documented applications for Diplomat to the Diplomat Standing Committee Chair and a letter to each applicant confirming the submission.

D. Within four (4) weeks of receipt, the Association Office Staff will send copies of completed and fully documented applications for Certified Pastoral Counselor and Fellow to the Regional Certification Committees and a letter to each applicant confirming the submission.

E. The Association Office Staff, in consultation with the Association Certification Committee, will approve fully documented applications for Member (Pastoral Counselor-in-Training) that meet the required standards. Association Office Staff will consult as necessary with the respective Regional Certification Chair regarding these applications. The staff will send each approved applicant a letter and will forward a copy of each approved application to the appropriate Regional Certification Committee Chairperson.

F. Association Office Staff, in consultation with the Association Certification Committee, will approve fully documented applications for Pastoral Care Specialist, Pastoral Counseling Educator, Member and Student Member that meet the required standards. The staff will send each approved applicant a letter. Applications for these categories of membership are not forwarded to the Regional Certification Committee Chairperson.

II. APPLICATION DOCUMENTATION

A. Each applicant is responsible for providing all documentation in support of his or her application.

TRANSCRIPTS FOR ALL MEMBERSHIP LEVELS MUST BE OFFICIAL.

B. An applicant making application for a change of category is to submit all relevant documentation required for the new category. Applicants do not need to resubmit documents from previously approved applications; however, new documentation will be required to meet Religious Endorsing Body and Pastoral Ministry standards. Applicant must reference documents available in prior applications when making an application for a change of category.

C. Decisions regarding approval of previously submitted documentation will remain in subsequent review.

D. The Association Office Staff reserves the right to verify all degrees, certifications and licensures.

III. EQUIVALENCY

An equivalency for a specific membership standard must be equal in effect to the standard to which it is being compared. Requests for an equivalency should be sent to the Association office along with documentation to support the request. A \$25.00 fee is also to be included for each equivalency requested. Such requests will be reviewed by a subcommittee of the Association Certification Committee and will be considered on a case-by-case basis.

Equivalency requests should be submitted with the membership application. See Appendix E, page 55 – Request for Equivalency

DEFINITIONS

MINISTER:

The word "Minister" shall refer to a person who has been authorized by a religious endorsing body through ordination, consecration, or equivalent means (as determined by the person's religious endorsing body and attested by the appropriate officer of the person's religious endorsing body) to exercise specific religious leadership and service within and on behalf of the religious endorsing body which furthers its purpose and mission and is supported by a covenant with a local religious body which will oversee his/her work in ministry.

PASTORAL COUNSELOR:

The term "pastoral counselor" shall refer to a minister (as defined above) who practices pastoral counseling at an advanced level which integrates religious resources with insights from the behavioral sciences.

PASTORAL COUNSELING:

The term "pastoral counseling" shall refer to a process in which a pastoral counselor utilizes insights and principles derived from the disciplines of theology and the behavioral sciences in working with individuals, couples, families, groups and social systems toward the achievement of wholeness and health.

CERTIFICATION:

Certification means completion of standards. Certification is the organization's verification that an applicant has fulfilled the requirements of the By-Laws (regarding education, training, supervision, faith group authorization and formation interview) commensurate with the respective category sought; and that the applicant thus assumes the clinical and ethical responsibilities appertaining to that category. Standards and procedures for specific certification categories are delineated in this CERTIFICATION MANUAL.

REGIONS

ATLANTIC: Delaware (DE), District of Columbia (DC), Maryland (MD), Pennsylvania (PA), Virginia (VA), and West Virginia (WV)

CENTRAL: Illinois (IL), Iowa (IA), Kansas (KS), Minnesota (MN), Missouri (MO), Wisconsin (WI), and the Canadian Province of Manitoba (MB)

EASTERN: New Jersey (NJ), New York (NY), and the Canadian Province of Ontario (ON)

MIDWEST: Indiana (IN), Kentucky (KY), Michigan (MI), and Ohio (OH)

NORTHEAST: Connecticut (CT), Maine (ME), Massachusetts (MA), New Hampshire (NH), Rhode Island (RI), Vermont (VT), and the Canadian Provinces of New Brunswick (NB), New Foundland (NF), Nova Scotia (NS), Prince Edward Island (PE), and Quebec (PQ)

NORTHWEST: Alaska (AK), Idaho (ID), Oregon (OR), Washington (WA), and the Canadian Provinces of Alberta (AB), British Columbia (BC), Northwest Territories (NT), and Yukon (YT)

PACIFIC: Arizona (AZ), California (CA), Hawaii (HI), and Nevada (NV)

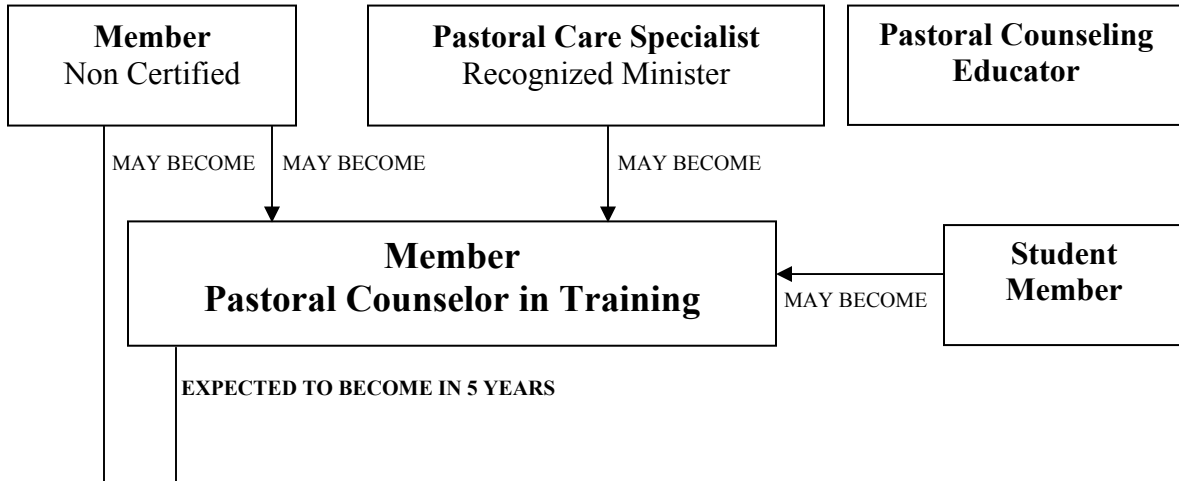
ROCKY MOUNTAIN-PLAINS: Colorado (CO), Montana (MT), Nebraska (NE), North Dakota (ND), South Dakota (SD), Wyoming (WY), Utah (UT), and the Canadian Province of Saskatchewan (SK)

SOUTHEAST: Alabama (AL), Georgia (GA), Florida (FL), Mississippi (MS), North Carolina (NC), South Carolina (SC), and Tennessee (TN)

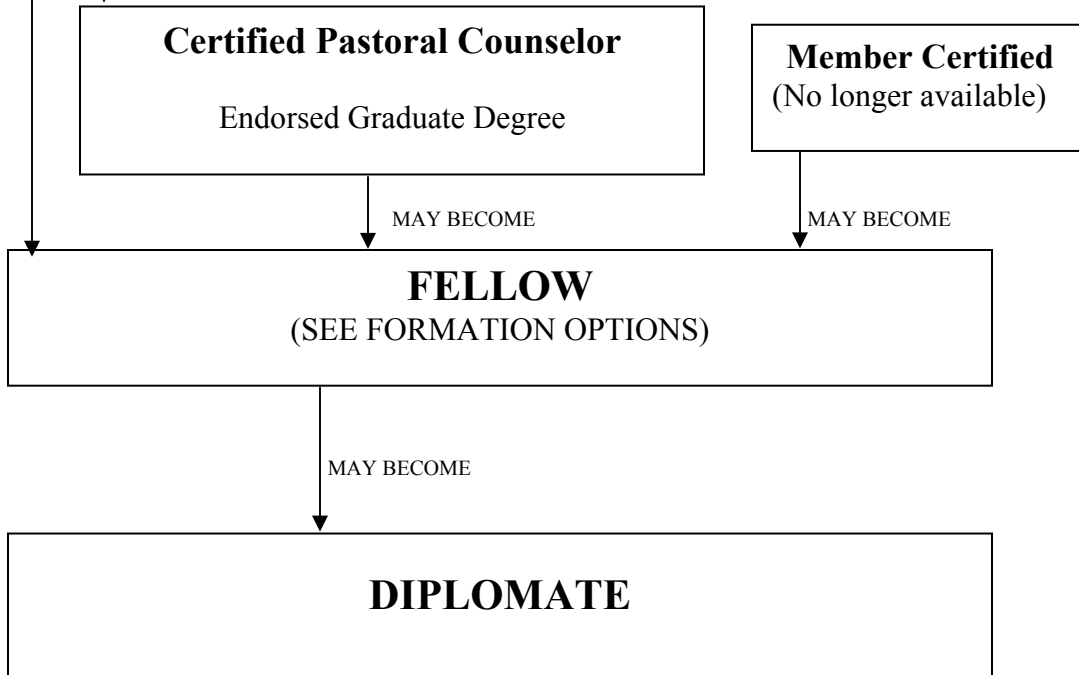
SOUTHWEST: Arkansas (AR), Louisiana (LA), New Mexico (NM), Oklahoma (OK), and Texas (TX)

FLOW CHART of MEMBERSHIP/CERTIFICATION

GENERAL MEMBERSHIP CATEGORIES



CERTIFIED MEMBERSHIP CATEGORIES



STUDENT MEMBER

I. STUDENT MEMBER

Student Member is a general membership category for students enrolled in an AAPC approved training program, a seminary or an academic program – undergraduate or graduate. Applicants will have an inquiry level of interest in the field of pastoral counseling.

Student Member is a temporary status. It is valid only while enrolled in a degree program and for one year past graduation.

As a Student Member, you will:

1. Pay annual Association dues at the Student level (but no regional dues)
2. Receive the AAPC newsletter *Currents* and the AAPC magazine *Journeys*
3. Be welcome to attend Association and Regional meetings without having the right to vote or to hold office
4. Be eligible to apply for need-based conference scholarships
5. Be eligible for discounted rates on your professional liability insurance
6. Be required to submit an annual Report Form indicating continued student status.

II. STANDARDS

To qualify as a Student Member, an applicant must meet the following standards:

1. Be currently enrolled in an AAPC training program, a seminary or degree program.
 - Submit **current** evidence of student status.

III. APPLICATION REVIEW PROCESS

The Association Office Staff in Fairfax, Virginia, will process, review, and approve applications for Student Member, consulting with the Regional Certification Chair as necessary.

PASTORAL CARE SPECIALIST

I. PASTORAL CARE SPECIALIST

The Pastoral Care Specialist is a non-certified category of membership for people in training and supervision for pastoral care in congregations and institutions. The Pastoral Care Specialist category is designed for clergy, students and lay pastoral care givers. PCS training seeks to strengthen personal identity, spirituality and pastoral care practice. It integrates the resources of one's faith tradition with current theoretical understandings and practical skills. PCS training components include didactic seminars, clinical consultation and peer support. To maximize personal growth and learning opportunities, individual therapy is strongly encouraged.

The Pastoral Care Specialist receives guidance regarding the limits of supportive pastoral care, including criteria for referral to qualified professionals. Training for this category of membership is intended to support the member in offering improved pastoral care and crisis intervention. Those seeking certification to provide pastoral counseling and psychotherapy will require additional training and education. PCS training fulfills the pastoral care practicum requirement (p 16, II.C) for Certified Pastoral Counselor.

Pastoral Care Specialists participate in follow-up consultation and growth experiences to enhance their pastoral care ministries. Consultation is a review, at least quarterly, of work in pastoral care along with a review of personal growth and development. Pastoral care consultation is not the equivalent of counseling supervision. Consultation can be a resource in planning for work toward certification.

II. Standards (Pastoral Care Specialist)

To qualify as a Pastoral Care Specialist an applicant must meet the following standards:

A. Relationship with a community of faith

Submit a letter from an official of the applicant's local religious community stating the applicant has an active relationship.

B. A recognized ministry of pastoral care as evidenced by participation in an approved PCS program, enrollment in a relevant academic program, participation in a denominationally approved program in pastoral care or the provision of pastoral care in a local congregation or institution.

C. Completion of at least 50 hours of training and supervision in pastoral care with AAPC Fellows, Diplomates and other instructors approved by the Association Certification Committee.

D. Approved training programs will include a minimum of thirty (30) hours of small group, clinically-based consultation and twenty (20) hours of academic/didactic course work, comprising a minimum of fifty (50) hours of training.

- E. Clinical consultation will be conducted within a group atmosphere of acceptance and support. Participants will use experiential techniques such as verbatims, recordings and role plays of pastoral care experiences to foster personal and professional integration. Group consultation will be characterized by confidentiality and include attention to: prayer and sharing of one's faith journey; multicultural context; processing feelings and reactions; personal and professional concerns; and feedback from peers.
- F. The curriculum will include (1) theology of pastoral care (2) crisis intervention, (3) substance abuse, (4) grief and loss, e.g. divorce recovery and traumatic stress, (5) supportive counseling methods for individuals, marriages and families, and (6) diagnosis and referral.
- G. Web conferencing or other information technology employed in distance learning will utilize encryption to ensure confidentiality.
- H. The PCS candidate shall submit to the Association office a letter outlining the course or program, the plan or method for continuing consultation, and a certificate bearing the signature of the APC certified leader, or representative of the approved training program.

III. APPLICATION REVIEW PROCESS

The Association Office Staff in Fairfax, Virginia, will process, review, and approve applications for Pastoral Care Specialist, consulting with the Regional Certification Chair as necessary.

PASTORAL COUNSELING EDUCATOR

I. PASTORAL COUNSELING EDUCATOR

Pastoral Counseling Educator is a non-certified category of membership for those who provide educational and theoretical leadership in pastoral counseling, pastoral care, pastoral theology, psychology of religion, and related fields. Those who seek AAPC certification to offer pastoral counseling or supervision must meet AAPC standards for such certification.

II. STANDARDS

To qualify as a Pastoral Counseling Educator, an applicant must meet the following standards:

- A. **Doctoral Degree** – Hold a doctoral degree from a university or seminary accredited by The Association of Theological Schools or by an agency recognized by the U. S. Department of Education.
 - Submit an **official** transcript for doctoral degree showing date of graduation. Transcripts must be sent directly to the Association Office from the accrediting institution.
- B. **Academic Appointment** – Be actively involved in the formal teaching and/or academic supervision of pastoral counseling students as part of one's academic appointment.
 - Submit a letter from the Dean or other appropriate official of the employing academic institution, describing the applicant's position, and detailing his/her responsibilities in teaching and/or faculty supervision of pastoral care and counseling students.
 - Submit a statement from the applicant outlining the way students are informed about AAPC and encouraged toward AAPC membership and participation.
- C. **Religious Community Relationship** – Hold an active relationship in one's local religious community.
 - Submit a letter from an official of a local religious community stating the applicant has an active relationship with that religious community.

III. APPLICATION REVIEW PROCESS

The Association Office Staff in Fairfax, Virginia, will process, review, and approve applications for Pastoral Counseling Educator, consulting with the Regional Certification Chair as necessary.

MEMBER

I. **MEMBER**

Member is a general membership category for professionals in one or more of the following areas:

- A. Ministers, pastoral counselors or people who practice pastoral counseling as defined by the Association (see page 5); or
- B. Members of a human service profession who have an interest in the ministry of pastoral counseling, pastoral counselor training or in pastoral counseling centers, **and** who are duly licensed or certified by a state or province, where applicable, or who are otherwise credentialed by a professional human service association; or
- C. Pastoral Counselors-in-Training who are preparing to meet standards for a certified membership category. NOTE: Because of the unique requirements of this sub-category, see standards in the chapter entitled “Member (Pastoral Counselor-in-Training).”

II. **STANDARDS**

To qualify as Member, an applicant must meet the following standards:

A. **Professional Credentials**

1. *Non-Clergy Applicants*

- Submit current evidence of state/provincial licensure, accreditation or certification.
- For those applicants who do not have state/provincial licensure, accreditation or certification, submit evidence of membership in an organization recognized by AAPC that documents accountability relative to submitted credentials.

2. *Clergy Applicants*

- Submit evidence of ordination, consecration, or other clergy status.

B. **Letters of Recommendation**

- 1. **Religious Community** – Submit a letter from an official of one’s local religious community stating the applicant has an active relationship with, and accountability to, that religious community, or, for applicants not actively involved in a formal religious/spiritual community, an equivalency is possible by submitting a brief (2-3 page) paper describing the development of one's interest in the religious/spiritual dimensions of mental health, and the ways in which this interest is presently nourished in community with others (typically in shared spiritual life, accountability, and connection).
- 2. **Professional** – Submit a letter of recommendation from an AAPC Certified Member.

III. **APPLICATION REVIEW PROCESS**

The Association Office Staff in Fairfax, Virginia, will process, review, and approve applications for Member, consulting with the Regional Certification Chair as necessary.

MEMBER (PASTORAL COUNSELOR-IN-TRAINING)

I. MEMBER (Pastoral Counselor-in-Training)

Member (PCT) is a general membership category for people actively engaged in the process of preparing for Certified Pastoral Counselor or Fellow (Mental Health).

II. STANDARDS

To qualify as a Member (Pastoral Counselor-in-Training), an applicant must meet the following standards:

- A. **Ministry** – Be a minister in good standing, a candidate for the ministry or be recognized by one's local religious community as preparing for the ministry of pastoral counseling or preparing for state licensure in a mental health track.
- Submit a letter from an official of the applicant's local religious community stating the applicant has an active relationship with that religious community, and is a minister in good standing or is a candidate for ministry and/or pastoral counseling.
 - Submit a letter from your supervisor, if preparing for licensure.
- B. **Educational Requirements** – Hold at least a baccalaureate degree from a college or university accredited by an agency recognized by the U.S. Department of Education.
- Submit **official** transcript(s) for degrees completed or in progress. Transcripts must be sent directly to the Association Office from the accrediting institution.
- C. **Certified Pastoral Counselor or Fellow (Mental Health) Plan** – Submit a **specific** plan for meeting Certified Pastoral Counselor or Fellow (Mental Health) standards within five years. The Regional Certification Committee will review this plan. At the end of five years, the applicant must apply for Certified Pastoral Counselor or Fellow (Mental Health) in the Association or reapply for membership as Member (PCT) with annual reviews thereafter.

Members who have not progressed to Certified Pastoral Counselor or Fellow (Mental Health) by the end of the fourth year of eligibility as a Member (PCT), will be notified by mail from the Association office of the pending deadline. A copy of the notification will also be sent to the Chairperson, Regional Certification Committee.

III. APPLICATION REVIEW PROCESS

The Association Office Staff in Fairfax, Virginia, will process, review, and approve applications for Member (PCT), consulting with the Regional Certification Chair as necessary. A copy of an approved application will be forwarded to the Regional Certification Committee, which will follow and guide the Member (PCT)'s progress.

NOTE: *An equivalency for a specific membership standard must be equal in effect to the standard to which it is being compared.* Requests for an equivalency should be sent to the Association office along with documentation to support the request. A \$25.00 fee is also to be included for each equivalency requested. Such requests will be reviewed by a subcommittee of the Association Certification Committee and will be considered on a case-by-case basis. ***Equivalency requests should be submitted with the membership application.*** See Appendix E, page 54 – Request for Equivalency

MEMBER INTERNATIONAL

I. MEMBER INTERNATIONAL

This general category is intended to include International persons who are educators, ministers, pastoral counselors or who practice pastoral counseling as defined by the Association.

II. STANDARDS

- A. Provide a statement from the person or agency to whom you are accountable indicating the nature of your ministry of counseling.

- B. Submit documentation of education. (Official transcripts, if possible)

III. APPLICATION REVIEW PROCESS

The Association Office Staff in Fairfax, Virginia, will process, review, and approve applications for Member International, consulting with the Regional Certification Chair as necessary.

CERTIFIED PASTORAL COUNSELOR

I. CERTIFIED PASTORAL COUNSELOR

Certified Pastoral Counselor is a pastoral counselor who provides pastoral counseling under direct supervision. A Certified Pastoral Counselor can be in the process of preparing to become a certified AAPC Fellow or can elect to remain at this level of membership.

II. STANDARDS

To qualify as Certified Pastoral Counselor, an applicant must meet the following standards:

A. Religious Endorsing Body and Pastoral Ministry

1. **Endorsement** – Hold membership in good standing in a recognized religious endorsing body which attests to the applicant's ministry.
 - Submit “RELIGIOUS ENDORSING BODY ENDORSEMENT FOR MINISTRY” form (see Appendix F, page 55) or, if the Faith/Religious Group Mutual Accountability procedure is used, follow instructions in Appendix G, page 56 “Faith/Religious Group Mutual Accountability Form.”
2. **Local Religious Community** – Maintain an active relationship in one's local religious community.
 - Submit a letter from an official of a local religious community stating that the applicant has an active relationship with that religious community.
3. **Pastoral Identity Statement** – Submit a one thousand (1,000) word statement addressing one's pastoral identity in the ministry of pastoral counseling.
4. **Service in Ministry Statement** – Give evidence of three (3) years of service in ministry, including a brief, written description of service to and participation in one's religious endorsing body or faith/religious group community during the past three years.

B. Education

1. Hold a baccalaureate degree from a college or university accredited by an agency recognized by the U.S. Department of Education.
 - Submit **official** transcript(s) for degrees completed or in progress. Transcripts must be sent directly to the Association Office from the accrediting institution.

2. Hold a graduate degree from a school accredited by the Association of Theological Schools or by an agency recognized by the U. S. Department of Education. This degree may be a Master of Divinity, a Master's or Doctoral level degree in either theological/ spiritual or biblical studies, or a Master's or Doctoral level degree in Pastoral Counseling.

Applicants in religious groups who prepare for theological/spiritual leadership through formation practices must request an equivalency. Applicants must provide a letter from their faith group documenting standards for religious practice and the applicants' successful completion of them.

- Submit **official** transcript(s)/documentation which includes date(s) of graduation or completion of training. Transcripts must be sent directly to the Association Office from the accrediting institution.

- C. **Pastoral Care Practicum** – Complete a formal supervised in-depth, rigorously self-reflective and cognitively sound pastoral experience within a peer group context, the most common of which is at least one unit (a quarter) of Clinical Pastoral Education; or document completion of consultation standards for Pastoral Care Specialist. (See page 9, section II)

- Provide documentation of completion of the Pastoral Care Practicum or completion of Pastoral Care Specialist training/consultation. This documentation may be the final evaluation or a certificate of completion.

or

- Provide a signed letter from a Pastoral Care Specialist Program or an ACPE/CPSP Supervisor that your experience meets the requirement.

D. **Counseling and Supervision**

1. Complete a minimum of 375 hours of pastoral counseling provided while receiving a minimum of 125 hours of supervision of that counseling as follows:
 - a. **Individual Supervision** – A minimum of sixty (60) hours with at least two supervisors with a variety of clients. At least thirty (30) hours of supervision should be with one supervisor. The supervisor is to be an AAPC Diplomate or AAPC Fellow (receiving on-going supervision of supervision), or a supervisor approved by the Regional Certification Committee. Required supervision includes brief therapy cases from intake to termination with a variety of cases i.e., individuals, couples, families, therapeutic groups. *“Supervision provided by non-AAPC Supervisors must be approved prior to the start of supervision.”*
 - b. **Group Continuous Case Supervision** – A minimum of thirty-five (35) hours in continuous case supervision. This type of supervision is defined as a small group of students, each in turn presenting clinical material from sessions with the same client for several consecutive supervisory conferences. The supervisor is to be an AAPC Diplomate or AAPC Fellow (receiving on-going supervision of supervision), or a supervisor approved by the Regional Certification Committee. *“Supervision provided by non-AAPC Supervisors must be approved prior to the start of supervision.”*

- c. **Group Interdisciplinary Clinical Case Conference** – A minimum of thirty (30) hours in clinical case conference. This type of group supervision is interdisciplinary, including one or more representatives from other helping professions; a psychiatrist, psychologist, psychiatric social worker, etc. Each student will present case material. The central purpose of this supervision lies in the cross-referencing among various mental health disciplines, usually focused on the presentation of specific clinical problems.
- Evaluations - Submit evaluations from **at least three (3) supervisors** approved by the Regional Certification Committee, using forms provided with the application (also found in Appendix H, page 58). These evaluations should corroborate adherence to SUPERVISION STANDARDS, page 31.
2. **“One-third Rule”** – Give evidence of having received at least one-third of one's required supervision, forty-two (42) hours, from an AAPC Diplomate or Fellow (receiving on-going supervision of supervision), or from supervisors approved by an AAPC approved Training Program in Pastoral Counseling.
3. **Supervision Received in Degree Programs** – Applicants who received clinical supervision as part of an advanced degree program, or who received substantial clinical supervision after advanced degree completion, may receive credit for that supervision up to eighty-three (83) hours of the required one hundred twenty five (125) hours of supervision.
- Submit **official** transcript(s) or letters of verification from supervisor(s).
4. **Applicant’s Work Sample**
- Submit an audio or video recording of one complete, unedited counseling session, accompanied by a written assessment of the session. (See Appendix A, page 38)
 - Submit a statement on the theological/spiritual dynamics of the session. (See Appendix A, page 38)
- E. **Fellow Plan** (optional) – If you are preparing to become a certified AAPC Fellow submit a **specific** plan for completing Fellow certification standards within seven years after certification as Certified Pastoral Counselor. **Plan is to include both the signature of the applicant and his/her supervisor(s).**

Certified Pastoral Counselors, who chose to proceed to Fellow but have not progressed to Fellow by the end of the sixth year of eligibility as a Certified Pastoral Counselor, will be notified by mail from the Association office of the pending deadline. A copy of the notification will also be sent to the Chair, Regional Certification Committee.

F. Consultation

1. A consultation will be held with the Regional Certification Committee. If preparing to become a certified AAPC Fellow, the consultation will focus on the Certified Pastoral Counselor's work sample and plan for Fellow. If permanent Certified Pastoral Counselor status is requested, the consultation interview will consider the continuation of work at this level, including limits, boundaries and supervision necessary. See CONSULTATION PROCEDURES, page 33 and CERTIFIED PASTORAL COUNSELOR CONSULTATION FORM, APPENDIX C, page 45.
2. The consultation may be held at any time within one year following the receipt of all application materials, preferably at the time of the next regularly scheduled Regional Certification Committee meeting. Persons who do not complete the consultation within the specified time must make new application for Certified Pastoral Counselor and pay a new processing fee. Those who had previously held Member (Pastoral Counselor-in-Training) membership will revert to that category.

III. APPLICATION REVIEW PROCESS

- A. The Association Office Staff in Fairfax, Virginia, will process applications for Certified Pastoral Counselor, consulting with the Regional Certification Chair as necessary. A copy of the complete application will be forwarded to the Chairperson, Regional Certification Committee, who will schedule the required consultation.
- B. A Certified Pastoral Counselor, who did not request permanent Certified Pastoral Counselor status, and who does not apply for Fellow within seven years may apply to the Regional Certification Committee for a one year extension or submit a letter requesting permanent Certified Pastoral Counselor status.

NOTE: *An equivalency for a specific membership standard must be equal in effect to the standard to which it is being compared.* Requests for an equivalency should be sent to the Association office along with documentation to support the request. A \$25.00 fee is also to be included for each equivalency requested. Such requests will be reviewed by a subcommittee of the Association Certification Committee and will be considered on a case-by-case basis.

Equivalency requests should be submitted with the membership application. See Appendix E, page 54 – Request for Equivalency

FELLOW

I. FELLOW

- A. “Fellow” indicates a certified pastoral counselor who has completed standards for academic and clinical preparation, demonstrates pastoral identity in counseling, and who provides leadership in interpreting pastoral counseling to the larger community.
- B. One (or more) of the following means of demonstrating clinical competency is required to qualify for evaluation under the standards for AAPC Track or Mental Health Track for Fellow:
 - 1. Graduation from an AAPC approved Training Program in Pastoral Counseling
 - 2. Detailed evaluations from three AAPC approved supervisors
 - 3. Certification by another mental health specialty professional organization
 - 4. State licensure or certification in a mental health discipline
- C. Applicants may use *either* the AAPC track *or* the Mental Health Disciplines track.

II. STANDARDS – AAPC Track

An applicant for Fellow must have met the standards for Member (Certified) or Certified Pastoral Counselor and must meet the following standards:

A. Education Requirement

- 1. Hold a baccalaureate degree from a college or university accredited by an agency recognized by the U.S. Department of Education.
 - Submit **official** transcript(s) for degrees completed or in progress. Transcripts must be sent directly to the Association Office from the accrediting institution.
- 2. Hold a graduate degree from a school accredited by the Association of Theological Schools or by an agency recognized by the U. S. Department of Education. This degree may be a Master of Divinity, a Master's or Doctoral level degree in either theological/ spiritual or biblical studies, or a Master's or Doctoral level degree in Pastoral Counseling.

Applicants in religious groups who prepare for theological/spiritual leadership through formation practices must request an equivalency. Applicants must provide a letter from their faith group documenting standards for religious practice and the applicants’ successful completion of them. (See “NOTE” regarding equivalency, page 22.)

- Submit **official** transcript(s)/documentation which includes date(s) of graduation or completion of training. Transcripts must be sent directly to the Association Office from the accrediting institution.

B. Pastoral Care Practicum Requirement

Complete a formal supervised in-depth, rigorously self reflective and cognitively sound pastoral experience within a peer group context, the most common of which is at least one unit (a quarter) of Clinical Pastoral Education; or document completion of consultation standards for Pastoral Care Specialist. (See page 9, section II)

- Provide documentation of completion of the Pastoral Care Practicum or completion of Pastoral Care Specialist training/consultation. This may be the final evaluation or a certificate of completion.

or

- Provide a signed letter from a Pastoral Care Specialist Program or an ACPE/CPSP Supervisor that your experience meets the requirement.

C. Religious Endorsing Body and Pastoral Ministry

1. **Endorsement** – Hold membership in good standing in a recognized religious endorsing body which attests to the applicant's ministry.
 - Submit “RELIGIOUS ENDORSING BODY ENDORSEMENT FOR MINISTRY” Form (see Appendix F, page 55) or, if the Faith/Religious Group Mutual Accountability procedure is used, follow instructions in the chapter entitled “Faith/Religious Group Mutual Accountability Form” (Appendix G, page 56).
2. **Local Religious Community** – Maintain an active relationship with one's local religious community.
 - Submit a letter from an official of the applicant’s local religious community stating the applicant has an active relationship with that religious community.
3. **Pastoral Identity Statement** – Submit a one thousand (1,000) word statement addressing one's pastoral identity in the ministry of pastoral counseling.
4. **Service in Ministry Statement** – Submit a brief written description of service to and participation in one’s religious endorsing body or endorsement community during the past three years.

D. Body of Knowledge

Complete requirements of the Body of Knowledge for AAPC, a minimum of 57 semester hours of study, which may include and/or extend beyond one basic professional degree in the theological/spiritual disciplines or the mental health disciplines. This work may include unlimited hours from an AAPC approved Training Program in Pastoral Counseling (with 15 contact hours equaling 1 semester hour) or hours from other educational institutional programs which meet requirements stipulated by the Certification Standards or the Institutional Accreditation Committee.

The complete “FELLOW BODY OF KNOWLEDGE REQUIREMENTS” can be found in Appendix L, page 70.

The Body of Knowledge Certification Form can be found in Appendix M, page 79 and should be submitted with your application.

- Submit **official** transcript(s) or official documentation from training institution(s).
- Complete the Body of Knowledge Certification Form (Appendix M, page 79) and attach any supporting letters from AAPC Approved Training program and/or professors attesting to the meeting of the content requirements.

E. **Counseling, Supervision and Training**

1. Complete a minimum of 1,375 hours of pastoral counseling provided while receiving a minimum of 250 hours of supervision of that counseling. ***At least 10% of the 250 hours need to be within three (3) years of the application for Fellow.*** These hours ***may include*** hours used to meet Member (Certified), Member Associate or Certified Pastoral Counselor standards.

a. ***Evaluations***

- Submit evaluations from at least three (3) supervisors approved by the Regional Certification Committee. Forms are provided with the application and also found in Appendix H, page 61. Individual and group supervision should be included. Supervisory evaluations should reflect the variety of the applicant’s clinical work and corroborate adherence to “SUPERVISION STANDARDS”, page 31.
- Submit a statement signed by the applicant’s AAPC supervisor attesting:
 - that the candidate demonstrates skills and practice commensurate with Fellow-level certification and that the Supervisor recommends the applicant’s acceptance as a Fellow.
 - that the Theory Paper (see Section G. below) has been presented to a group of colleagues along with the supervisor who affirm that the paper, in their opinion, is ready to be presented as part of a completed application.

b. ***Applicant’s Work Sample***

- Submit an audio or video recording of one complete, unedited counseling session, accompanied by a case study. (See Appendix A, page 38)
- Submit a statement on the theological/spiritual dynamics of the session. (See Appendix A, page 38)

c. ***Supervisory Collaboration***

Regional Certification Committees and/or the candidate for Fellow have the right, at their discretion, to request a meeting between the candidate and three AAPC approved supervisors (preferably on the certification committee) to review a draft of the Fellow Integrated Theory of Therapy Paper. We encourage committees and candidates to exercise this option.

2. ***“One-third Rule”*** – Give evidence of having received at least one-third of one's required supervision (84 hours) from an AAPC Diplomate or Fellow (receiving on-going supervision of supervision), or from an AAPC approved Training Program in Pastoral Counseling.

- F. **Self Understanding** – Give evidence of having undergone sufficient theological and therapeutic investigation of one's own intrapsychic and interpersonal processes.

- Submit a brief written statement by the applicant outlining the course of one's own theological and therapeutic journey.

- G. **Integrated Theory of Therapy Paper** – Write a theory paper demonstrating the integration of theology and clinical practice.

An applicant's paper will be written in accordance with a standard style guide such as ones used by universities, seminaries, or the American Psychological Association. The paper is to consist of no more than 15 typed, double-spaced pages, and is to be well annotated, have adequate bibliography, address ethical issues (giving examples from one's own practice), and include case illustrations from the applicant's own work as a pastoral counselor. Papers will cover the applicant's theoretical orientation, clinical methodology, and integration of spirituality/theology in pastoral counseling.

The completed theory paper will be reviewed by a Regional Consultation Committee, based upon criteria outlined in the form GUIDELINES FOR ASSESSMENT OF FELLOW INTEGRATED THEORY OF THERAPY PAPERS in APPENDIX B, page 41.

- H. **Consultation** – Interviews are conducted according to the guidelines outlined in CONSULTATION PROCEDURES, page 33. (See Section IV. APPLICATION REVIEW PROCESS, page 26; and Appendix C, page 47, for an example of the Fellow Consultation Forms.) Wherever possible the readers of the paper will serve on the interview committee.

NOTE: ***An equivalency for a specific membership standard must be equal in effect to the standard to which it is being compared.*** Requests for an equivalency should be sent to the Association office along with documentation to support the request. A \$25.00 fee is also to be included for each equivalency requested. Such requests will be reviewed by a subcommittee of the Association Certification Committee and will be considered on a case-by-case basis. ***Equivalency requests should be submitted with the membership application.*** See Appendix E, page 54 – Request for Equivalency.

III. STANDARDS -- MENTAL HEALTH DISCIPLINES TRACK

To qualify as a Fellow, an applicant must be theologically educated *and* certified by another mental health specialty professional organization or hold state licensure/certification in a mental health discipline, and must meet the following standards:

A. Religious Endorsing Body and Pastoral Ministry

1. **Endorsement** – Hold membership in good standing in a recognized religious endorsing body, which attests to the applicant's ministry.
 - Submit “RELIGIOUS ENDORSING BODY ENDORSEMENT FOR MINISTRY” form (see Appendix F, page 55) or, if the Faith/Religious Group Mutual Accountability procedure is used, follow instructions in Appendix G, page 56 “Faith/Religious Group Mutual Accountability Form.”
2. **Local Religious Community** – Maintain an active relationship in one's local religious community.
 - Submit a letter from an official of the applicant’s local religious community stating the applicant has an active relationship with that religious community.
3. **Pastoral Identity Statement** – Submit a 1,000 word statement addressing the following points:
 - a. Awareness of psychological insights into oneself in relationship to personal and professional development and to significant past and present relationships;
 - b. Reflection on spiritual journey; and
 - c. Understanding of the pastoral/spiritual dimension of clinical work.

- B. **Education** – Complete a graduate degree from a school accredited by the Association of Theological Schools or a school accredited by an agency recognized by the U. S. Department of Education. This degree may be a Master of Divinity, a Master’s or Doctoral level degree in either theological/spiritual or biblical studies, or a Master’s or Doctoral level degree in Pastoral Counseling.

Applicants in religious groups who prepare for theological/spiritual leadership through formation practices must request an equivalency. Applicants must provide a letter from their faith group documenting standards for religious practice and the applicant’s successful completion of them. See “NOTE” regarding equivalency, page 26.

- Submit **official** transcript(s)/documentation which include date of graduation or completion of training. Transcripts must be sent directly to the Association Office from the accrediting institution.
- Complete the “FELLOW BODY OF KNOWLEDGE COMPLETION FORM” (Appendix M, page 79) and attach any supporting letters from an AAPC Approved Training program and/or professors attesting to the completion of the content requirements.

- Submit a statement signed by the applicant's AAPC supervisor attesting:
 - that the candidate demonstrates skills and practice commensurate with Fellow-level certification and that the Supervisor recommends the applicant's acceptance as a Fellow
 - that the Theory Paper has been presented to a group of colleagues along with the supervisor who affirm that the paper, in their opinion, is ready to be presented as part of a completed application.

C. Professional Credentials

1. ***Marriage and Family Therapists*** – Hold certification in the American Association for Marriage and Family Therapy or hold state license/certification as a marriage and family therapist.
 - Submit a copy of an **active** AAMFT certificate of Clinical Member and/or Supervisor or a copy of **active** state license/certification.
2. ***Clinical or Counseling Psychologists*** – Hold state/provincial license or certification as a psychologist.
 - Submit an **official** doctoral transcript and a copy of **active** license from psychology board of state or province of residence.
3. ***Licensed/Certified Professional Counselors*** – Hold state license or certification as a Professional Counselor.
 - Submit a copy of **active** state license/certification as Professional Counselor.
4. ***Licensed/Certified Clinical Social Workers*** – Hold state license/certification as a Clinical Social Worker.
 - Submit a copy of **active** state license/certification as Clinical Social Worker.
5. ***Licensed/Certified Psychoanalysts*** – Hold state license as a psychoanalyst or certificate from an approved psychoanalytic certifying body.
 - Submit a copy of **active** state license as a psychoanalyst or certificate from an approved psychoanalytic certifying body.
6. ***Licensed and Board Certified Psychiatrists*** – Hold a state license for the practice of medicine and be certified by the American Board of Neurology and Psychiatry.
 - Submit a copy of **active** state medical license and evidence of certification by the ABNP.
7. ***State Licensed/Certified Pastoral Counselors*** – Hold a state license/certificate to practice pastoral counseling.
 - Submit a copy of **active** state license/certificate.

8. ***Licensed Psychiatric Nurse Practitioner or Mental Health Clinical Nurse Specialists*** – Hold a state license for the practice of Psychiatric Nursing/Mental Health Nursing (Masters Level) and be certified by the American Nurses Credentialing Center as a Psychiatric Nurse Practitioner or a Masters Level Mental Health Clinical Nurse Specialist.
 - Submit a copy of **active** state license/certificate and ANCC certification.
 9. ***Licensed/certified Addiction/Substance Counselors*** – Hold a state license or certification as an addiction/substance abuse counselor.
 - Submit a copy of **active** state license/certificate as an addiction/substance abuse counselor.
- D. **Self Understanding** – Give evidence of having undergone sufficient theological and therapeutic investigation of one’s own intrapsychic and interpersonal processes.
- Submit a brief written statement by the applicant outlining the course of one's own theological and therapeutic journey.
- E. **Integrated Theory of Therapy Paper** – Write a theory paper demonstrating the integration of theology and clinical practice.

An applicant’s paper will be written in accordance with a standard style guide such as ones used by universities, seminaries, or the American Psychological Association. The paper is to consist of no more than 15 typed, double-spaced pages, and is to be well annotated, have adequate bibliography, address ethical issues (giving examples from one’s own practice), and include case illustrations from the applicant’s own work as a pastoral counselor. Papers will cover the applicant’s theoretical orientation, clinical methodology, and integration of spirituality/theology in pastoral counseling.

The theory paper will be reviewed by a Regional Consultation Committee, based upon criteria outlined in the form “GUIDELINES FOR ASSESSMENT OF FELLOW INTEGRATED THEORY OF THERAPY PAPERS” in APPENDIX B, page 41.

F. **Applicant’s Work Sample**

- Submit an audio or video recording of one complete, unedited counseling session, accompanied by a case study for the purpose of demonstrating pastoral/spiritual awareness, as well as providing the applicant an opportunity to share reflections on the pastoral/spiritual dimension of the work. (See Appendix A, page 38, “GUIDELINES FOR WORK SAMPLE AND THEOLOGICAL STATEMENTS.”)
- Submit a statement on the theological/spiritual dynamics of the session. (See Appendix A, page 38, “GUIDELINES FOR WORK SAMPLE AND THEOLOGICAL STATEMENT.”)

G. **Professional Letters of Reference** - Submit references from at least three (3) professional colleagues who are familiar with your present work. Guidelines are provided in Appendix I, page 65.

- H. **Consultation** – Interviews are conducted according to the guidelines outlined in CONSULTATION PROCEDURES, page 33. (See Section IV. APPLICATION REVIEW PROCESS, page 26, and Appendix C, page 47, for an example of the Fellow Consultation Forms.) Wherever possible, the readers of the paper will serve on the interview committee.

NOTE: *An equivalency for a specific membership standard must be equal in effect to the standard to which it is being compared.* Requests for an equivalency should be sent to the Association office along with documentation to support the request. A \$25.00 fee is also to be included for each equivalency requested. Such requests will be reviewed by a subcommittee of the Association Certification Committee and will be considered on a case-by-case basis. *Equivalency requests should be submitted with the membership application.* See Appendix E, page 54 – Request for Equivalency

IV. APPLICATION REVIEW PROCESS

- A. The Membership Services Coordinator of the Association Office Staff in Fairfax, Virginia, will process applications for Fellow (both tracks) for completeness of information and documentation. A copy of an application deemed to be complete will be forwarded to the Regional Certification Committee.
- B. When the applicant's materials are received by the Regional Certification Committee, the committee will establish a consultation committee consisting of three (3) members who are Fellows or Diplomates in AAPC. One (1) of the three (3) will be appointed convener by the Regional Committee. The Regional Committee will notify the applicant of the members of his or her consultation committee and forward the application materials (including the integrative paper) to the consultation committee. When notified of the members of the consultation committee, the applicant will immediately send all additional materials (work sample and analyses) to the consultation committee members. Ideally, the review of the materials will be completed within sixty (60) days and a date will then be established for the consultation.
- C. The theory paper, work sample and analyses will be evaluated by the consultation committee according to certification standards prior to scheduling an interview with the applicant. Any submitted materials needing improvements will be returned with recommendations to the applicant. Normally, revisions are expected to be returned within thirty (30) days in order to meet the interview cycle.
- D. The work sample, analyses and the theory paper will be the focus of the consultation with the committee. (See "CONSULTATION PROCEDURES", page 33).

DIPLOMATE

I. DIPLOMATE

“Diplomate” indicates a certified pastoral counselor who can:

- A. Supervise pastoral counselors, pastoral counselors-in-training and other ministers in such areas as pastoral and professional identity.
- B. Teach and supervise persons for pastoral ministry and/or pastoral counseling. Assist students/supervisees with the development of clinical skills and learning issues/objectives, including, but not limited to, initial and ongoing client assessment, empathy, interventions/ treatment plans, multiculturalism, case management, and supervisee evaluations.
- C. Conceptualize and communicate the integration of theology/spirituality and the behavioral sciences and facilitate pastoral counseling supervisees to develop this capacity.

II. STANDARDS

To qualify as a Diplomate, an applicant must be certified as an AAPC Fellow and must meet the following standards:

A. Religious Body Endorsement and Pastoral Ministry

1. **Endorsement** – Submit “RELIGIOUS ENDORSING BODY ENDORSEMENT FOR MINISTRY” form (see Appendix F, page 55) or, if the Faith/Religious Group Mutual Accountability Procedure is used, follow instructions in Appendix G, page 56 “Faith/Religious Group Mutual Accountability Form.”
2. **Local Religious Community** – Submit a letter from an official of a local religious community stating that the applicant has an active relationship with that religious community.

B. Achievement – Demonstrate achievement of three (3) of the following (include documentation as noted):

1. **Academic** – Doctoral level degree earned from a school accredited by an agency recognized by the U. S. Department of Education. Submit **official** transcript which includes the date of completion.
2. **Research** – Present copies of research designs, results of studies and published articles in referred journals other than dissertation research in item B.1. above.
3. **Teaching and/or supervising pastoral care and counseling** – Present syllabi of courses, workshop materials or documentation of supervision.
4. **Publication** – Cite book, journal, and dates of publications.
5. **Leadership in the Association** – Cite history of leadership and/or committee work for at least three years.

6. *Contribution to church and community* – Describe contribution.
7. *Contribution to another mental health discipline(s)* – Describe contribution.

C. **Licensure or Supervision Received** – Demonstrate theoretical knowledge and supervisory skills in one of the following two ways:

1. AAPC Track:

Receive 50 hours of individual (See page 30) supervision of supervision. All 50 of these hours should be done with a Diplomate. Those candidates with geographic hardship are to complete 25 hours with a Diplomate by phone, computer, etc. as negotiated with the supervisor and 25 hours by a non-AAPC supervisor approved by the Association Certification Committee. Approval must be given prior to beginning supervision by a non-AAPC supervisor.

-OR-

2. Mental Health Disciplines Track:

- a. Hold a state license/certificate to supervise or be approved by a cognate group to supervise in one of the following mental health disciplines: marriage and family therapists, clinical or counseling psychologists, professional counselors, clinical social workers, psychoanalysts, psychiatrists, or pastoral counselors.
 - b. Receive 15 hours of individual consultation from an AAPC Diplomate.
3. Documentation Required for either track:
- Submit “DIPLOMATE EVALUATION FORM” (See Appendix H, page 63) with the application.
 - Submit a statement signed by the applicant’s Diplomate supervisor attesting:
 - that the candidate demonstrates skills and practice commensurate with Diplomate-level certification and that the Supervisor recommends the applicant’s acceptance as a Diplomate.
 - that the theory paper has been presented to a group of colleagues along with the supervisor who affirm that the paper, in their opinion, is ready to be presented as part of a completed application.
 - Additionally, for application via mental health track: Submit evidence of **current** licensure/certification to supervise.

D. **Supervision Provided**

Guidelines for supervision of supervision and supervision to be provided are outlined in “SUPERVISION STANDARDS”, page 31.

1. Document completion of 150 hours of pastoral counseling supervision provided.
2. Submit a record of the supervision provided including names of supervisees and hours supervised.

E. **Supervisory Theory Paper**

1. Write a paper with annotation and bibliography (15-20 double spaced pages in length) of applicant's supervisory theory using case illustrations/studies and addressing ethical issues. The paper is to be thorough and in a standard format and must include the following:
 - a. Applicant's theoretical orientation in pastoral counseling supervision.
 - b. Applicant's integration of spirituality/theology in pastoral counseling supervision.
 - c. Applicant's methodology of teaching pastoral counseling supervision.
2. The theory paper will be reviewed by a Reader's Committee, based upon criteria outlined in the form "GUIDELINES FOR ASSESSMENT OF DIPLOMATE THEORY OF SUPERVISION PAPERS," APPENDIX B, page 43.

F. **Supervisory Work Sample, Assessment and Consultative Interview**

1. Once readers for the application have been assigned, the applicant will submit to each of them a supervisory work sample that will include an audio or video recording of a complete, unedited supervisory session, a complete written verbatim of that session and a written assessment (See Appendix A, Section III, page 39). The assessment should demonstrate specifically how the work sample is congruent with the theory presented in the paper.
2. Submit a statement on the theological/spiritual dynamics of the session. (See Appendix A, Section IV, page 40.)

G. **Consultative Interview**

1. Once the readers have reviewed and approved the Supervisory Theory and work sample, a consultative interview will be scheduled.
2. The consultation will be guided by the four guideline questions as outlined under Appendix A, IV.B, page 40. (See "DIPLOMATE CONSULTATION FORM", in APPENDIX C, page 49, for a view of the documentation to be completed by the Consultative Interview Committee.).

H. **Course Work in Supervision** – Complete a minimum of thirty (30) clock hours of graduate level course work in clinical supervision. This may be achieved by:

1. Formal academic course
 - Submit **official** transcript or certificate of completion.
2. Course work in supervision approved by a state licensing board in a mental health discipline
 - Submit certificate of completion.
3. Course work in supervision approved by mental health cognate groups
 - Submit certificate of completion.

4. Course work in AAPC approved Training Programs in Pastoral Counseling or Institutional Accreditation Committee approved Diplomate training groups
 - a. Submit certificate of completion or letter of verification by the supervising Diplomate.

III. APPLICATION REVIEW PROCESS

- A. Upon receipt of a completed application, the Membership Services Coordinator of the Association Office Staff in Fairfax, Virginia, will send a copy to the Diplomate Standing Committee Chairperson. The Membership Services Coordinator will also send a note to the applicant informing her/him of the status of the application and advising her/him to prepare a copy of the work sample and work sample assessment.
- B. Within three (3) weeks of receiving the applications, the Chairperson of the Diplomate Standing Subcommittee will form a consultative committee of three (3) readers from a standing pool of potential readers. One (1) person will be designated as the convener of the committee. The convener will contact the applicant and advise him/her to send the work sample and work sample assessment to each member of the consultation committee. The Diplomate Standing Subcommittee Chairperson will inform the Membership Services Coordinator of the membership of the consultation committee. The Chairperson will forward the application, and theory paper to each reader.
- C. The consultation committee members will complete an initial review of the paper and work sample within one (1) month of receipt. Papers will be evaluated using written criteria outlined in Appendix B, "GUIDELINES FOR ASSESSMENT OF DIPLOMATE THEORY OF SUPERVISION PAPERS," page 43. The convener will communicate with the applicant the results of the committee's review and ask for changes to the paper and/or additional work sample submissions as required by the consultation committee.
- D. Once a majority of the consultation committee agrees that the theory paper and work sample meet or exceed standards, a consultative interview will be scheduled.
- E. Upon successful completion of the consultative interview, the convener will send a completed consultation report, (signed by all members of the committee) to the Chairperson of the Diplomate Standing Subcommittee. The Chairperson will forward the consultation report to the Membership Services Coordinator. Additionally, all expense forms will be sent by the convener to the certification committee chairperson for final submission to the AAPC business office.

NOTE: An equivalency for a specific membership standard must be equal in effect to the standard to which it is being compared. Requests for an equivalency should be sent to the Association office along with documentation to support the request. A \$25.00 fee is also to be included for each equivalency requested. Such requests will be reviewed by a subcommittee of the Association Certification Committee and will be considered on a case-by-case basis. **Equivalency requests should be submitted with the membership application.** See Appendix E, page 54 – Request for Equivalency.

SUPERVISION STANDARDS

I. SUPERVISION

Supervision is normally expected to be a regular face-to-face meeting to examine the clinical materials of therapeutic interaction, such as audio or video recordings, process notes, or live observation.

- A. The minimum expected frequency is twice a month.
- B. Individual supervision may include two trainees if both persons present alternatively with equal time. When more than two trainees are present, it is considered group supervision.
- C. A Member (PCT) is normally expected to have one (1) hour of supervision for each four to six (4-6) hours of counseling provided.
- D. A Member (Certified) or Certified Pastoral Counselor is expected to have one (1) hour of supervision for each eight to twelve (8-12) hours of counseling provided.
- E. A Fellow can provide supervision if he or she is receiving on-going supervision of supervision with an AAPC Diplomate. A written 'Diplomate-in-Training' covenant of learning should be established between the supervising Fellow and the Diplomate.

II. DISTANCE SUPERVISION

The Association recognizes that in unusual circumstances persons may not have access to a Fellow or Diplomate for face-to-face supervision. In these cases the use of modern technologies for supervision may be used under the following standards:

- A. Security of Client Information: Client information must be secured, either through encryption technology or through "masking" of identity.
- B. Supervision must be "live" involving real time contact between counselor and supervisor or supervisor and supervisor. This can include telephone conversation, video-teleconference, or a live internet "chat" technology. Non-real-time communications such as email, letters or bulletin board conversations, while valuable, will not count for face-to-face supervision.
- C. Supervision must include raw data or verbatim/case notes at least 50% of the time. Raw data can include a video or audio recording of the counseling or supervisory session, or else a verbatim or complete case note of the specific session being supervised.
- D. No more than 50% of supervision for an advanced certification (Diplomate, Fellow or Certified Pastoral Counselor) can be accomplished via distance supervision. Exceptions to the 50% rule for Distance Supervision will be approved on a case by case basis by the Association Certification Committee.

III. APPROVAL OF NON-AAPC SUPERVISORS

Any supervisor who is not an AAPC Diplomate, a Fellow receiving on-going supervision of supervision, or an approved supervisor on the staff of an AAPC approved Training Program in Pastoral Counseling, must be an accredited/licensed and experienced supervisor in a related mental health discipline such as psychiatry, psychology, social work, or family therapy. The supervisor should have at least five (5) years of clinical experience and two (2) years of supervisory experience.

To secure approval for such a supervisor, the form, "REQUEST FOR APPROVAL OF NON-AAPC SUPERVISOR" (see Appendix D, page 52), must be completed with supporting information attached and sent to the Chairperson of the Regional Certification Committee, for a decision.

CONSULTATION PROCEDURES

I. PURPOSE

The consultation provides applicants the opportunity to clearly present their work and their personal, pastoral, and professional integration as pastoral counselors or supervisors. The consultation committee helps applicants identify strengths and areas for further growth and development as a pastoral counselor (or in the case of Diplomate, supervisor). The process will be respectful and hospitable.

II. CONSULTATION COMMITTEE

- A. Consultation Committees will consist of three (3) Fellows or Diplomates. In the case of Diplomate consultations, all committee members will be Diplomates.
- B. Members serving on consultation committees or those making committee assignments cannot be the applicant's current or recent (within the last year) supervisors, personal friends, or adversaries, in order to provide objectivity.
- C. The process respects differences in theory, theological/spiritual perspective, gender, and ethnic/cultural background. In those cases where language or ethnic difference exists between the applicant and the majority of the Association or Regional committee, consultants are encouraged.
- D. Committee members must receive Certification Committee training prior to serving on a consultation committee.
- E. A Chair will be chosen to conduct and guide the consultation process. The Chair may also serve as an applicant's Convener.

III. CONVENERS

- A. A Convener will be assigned for each applicant and should be a member or alternate of the Regional Certification Committee. Past members and/or alternates may serve as conveners if there are an insufficient number of conveners. The Chair, Association Certification Committee & Diplomate Standing Subcommittee, will assign conveners and committee members for Diplomate applicants.
- B. The Regional Certification Committee Chair, or for Diplomate Candidates the Diplomate Standing Subcommittee Chair, will provide a Convener with the application materials, review/assessment form, and copies of appropriate sections of the Certification Manual, as needed.
- C. The Convener will introduce and provide a summary of background information about the applicant.
- D. Following the consultation, the Convener will return all application documents and review forms to the Regional Certification Committee Chair, or for Diplomate Candidates, to the Diplomate Standing Subcommittee Chair.

REGIONAL CERTIFICATION COMMITTEES

I. REGIONAL CERTIFICATION COMMITTEES

A. *Membership*

1. Committees will be comprised of Fellows and Diplomates elected according to Regional Bylaws. Regions may also elect alternates to the committee to serve as needed.
2. Committee members will also serve on Consultative Committees.

B. *Meetings* – Committees normally meet twice a year to conduct committee business and to participate in consultations with applicants for membership.

II. CHAIR, REGIONAL CERTIFICATION COMMITTEE

A. *Eligibility* – Members eligible for nomination and election as Chair, Regional Certification Committee, shall be an AAPC Diplomate or Fellow who has served as a member or alternate on the committee for at least two years.

B. *Responsibilities* – The Chair’s responsibilities include administration, conducting committee meetings, supervision of the regional certification process, representing the committee on the Regional Executive Council, and representing the region on the Association Certification Committee.

1. *Administration*

- a. Conduct Regional Certification Committee meetings.
- b. Communicate with members and non-members about certification standards and processes.
- c. Prepare and monitor the committee’s annual budget in consultation with the Association and Regional Certification Committees.
- d. Approve, by signature, all committee members’ expense vouchers, forwarding these to the Association office within 30 days of each meeting.

2. *Regional Committee Meetings*

- a. Call meetings of the committee, notify members of place, date and time, and provide directions and necessary materials for the meeting.
- b. Prepare an agenda.
 - 1) Include time for a review and discussion of the consultation process prior to the beginning of the consultations to ensure the process is professional, clear and consistent with Association policy.

3. *Regional Consultations*

- a. Receive and review membership applications sent to the region by the Association office, paying particular attention to required approval for non-AAPC supervisors.
- b. Prepare a consultation schedule
- c. Secure a meeting place ensuring sufficient consultation rooms and a waiting area for applicants, and arranging for overnight accommodations, meals and refreshments, as necessary.
- d. Assign consultation committees for each applicant following Association policy regarding conflict of interest issues. Committee members must be trained in Association policies regarding consultations.
- e. Assign a convener for each applicant and provide the convener with a copy of the application, review form, and other documents, as necessary. (See “CONSULTATION PROCEDURES”, Section III, page 33, for specifics of the convener’s duties.)
- f. Communicate to each applicant the name of their convener, the place, date and time of their consultation, as well as when (no later than three (3) weeks prior to the consultation) and where to send work sample and theological statement.
- g. Collect application documents and review forms from conveners following the consultations.
- h. Make two (2) copies of the consultation form (see Appendix C, pages 45-52 for the appropriate form). Send one (1) copy to the applicant(s) along with a personal communication, and one (1) copy to the Association office along with the committee report of the review (computer printout provided by the Association Office Staff).
- i. Manage retention of records – (See Appendix K, page 68)

4. *Regional Executive Council*

- a. Represent the committee on the Regional Executive Council and participate in its meetings.
- b. Prepare and present a report of the committee’s activities and recommendations for action by the Council.

5. *Association Certification Committee*

- a. Represent the region on the Association Certification Committee and participate in meetings of the committee, usually held twice a year.
- b. Prepare and present a report of the regional committee’s activities.
- c. Submit to the Association Committee Chair, in advance of a meeting, regional issues/concerns and recommendations for committee action.

ASSOCIATION CERTIFICATION COMMITTEE

I. ASSOCIATION CERTIFICATION COMMITTEE

A. MEMBERSHIP

The Committee will consist of the Association Certification Committee Chair and the Chairs of the Regional Certification Committees

B. MEETINGS

The Committee normally meets twice a year to conduct committee business and to conduct consultations for Diplomate applicants.

II. CHAIR, ASSOCIATION CERTIFICATION COMMITTEE

A. The Chair is nominated by the Association Leadership Development Committee and elected to a 3-year term by the voting members of the Association.

B. Responsibilities

- To collaborate with the AAPC Membership Services Coordinator and the ten Regional Certification Committee Chairs (who compose the AAPC Association Certification Committee) and the Military (through its appointed representative) to evaluate, maintain and monitor the overall standards and quality assurance of AAPC certification.
- To maintain the Association's accessibility to its membership and the public regarding certification standards and implementation, through:
 - The AAPC Website and e-mail/telephone response
 - The Certification Manual
 - The Association Certification Committee Standing Subcommittees
 - Diplomate and Supervision
 - Fellow and Body of Knowledge
 - Certified Pastoral Counselor, Member (Pastoral Counselor in Training), Pastoral Care Specialist, Member and Student Member
 - Equivalency, Minority, Military and International
- To serve on the Association Action Council
- To serve as a member of the Association interview team for military applicants for certification.

III. SECRETARY, ASSOCIATION CERTIFICATION COMMITTEE

The secretary is selected from the members of the Association Certification Committee. The secretary is responsible for attending all meetings, taking the official minutes, preparing the final version of the minutes and distributing the minutes of each meeting to the members of the association certification committee and the association office.

IV. STANDING SUBCOMMITTEES

There are four (4) standing subcommittees of the Association Certification Committee. Committee members are regional certification committee chairs. Each subcommittee is structured to consider the membership requirements and concerns for that particular membership level.

A. DIPLOMATE & SUPERVISION

The Diplomate subcommittee is composed of Diplomates who are members of the Association Certification Committee. The sub-committee is responsible for reviewing all Diplomate applications, assigning a readers' committee and a consultation committee. The sub-committee is responsible for answering questions from potential applicants, responding to concerns about supervision and approving courses for supervision. They are responsible for updating the Diplomate standards in the Certification Manual. They assess the need for workshops that address specific Diplomate issues, plan these workshops and coordinate the approval and scheduling of them with the Program Planning Committee.

B. FELLOW & BODY OF KNOWLEDGE

This sub-committee is composed of members of the Association Certification Committee. They are responsible for reviewing the Fellow Certification Standards and related forms, such as applications, guidelines and evaluation forms. They also assess the need for workshops that address specific Fellow issues, plan these workshops and coordinate the approval and scheduling of them with the Program Planning Committee. This sub-committee's chairperson responds to inquiries from prospective Fellow candidates and others seeking information on the Fellow certification process.

F. CERTIFIED PASTORAL COUNSELOR, PASTORAL CARE SPECIALIST & STUDENTS

This sub-committee is composed of members of the Association Certification Committee. They are responsible for reviewing the standards for Certified Pastoral Counselor, Pastoral Care Specialist, Member and Student applications. This includes on-going assessment, policy-making, evaluation and revising standards and practice requisite to effective communication with candidates and members of the association. They also assess the need for workshops that address specific issues, plan these workshops and coordinate the approval and scheduling of them with the Association's Program Planning Committee.

G. EQUIVALENCY, MINORITY, MILITARY & INTERNATIONAL

This sub-committee is responsible for reviewing and evaluating equivalency requests for membership standards in the APC application process. They also assess the need for workshops that address specific issues, plan these workshops and coordinate the approval and scheduling of them with the Program Planning Committee.

This sub-committee's chairperson is responsible for communicating concerns, questions and dialogue regarding certification and membership issues with the following groups:

- Military members
- International members
- Minority (or under-served and under-represented groups).

APPENDIX A

GUIDELINES FOR WORK SAMPLE AND THEOLOGICAL STATEMENT

NOTE: *The Regional Certification Chair will advise the applicant when and to whom the work sample and theological statement is to be sent.*

I. GENERAL GUIDELINES

A. Work Sample

The required work sample may be an audio or video recording and corresponding case study analysis. These should demonstrate the applicant's best work. ***The applicant must provide a recording of good quality, clear, audible and free from technical problems. A poor quality recording may delay the consultation process.*** The applicant must also provide or make arrangements for the necessary equipment.

- B. Release of Information Form** -To ensure the confidentiality of the client or supervisee being presented in a work sample, **the applicant must submit a signed statement verifying possession of a "Release of Information" form signed by the client or supervisee.** This document grants permission to the applicant to submit the work sample to the Certification Committee for the purposes of the consultation. The actual "Release of Information" form is **NOT** to be submitted.

II. CERTIFIED PASTORAL COUNSELOR and FELLOW APPLICANTS

A. Audio or Video Recording

An audio or video recording of one complete, unedited counseling session with an individual, couple or family may be submitted. The recording should demonstrate that the applicant can established a therapeutic relationship and work towards mutually established goals.

B. Case Study

1. The case study should demonstrate that the applicant can establish a therapeutic relationship and work toward established goals.
2. A complete case study will include the following elements:
 - a. Referral source
 - b. The theoretical orientation out of which the applicant works
 - c. Personal history: age and physical description, familial themes (with optional genogram), and relevant educational and vocational, religious and spiritual, and support system themes
 - d. Presenting problem, history, attempts at resolution including prior counseling or therapeutic experiences and outcomes

- e. Clinical assessment which may include intrapsychic, relational, systemic and theological/spiritual aspects and a pastoral counseling plan based upon the needs of the client and the applicant's theoretical orientation. The clinical assessment must include a diagnostic evaluation (with Multiaxial Assessment from current edition of DSM), of the client's difficulties and a description of the presenting problem.
- f. Description of clinical phases and characteristic interventions, a treatment plan including strategy and goals, and a brief description of the treatment process to date and the place of this recording in the process
- g. Submit a verbatim transcript of the complete counseling session. Provide a step-by-step dynamic description of what occurred in the session.
- h. An analysis of the applicant's therapeutic skills including strengths and personal/professional challenges in working with the client
- i. Written Description of Theological Dynamics – A written description of the theological dynamics of the session, prepared in accordance with Section IV (page 39) is to accompany the work sample/case study.

III. DIPLOMATE APPLICANTS

A. *Audio or Video Recording*

- 1. A work sample using an audio or video recording which provides one (1) complete, unedited supervisory session with a supervision trainee.
- 2. A brief written assessment (not more than five (5) pages) accompanies the work sample and includes the following:
 - a. A concise description of the supervisee's goals and learning issues in pastoral counseling supervision training. If the actual supervisory contract/covenant is submitted, the identity of the supervisee is to be made confidential through blackening out the supervisee's name.
 - b. A concise description of the applicant's goals for supervision with the trainee, and a description of the supervision strategy or methodology for achieving these goals.
 - c. A concise description of the supervision process for the trainee, up to this point of the supervision, and an assessment of the strengths and limits of the applicant's supervisory skills, as demonstrated on the work sample.

- B. *Written Theological Description of Learning Process*** – A pastoral/theological description of the learning process with the trainee prepared in accordance with Section IV, page 39 is to accompany the work sample.

IV. THEOLOGICAL STATEMENT

- A. The following guidelines describe the written statement (not more than five pages) on the theological/spiritual dynamics of the work sample/case study.
1. ***Theology/Spirituality and Client*** (Certified Pastoral Counselor/Fellow) or ***Supervisee*** (Diplomate)
 - a. Description of the theological/spiritual orientation or belief system of the client or supervisee.
 - b. Description of the congruence or incongruence of the theological/spiritual orientation or belief system with the self-understanding, life style, and functioning of the client or supervisee.
 2. ***Theology/Spirituality and Therapist*** (Certified Pastoral Counselor/Fellow) or ***Supervisor*** (Diplomate)
 - a. Description of the applicant's theology/spirituality or belief system.
 - b. Description of the congruence or incongruence of the theological/spiritual orientation or belief system with the self-understanding and clinical function of the applicant.
 3. ***Theology/Spirituality and the Therapeutic (Supervisory) Relationship***
 - a. Description of how the applicant understands pastoral counseling/pastoral counseling supervision as theologically/spiritually grounded.
 - b. Description of how the applicant's theology/spirituality or belief system interfaces with that of the client or supervisee.
 - c. Description of how the pastoral counseling or supervision relationship serves to clarify, challenge or expand the theology/spirituality or belief system of the applicant and the client or supervisee.
- B. The Certification Committee will focus on the following questions regarding theology/spirituality during the consultation with the applicant:
1. How is pastoral/spiritual identity demonstrated in the applicant's practice of counseling (supervision)?
 2. How is applicant's work reflective of a theological/spiritual grounding?
 3. How does applicant describe "pastoral/spiritual moments" that occur in counseling (supervision) and how does the applicant's recording or case study demonstrate this in terms of the therapeutic (supervisory) relationship?
 4. How does the applicant demonstrate the ability to provide leadership in interpreting theological/spiritual dimensions of human wholeness to the other therapeutic disciplines, congregational life and the community at large?

APPENDIX B

**GUIDELINES FOR ASSESSMENT OF
FELLOW INTEGRATED THEORY OF THERAPY PAPERS**

Fellow Applicant's Name: _____

An applicant's paper will be written in accordance with a standard style guide such as ones used by universities, seminaries, or the American Psychological Association. The paper is to consist of no more than 15 typed, double-spaced pages, and is to be well annotated, have adequate bibliography, address ethical issues (giving examples from one's own practice), and include case illustrations from the applicant's own work as a pastoral counselor. Papers will cover the applicant's theoretical orientation, clinical methodology, and integration of spirituality/theology in pastoral counseling.

A Fellow Integrated Theory of Therapy Paper demonstrates the integration of clinical counseling and theology. It should represent original work and clearly indicate the integration of the elements below.

The Theory Paper:

Scale: 1 = Exceeds standards 2 = Meets standards 3 = Does not yet meet standards

To be accepted, a paper must either meet or exceed standards in each of the following areas:

	1	2	3
1. Follows a standard style format	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Reflects awareness and understanding of pastoral counseling literature.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Is consistent with applicant's clinical practice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Addresses ethical issues in counseling.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Includes case illustrations from applicant's own work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Develops (states, illustrates and reviews) the applicant's own theoretical orientation for pastoral counseling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Demonstrates competent clinical practice within the boundaries of our profession.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Demonstrates the applicant's integration of self, spirituality/theology in pastoral counseling.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(This side for committee use only)

READER'S COMMENTS
(May be sent to applicant)

Strengths of the theory paper: _____

Areas of needed improvement: _____

Reader's Signature _____

Printed Name _____

Date _____

GUIDELINES FOR ASSESSMENT
OF
DIPLOMATE THEORY OF SUPERVISION PAPERS

REVISED: January 17, 2007

A Diplomat Theory of Supervision paper demonstrates the integration of spirituality/theology with supervisory practice. It should make a contribution to the field of supervision and training for ministry.

An applicant's paper will be written in accordance with a standard style guide such as MLA, Turabian or the American Psychological Association. The paper is to consist of 15-20 typed, double-spaced pages, and is to be well annotated, have adequate bibliography, address ethical issues, and include case illustrations from the applicant's own work as supervisor. Papers will cover the applicant's theoretical orientation, teaching methodology, and integration of spirituality/theology in pastoral counseling supervision.

Diplomate Applicant's Name: _____

The Theory Paper:

Scale: 1 = Exceeds standards 2 = Meets standards 3 = Does not yet meet standards

To be accepted, a paper must either meet or exceed standards in each of the following areas:

	1	2	3
1. Follows a standard style format	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Reflects awareness and understanding of literature on theory and theological foundations of pastoral counseling supervision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Articulates psychotherapeutic and theological foundations on which applicant's supervisory theory is based	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Develops the applicant's own theory of pastoral counseling supervision which demonstrates integration of spirituality/theology with supervisory practice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Addresses ethical issues in supervision.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Describes the learning theory that informs applicant's supervision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Includes case illustrations from applicant's work as supervisor which demonstrate applicant's theory	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Demonstrates practice and theory of pastoral counseling supervision are consistent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Describes applicant's ability to observe and critique own supervisory work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

APPENDIX C

AMERICAN ASSOCIATION OF PASTORAL COUNSELORS
Regional Certification Committee Action on Application

CERTIFIED PASTORAL COUNSELOR CONSULTATION FORM

NOTE: A Form must be completed for each applicant

Region _____ Date _____

Applicant's Name _____
(Please Print) Last First M.I.

CRITERIA for CERTIFIED PASTORAL COUNSELOR:

The Certified Pastoral Counselor is a pastoral counselor who provides pastoral counseling under direct supervision while preparing to become a certified AAPC Fellow.

A. SUMMARY OF CONSULTATION: (This consultation is based on all written materials and the work sample.)

1. *Description of Committee Consultation* (Personal Identity and Interpersonal Skills): The applicant's awareness of self, of internal dynamics and interpersonal relationships, capacity for flexible and effective relatedness to others, ability to receive supervision, and ability to claim personal and professional authority.

2. *Therapeutic Development:* Capacity to establish a therapeutic relationship and assess a counselee's therapeutic need, to develop and use a treatment plan, to conduct, complete and evaluate the therapeutic process consistent with the applicant's theoretical orientation. Applicant's ability to evaluate his/her own strengths and growth areas as they occur in the treatment process.

3. *Academic and Theoretical Knowledge:* Knowledge of theological and behavioral sciences, including integration at both theoretical and operational levels. Capacity to develop theory consistent with clinical practice, and demonstrate theoretical awareness of major areas of pastoral counseling, including the history of pastoral care and counseling, personality theory, psychopathology, marriage and family dynamics and therapeutic approaches.

4. *Pastoral Identity*: Ability to integrate pastoral identity into the pastoral counseling process and articulate his/her pastoral role in religious and inter-professional contexts.

5. *Theology and Clinical Practice*: Ability to understand how the counseling process is grounded theologically within the counselor, the counselee, and the therapeutic relationship.

6. *Ethical Commitment*: Understanding of, and assent, to the Code of Ethics of the Association and related standards of professional ethics, maintenance of confidentiality, appropriate therapeutic parameters and commitment to basic values as respect for the worth and rights of persons.

B. RECOMMENDATIONS: Regional Certification Committee recommendations as candidate prepares for the Fellow application process.

Please **sign and print** name:

Convener's Name: _____

Committee Member: _____

Committee Member: _____

Applicant: _____

AMERICAN ASSOCIATION OF PASTORAL COUNSELORS
Regional Certification Committee Action on Application

FELLOW CONSULTATION FORM

(NOTE: A Review Form MUST be completed for each applicant)

Region _____ Date _____

Applicant's Name _____
(Please Print) Last First M.I.

CRITERIA for FELLOW:

This category is intended to include pastoral counselors who have completed standards for academic and clinical preparation, demonstrated pastoral identity in counseling, and who provide leadership in interpreting pastoral counseling to the larger community.

I. SUMMARY OF CONSULTATION:

Applicant's stated goals for the consultation _____

II. THEOLOGY/SPIRITUALITY DYNAMICS OF APPLICANT'S WORK SAMPLE

A. Demonstration of pastoral/spiritual identity in the practice of pastoral counseling

B. Evidence of theological/spiritual grounding

C. Demonstration of pastoral/spiritual moments

D. Demonstration of leadership in interpreting theological/spiritual dimensions of human wholeness to the other therapeutic disciplines, congregational life and to the community at large:_____

III. PROFESSIONAL ETHICS

Demonstrated understanding of and assent to the AAPC Code of Ethics and related standards of professional ethics

IV. GENERAL COMMENTS AND RECOMMENDATIONS

Areas of growth and development recommended to the applicant:

Please **sign and print** name:

Convener's Name: _____

Committee Member: _____

Committee Member: _____

Applicant: _____

III. THEOLOGY/SPIRITUALITY DYNAMICS OF APPLICANT’S WORK SAMPLE

A. Demonstration of pastoral/spiritual identity in the practice of supervision:

B. Evidence of theological/spiritual grounding as reflected in the work sample:

C. Demonstration of pastoral/spiritual moments occurring in supervision:

III. INTEGRATION

Articulation and demonstration of advanced integration of theology and psychotherapeutic theory in supervision.

IV. LEADERSHIP

Demonstration of leadership in interpreting theological/spiritual dimensions of human wholeness to the other therapeutic disciplines, congregational life and the community at large:

VI. PROFESSIONAL ETHICS

Demonstrated understanding and assent to the AAPC Code of Ethics and related standards of professional ethics, and ability as a supervisor to provide ethical guidance in the maintenance of confidentiality and appropriate therapeutic parameters and respect for the worth and rights of persons:

VII. AREAS OF GROWTH AND DEVELOPMENT RECOMMENDED TO THE APPLICANT

Please **sign and print** name:

Convener's Name: _____

Committee Member: _____

Committee Member: _____

Applicant: _____

APPENDIX D

A. REQUEST FOR APPROVAL OF NON-AAPC SUPERVISOR

Definition: A Non-AAPC Supervisor is a person other than an AAPC Diplomat, an AAPC Fellow under supervision of supervision, or a faculty member of an AAPC approved Training Program in Pastoral Counseling in which supervisee is a student.

SUPERVISEE'S NAME: _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

I request approval of the following person as my supervisor:

Name of Supervisor

My reasons for being supervised by this supervisor rather than an AAPC supervisor, as defined above, are as follows:

Purpose for which the supervision will be used:

Date

Supervisee's Signature

NOTES TO SUPERVISEE: (1) Supervisor is to complete form on the back.
(2) Send completed request to AAPC association office.

Non-AAPC Supervisor named above is: Approved Not Approved

Date

Chair, Certification Committee

Region

B. TO BE COMPLETED BY NON-AAPC SUPERVISOR:

NAME: _____

ADDRESS: _____

PHONE: (O) _____ (H) _____

PLACE OF EMPLOYMENT: _____

CLINICAL RESPONSIBILITIES: _____

My clinical work as a therapist began _____
Month and Year (five years required)

My clinical supervision of other psychotherapists began _____
Month and Year (two years required)

Supervision of this supervisee will begin _____
Month and Year

My supervision of this supervisee is supervised. Yes No

If yes, my supervisor is _____

On your letterhead, please respond to the following:

1. Summary of professional education.
2. Summary of academic and clinical training to be a clinical supervisor of psychotherapists.
3. List of professional credentials.
4. Have you ever been disciplined by a professional association or licensing board for an ethics violation? Yes No

If yes, provide explanation.

Date

Signature of Supervisor

APPENDIX E

REQUEST FOR EQUIVALENCY

Memorandum

To: Membership Services Coordinator

From:

Date:

Subject: Request for Equivalency

Enclosed please find a request for an equivalency for a membership standard plus supporting documentation and payment. I understand each equivalency request is reviewed by a subcommittee of the Association Certification Committee and is considered on a case-by-case basis.

Equivalency is requested for: _____
Membership standard

I can be reached at: _____
Phone number

E-mail address

Mailing address

Signature Date

To be completed by the Association Office:
Equivalency request sent to: _____
Name Date

Equivalency request is: Approved Not Approved

Signature Date

APPENDIX F
AMERICAN ASSOCIATION OF PASTORAL COUNSELORS

RELIGIOUS ENDORSING BODY ENDORSEMENT FOR MINISTRY

From Applicant: _____
(Name/Address) _____

For Membership Level: Diplomat Fellow Certified Pastoral Counselor

Date Applicant's Signature

PLEASE COMPLETE AND RETURN THIS FORM TO ME

The American Association of Pastoral Counselors seeks to maintain the highest standards of quality for its membership. When a minister* (see definition below from AAPC Bylaws) seeks membership, the Association requires clear validation of both his/her Religious Endorsing Body and his/her counseling skills. While it is the responsibility of the Certification Committee of the AAPC to determine the applicant's counseling credentials, the Religious Endorsing Body determines the applicant's endorsement for ministry. Therefore, you are being requested to complete this form.

Name of Religious Endorsing Body: _____

Name & Title of Endorsing Official: _____

According to the Bylaws of the AAPC, this endorsement should meet the following stipulations:

- A. Such an endorsement must come only from officials or agencies who are designated by their Religious Endorsing Body leaders as appropriate endorsers for ministry.
- B. This must be an endorsement stating that the applicant is in good standing and is serving in an approved ministry.

Title & Description of Applicant's Ministry: _____

- _____
1. Does the applicant's ministry, as described above, have your Religious Endorsing Body's endorsement? Yes No
 2. Is the ministry of the candidate recognized by your Religious Endorsing Body as a regular or specialized ministry ?
 3. In your Religious Endorsing Body, who is the person or group who annually reviews the applicant's ministry? _____
 4. If no regular review is conducted, in what way is the applicant accountable to your Religious Endorsing Body? _____

Date Signature of Endorsing Official

* **MINISTER** - The word "Minister" shall refer to a person who has been authorized by a religious endorsing body through ordination, consecration, or equivalent means (as determined by the person's religious endorsing body and attested by the appropriate officer of the person's religious endorsing body) to exercise specific religious leadership and service within and on behalf of the religious endorsing body which furthers its purpose and mission and is supported by a covenant with a local religious body which will oversee his/her work in ministry.

APPENDIX G

**American Association of Pastoral Counselors
Faith/Religious Community Mutual Accountability Form**

The American Association of Pastoral Counselors expects persons who are ordained to be endorsed by the designated endorsing agency of their ordaining body. When issues (not related to ethics or pastoral competence) prohibit such endorsement, the applicant is to contact either the Executive Director of AAPC or the Chair of the Association Certification Committee. This form is for laypersons and ministers ordained or consecrated by faith communities which do not have official protocol for endorsement. The applicant, as well as the person to whom the applicant is accountable, will be informed of the Certification Committee's response to this request.*

Name of Applicant: _____

Address: _____

Phone #: _____ Email: _____

Level of Membership Applying for: _____

Date	Applicant's Signature
------	-----------------------

Name of Faith/Religious Community: _____

Person to whom applicant is accountable for his/her ministry:

Name and title: _____

Address: _____

Phone #: _____ Email: _____

Return this form to the American Association of Pastoral Counselors, 9504A Lee Highway, Fairfax, VA 22031-2303 phone: 703-385-6967 fax: 703-352-7725 email: info@aapc.org

Please describe: (attached additional sheets, if necessary)

- a) the applicant's ministry and how it is recognized and affirmed by the faith/religious community

b) the process (including frequency) by which the applicant is accountable to the faith/religious community for his/her ministry

c) the way the faith/religious community supports and nurtures the applicant and his/her family

d) the way the faith/religious community addresses the issue of professional liability

By signing this form we, as the applicant's faith/religious community, assume liability for this applicant's ministry. We agree to inform AAPC (within 15 days) in the event that the applicant is no longer a member in good standing of this faith/religious community. If the applicant is no longer a member in good standing of this faith/religious community, he/she will no longer meet the standard of accountability set forth in this form, and therefore, the applicant's membership in AAPC will end.

Signature: _____

Title: _____

Date: _____

Certification Committee Action: Approved: ___ Yes ___ No Date: _____ Signature: _____

* **MINISTER** - The word "Minister" shall refer to a person who has been authorized by a religious endorsing body through ordination, consecration, or equivalent means (as determined by the person's religious endorsing body and attested by the appropriate officer of the person's religious endorsing body) to exercise specific religious leadership and service within and on behalf of the religious endorsing body which furthers its purpose and mission and is supported by a covenant with a local religious body which will oversee his/her work in ministry. 9/94

APPENDIX H

SUPERVISOR'S EVALUATION of CERTIFIED PASTORAL COUNSELOR APPLICANT

APPLICANT: _____
Name and Address _____

SUPERVISOR: _____

My supervisor has my permission to use any material regarding me that he/she feels is appropriate.

_____ Date _____ Applicant's Signature

FROM SUPERVISOR:

NOTE: This form is to be *returned with your evaluation* to the applicant to be included with his/her application to the American Association of Pastoral Counselors.

SUPERVISION OF PASTORAL COUNSELING:

1. Dates of Supervision: FROM _____ TO _____
2. Number of Supervisory Hours:
 - a. Individual _____
 - b. Group _____
 - c. Interdisciplinary _____

CERTIFICATION AND BACKGROUND OF REPORTING SUPERVISOR:

1. AAPC Certification at the time supervision began: _____
 2. If Fellow, name of supervising Diplomat: _____
 3. If non-AAPC: I hold the _____ degree from _____
name of institution
- and I am certified at the _____
level by _____
name of professional organization

_____ Date _____ Supervisor's Signature

**AMERICAN ASSOCIATION OF PASTORAL COUNSELORS
SUPERVISOR'S EVALUATION of CERTIFIED PASTORAL COUNSELOR APPLICANT**

PURPOSE OF EVALUATION: Through your written evaluation you join with the Certification Committee of the Association as colleagues sharing a mutual concern for the preparation of persons for the ministry of pastoral counseling. While the Certification Committee of AAPC does not expect perfection, it does require applicants to articulate the strengths and growth edges of their learning process as they prepare for the ministry of pastoral counseling. This evaluation is intended to assist the Certification Committee in assessing the applicant and assuring that the applicant adheres to Principle V, Section D of the AAPC Code of Ethics (“We advise our students, supervisees and employees against offering or engaging in, or holding themselves out as competent or engage in, professional services beyond their training, level or experience and competence”). When we receive three (3) supervisors’ evaluations along with other documentation of having met the required standards, the regional Certification Committee will plan to meet with the applicant for a consultative interview and welcome him/her as a Certified Pastoral Counselor in AAPC. Therefore, ***THE SUPERVISOR IS TO MAKE AN ASSESSMENT AS TO THE APPLICANT’S READINESS FOR CERTIFIED PASTORAL COUNSELOR BEFORE WRITING AND SENDING THIS EVALUATION.***

TO SUPERVISOR: (ON YOUR LETTERHEAD) PLEASE COMMENT FULLY ON THE FOLLOWING, AND ATTACH TO ENCLOSED FORM.

I. Evaluation of Learning Pastoral Counseling:

Describe the applicant's learning style and issues within the supervisory process of learning pastoral counseling. (Append learning contract.)

II. Professional Development as a Pastoral Counselor:

- A. Assess the applicant's awareness of self, of internal dynamics and interpersonal relationships, and capacity for flexible and effective relatedness to others, plus ability to use supervision and claim personal and professional authority.
- B. Assess the applicant's ability to integrate pastoral identity into the pastoral counseling process and to articulate his/her pastoral role in religious and inter-professional contexts.
- C. Assess the applicant's understanding of and assent to the AAPC Code of Ethics and related standards of professional ethics including the maintenance of confidentiality and maintenance of appropriate therapeutic parameters as well as commitment to such basic values as respect for the worth and rights of persons.

III. Theory and Practice of Pastoral Counseling:

- A. Assess the applicant's knowledge of theology and behavioral sciences and their integration at both theoretical and operational levels. Specifically, assess the applicant's capacity to develop theory which is congruent with clinical practice, and which demonstrates theoretical awareness of the major areas of pastoral counseling, i.e. history of health and salvation, the traditions of pastoral care and pastoral counseling, personality and developmental theory, psychopathology, marriage and family dynamics, and the variety of therapeutic modalities.
- B. Assess the applicant's capacity to understand the theological grounding of the counseling process within the counselor and counselee.
- C. Assess the applicant's capacity to establish a therapeutic relationship; i.e. evaluate therapeutic need, develop treatment plan, assess therapeutic process consistent with applicant's theoretical orientation. Include the applicant's capacity to assess own strength and weakness in the treatment process.
- D. Assess the applicant's knowledge of legal issues in the practice of pastoral counseling, i.e. legal status of clergy in state where practicing, requirements for reporting life-threatening and child/sexual abuse situations, and confidentiality.

AMERICAN ASSOCIATION OF PASTORAL COUNSELORS
SUPERVISOR'S EVALUATION of FELLOW APPLICANT

APPLICANT: _____
Name and Address _____

SUPERVISOR: _____

My supervisor has my permission to use any material regarding me that he/she feels is appropriate.

_____ Date _____ Applicant's Signature

FROM SUPERVISOR:

NOTE: This form is to be *returned with your evaluation* to the applicant to be included with his/her application to the American Association of Pastoral Counselors.

SUPERVISION OF PASTORAL COUNSELING:

1. Dates of Supervision: FROM _____ TO _____
2. Number of Supervisory Hours:
 - a. Individual _____.
 - b. Group _____.
 - c. Interdisciplinary _____.

CERTIFICATION AND BACKGROUND OF REPORTING SUPERVISOR:

1. AAPC Certification at the time supervision began: _____
2. If Fellow, name of supervising Diplomat: _____
- 3.. If non-AAPC: I hold the _____ degree from

name of institution

and I am certified at the _____
level by _____
name of professional organization

_____ Date _____ Supervisor's Signature

AMERICAN ASSOCIATION OF PASTORAL COUNSELORS
SUPERVISOR'S EVALUATION OF FELLOW APPLICANT

PURPOSE OF EVALUATION: Through your written evaluation you join with the Certification Committee of the Association as colleagues sharing a mutual concern for the preparation of persons for the ministry of pastoral counseling. While the Certification Committee of AAPC does not expect perfection, it does require applicants to articulate the strengths and growth edges of their learning process as they prepare for the ministry of pastoral counseling. This evaluation is intended to assist the Certification Committee in assessing the applicant and assuring that the applicant adheres to Principle V, Section D of the AAPC Code of Ethics (“We advise our students, supervisees and employees against offering or engaging in, or holding themselves out as competent or engage in, professional services beyond their training, level or experience and competence”). When we receive three supervisors’ evaluations along with other documentation of having met the required standards, the regional Certification Committee will plan to meet with the applicant for a consultative interview and welcome him/her as a Fellow in AAPC. Therefore, *THE SUPERVISOR IS TO MAKE AN ASSESSMENT AS TO THE APPLICANT’S READINESS FOR FELLOW BEFORE WRITING AND SENDING THIS EVALUATION. **THIS EVALUATION IS NOT A LETTER OF RECOMMENDATION!***

TO SUPERVISOR: (ON YOUR LETTERHEAD) PLEASE **COMMENT FULLY ON THE FOLLOWING, AND ATTACH TO ENCLOSED FORM.**

I. Evaluation of learning Pastoral Counseling:

Describe the applicant's learning style and issues within the supervisory process of learning pastoral counseling. Include critical incident reporting. (Append learning contract.)

II. Professional Development as a Pastoral Counselor:

- A. Assess the applicant's awareness of self, of internal dynamics and interpersonal relationships, plus capacity for flexible and effective relatedness to others. Assess ability to engage in collegial consultation and confrontation, and to claim personal and professional identity.
- B. Assess the applicant's ability to integrate pastoral identity into the pastoral counseling process, to articulate his/her pastoral role in its religious, interprofessional, and community contexts. Assess ability to function with integrity in that role, utilizing pastoral dialogue and pastoral resources within the community.
- C. Assess the applicant's understanding of and assent to the AAPC Code of Ethics and related standards of professional ethics, the maintenance of confidentiality, appropriate therapeutic parameters and respect for the worth and rights of persons.

III. Theory and Practice of Pastoral Counseling:

- A. Assess the applicant's advanced knowledge of theology and the behavioral sciences and their integration at both theoretical and operational levels. Specifically, assess possession of an advanced theory congruent with clinical practice and demonstration of theoretical awareness of the major areas of pastoral counseling including the history of health and salvation with the traditions of pastoral care and pastoral counseling, personality and developmental theory, psychopathology, marriage and family dynamics, and, the variety of therapeutic modalities.
- B. Assess the applicant's advanced ability to articulate a cohesive understanding of how the counseling process is grounded theologically within the counselor, counselee, and, interpersonally.

C. Assess the Applicant's Therapeutic Competence:

1. Assess the applicant's advanced ability to establish a therapeutic relationship; to assess a counselee's therapeutic need; to develop and use a treatment plan to utilize interpersonal dynamics for therapeutic/redemptive change; and to conduct, complete, and evaluate the therapeutic process employing a preferred, and a secondary, modality consistent with the applicant's theoretical orientation.
2. Assess the applicant's evidence of having undergone sufficient theological and psychotherapeutic investigation of intrapsychic and interpersonal processes that insure the counselee's protection from the applicant's growth areas. Finally, assess the applicant's ability to supervise and evaluate their own strengths and growth areas as they occur within the treatment process.

D. Assess the applicant's knowledge of the legal issues in the practice of the ministry of pastoral counseling. Including, the legal status of clergy in the state where pastoral counseling is practiced, requirements for reporting life-threatening and child/sexual abuse situations, and confidentiality.

AMERICAN ASSOCIATION OF PASTORAL COUNSELORS

SUPERVISOR'S ASSESSMENT FORM FOR DIPLOMATE APPLICANT

APPLICANT: _____

Name and Address _____

SUPERVISOR OF SUPERVISION: _____

My supervisor has my permission to assess my supervision as he/she feels appropriate.

_____ Date _____ Applicant's Signature

To the Supervisor of Supervision: Please assess the applicant on the items below. An average score of 1 to 2.5 is necessary for consideration.

Scale: 1 = Excellent 2 = Good 3 = Adequate 4 = Poor 5 = Unacceptable

	1	2	3	4	5
1. The applicant manifests sufficient understanding of pastoral counseling and psychotherapy theories.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Applicant has an understanding of theories of supervision which inform his/her theory of supervision.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Applicant demonstrates the ability to discuss his/her theory of supervision.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. The applicant is able to facilitate theological/ spiritual reflection with supervisees relevant to supervision.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. The applicant has an understanding of the pastoral/theological basis for pastoral counseling supervision.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. The applicant respects the development of pastoral identity, personal growth and theology/spirituality of supervisees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. The applicant articulates his/her own belief system/spirituality and demonstrates that this is congruent with his/her practice of supervision.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. The applicant can identify and work with the learning issues of the supervisee.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- | | 1 | 2 | 3 | 4 | 5 |
|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| 9. The applicant has clear supervision contracts. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. The applicant can conceptualize and teach theories of pastoral counseling supervision. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Applicant keeps adequate records of supervision, including dates and issues. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Applicant is aware of his/her limitations and does not attempt to practice beyond the scope of his/her training. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Applicant treats supervisees with dignity and respect, including supervisees' feelings thoughts, behaviors and relationships. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Applicant maintains appropriate boundaries with supervisees. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. Applicant respects sexual/gender differences and multiculturalism. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. Applicant is aware of how his/her feelings and needs could affect supervisory relationship. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 17. Applicant has flexibility in working with theories of pastoral counseling that may differ from his/her own theory. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 18. Applicant abides by the Code of Ethics of AAPC. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Average Score: _____

The applicant has *provided* _____ hours of supervision and has *received* _____ hours of supervision.

SUPERVISEE

SUPERVISOR

Signature

Signature

Printed Name

Printed Name

Date

Date

APPENDIX J

REQUIREMENTS FOR GOOD STANDING

I. REQUIREMENTS FOR GOOD STANDING

1. All members are required to maintain a responsible and mutually accountable relationship with their religious endorsing body.
2. All members are required to participate in responsible programs of professional education and development (i.e., annually participate in no less than eight hours of classes, retreats, and/or workshops).
3. Student Members need to be enrolled in an AAPC approved training program, a seminary or an academic program – undergraduate or graduate.
4. **AAPC Members (Certified) and Certified Pastoral Counselors are required to have two hours of supervision monthly (one hour for every 8-12 hours of counseling), except for those exclusively doing limited, brief, or supportive pastoral counseling, (i.e., no fees received, no more than five sessions per case, no more than five total sessions per week, and continuing cases are referred to other professionals). Supervision must be provided by an AAPC Diplomate, AAPC Fellow (under supervision of supervision) and/or a member of another mental health discipline with equivalent credentials, training, and supervisory status. NOTE: Non-AAPC supervisors must be pre-approved by the Regional Certification Committee unless they are faculty members of an AAPC approved Training Program in Pastoral Counseling.**
5. AAPC Fellows and Diplomates are expected to receive ongoing clinical consultation.
6. Any AAPC Fellow who supervises the clinical work of another member is required to have ongoing supervision of supervision, provided by an AAPC Diplomate and/or a member of another mental health discipline with equivalent credentials, training, and supervisory status. **NOTE:** Non-AAPC supervisors must be pre-approved by the Regional Certification Committee unless they are faculty members of an AAPC approved Training Program in Pastoral Counseling.
7. Members approved for AAPC Retired Status may engage in no more than an average of five (5) paid hours of counseling, teaching, and/or supervision weekly. If the practice or teaching of pastoral counseling and supervision beyond an average of five paid hours weekly is resumed, the Retired member must apply for return to active status at their former membership level and meet the criteria for reactivation.
8. All members are required to have read the “Code of Ethics” in the past 12 months and to be in full compliance. The Code of Ethics can be found on the AAPC Web Page at www.aapc.org.
9. Certified AAPC members (all levels) must comply with the secular laws of any country, providence, state or governmental jurisdiction that regulates the practice of pastoral counseling and clinical practice. Any certified AAPC members who anticipate making a geographical move have an ethical and legal responsibility to register with the appropriate regulating body prior to the beginning of any practice.

II. RECOMMENDATIONS FOR PRACTICE:

1. AAPC recognizes a full clinical case load to be between 20 and 30 client contact hours per week and expects counselors to keep their average weekly case load to less than 35 hours per week. **AAPC recommends that a counselor not exceed 35 hours per week without discussion with the Regional Certification Committee Chair.**
2. AAPC Fellows and Diplomates electing to continue in supervision/consultation are encouraged to receive such from an AAPC Diplomate or a member of another mental health discipline with equivalent credentials, training, and supervision.

3. All AAPC members are encouraged to attend their annual Association and regional meetings for fellowship, continuing education, and spiritual nurturance.

II. REINSTATEMENT OF MEMBERSHIP IN AAPC FOR ALL CERTIFIED CATEGORIES FOLLOWING A THREE-YEAR INTERRUPTION:

1. Submit the application found on the AAPC website (www.aapc.org) for the membership level most recently held. Complete the application and attach all requested documentation.
2. Arrange for a consultation with the Regional Certification Committee (Regional Certification Committee Chair and two additional committee members.)

Following that consultation and at the discretion of the Regional Certification Committee Chair, one or both of the following may be required:

- a. Work Sample and Theory Paper at the appropriate level
- b. Additional supervision with documentation.

APPENDIX K
RECORD KEEPING

I. ASSOCIATION OFFICE.

- A. The Association office will maintain a membership file for each AAPC member containing:
1. Copies of all membership applications including supporting documentation.
 2. Certification Committee review/assessment forms.
 3. Copies of special membership category applications and correspondence, i.e. Retired, Member Emeritus or Inactive Status.
 4. Copies of significant correspondence.
 5. Annual Report Forms, as required.
- B. The Association policy/procedure for disposal of membership files is as follows:
1. ***Deceased*** – Document in computer records information on membership categories and dates. Then shred paper files.
 2. ***Resigned*** – Keep files for two (2) years, unless there has been an ethics problem. After two years, document in computer information on membership categories and dates approved. Then shred paper files.
 3. ***Termination of Membership*** (for other than ethical reasons) – Keep paper files for three (3) years. If individual does not reapply, document in computer information on membership categories and dates of approval. Then shred paper files.
 4. ***Ethics*** – Keep paper and computer files indefinitely.
 5. ***Denied or Closed Applications*** – Keep non-members' denied or closed (incomplete) application files for three (3) years, unless applicant requests return of file. Then shred paper files.
 6. ***Historical*** – The Association may choose to assign selected member files to the archives.

II. REGION CERTIFICATION COMMITTEES

- A. ***Approved Applications*** – The Association office maintains original copies of all application materials. The Region may destroy duplicates following approval. Retain all regional correspondence and support materials, including Committee Review/Consultation Forms.
- B. ***Applications Placed on "Hold"*** – The region should keep all current application materials placed on "Hold" until final actions are completed.
- C. ***Member (Pastoral Counselor-in-Training)*** –Application file materials should be kept until the applicant is approved for Certified Pastoral Counselor.
- D. ***Certified Pastoral Counselor*** – Application file materials should be kept until the applicant is approved for Fellow.
- E. ***Members Moving to Another Region*** – Application files of members moving to another region should be sent to the Chair, Regional Certification Committee, in that region.

APPENDIX L

FELLOW BODY OF KNOWLEDGE REQUIREMENTS

Recommendation for Body of Knowledge

The Body of Knowledge required for AAPC clinical membership includes two areas:

Area I: Core Clinical Theory

1. This Body of Knowledge requirement is satisfied by a state license or certification in an approved mental health discipline, or a graduate degree program from an institution accredited by AAPC, APA, AAMFT, ACSW, ANCC or CACREP.
2. This requirement may also be satisfied by completing a theological or other graduate degree, which includes the following course of study:

A. Core Clinical Theory:

1. Core Clinical Theory Required Graduate Courses (minimum of 18 semester hours):

a. Counseling and Psychotherapy: Theory and Techniques (6 hours)

This course will equip students with a historically informed theoretical foundation for helping relationships and foundational skills for counselors. Students will study:

- A range of counseling theories that will help them learn to conceptualize client behaviors and make appropriate theoretical choices for interventions
- Broad categories of theoretical approaches: cognitive, behavioral, affective, and systemic, with opportunities to explore their differing implications in relation to case material and rationales for employing various models
- Particular current models that have established research and practice literatures to assist them in becoming conceptually and clinically grounded in a model of their choice
- A conceptual foundation in essential clinical practices such as developing clinical relationships, establishing appropriate goals, designing intervention strategies, evaluating outcomes, and successfully terminating counseling relationships
- Self-other awareness related to therapeutic and ethical boundary considerations
- Consultation as a related skill, with attention to continuities and discontinuities with counseling
- The historical development of current primary models for consultation and a developmental approach to the predictable stages of consultative processes
- Relevant technological strategies and applications for clinical practice and consultation
- Ethical and legal considerations relevant to counseling and consultation.

b. Group Dynamics: Theory and Techniques (3 hours)

This course provides theoretical and experiential understanding of clinical group processes including: the value, predictable stages of development, and dynamics of counseling with groups as well as attention to preparation standards for professional group leaders and related ethical and legal issues.

- Reviews a range of counseling methods and approaches including: the principles of group development, process, dynamics, various members' roles and behaviors as well as related therapeutic factors
- Considers possible leadership styles and the factors recommending each style

- Identifies distinguishing characteristics and recommended contexts for varied theories and methods of group counseling with attention to current literature and relevant research
- Discusses ways of working with non-clinical group processes such as task and psycho-educational groups.

c. Couples and Family Systems: Theories and Techniques (3 hours)

This course provides a basic introduction to couples and family systems theory and practice. While it may focus on one model of therapy for skills competence, it must also provide:

- An overview of general systems and cybernetic models of family functioning;
- Acquaintance with historic models of family therapy (e.g., structural, strategic, object relations, Bowenian, etc.)
- An introduction to emerging post-modern and behavioral understandings of family function and therapy
- Attention to couple dynamics and models of couple intervention
- Ethical and legal factors.

d. Social and Cultural Diversity (3 hours)

This course provides students with a way of understanding the cultural context of relationships and institutions as they contribute to complex social identities in individuals and disclose the necessity of analytical and clinical skills for addressing an increasingly diverse society. The range of issues related to differences, that we will address, includes: race, ethnicity, class, age, gender, sexual orientation, cognitive and physical characteristics and religion. The course will address:

- Helping students identify the complexity of their own social identity in relation to the asymmetrical distribution of power in societies related to various aspects of differences and the implications they pose for effective practice
- Developing introductory levels of knowledge about emerging increasingly plural demographic trends related to various racial, ethnic and religious identities and the implications for relationships within and between such groups
- Establishing introductory levels of understanding about each form of difference including experiential strategies
- Current literatures to develop competency for working with culturally different client populations including work with individuals, couples, families, groups and larger community contexts
- Several theories of multicultural counseling and theories of multicultural competency for clinicians
- Ethical and legal considerations as well as advocacy issues for clinicians that accompany the consequences of prejudice, racism and other forms of oppression which clients encounter.

e. The Function and Ethics of Professional Identity as a Counselor (3 hours)

This course will address the following aspects of professional identity as a counselor:

- The history and philosophy of the counseling profession with reference to particular cultural and historical factors of significance
- Professional roles, functions and ways of establishing relationships with other related human service providers
- Expected areas of computer and related technological competencies
- Primary professional organizations and their priorities as well as identifying benefits and accountabilities related to membership
- Professional credentialing, such as certification, licensure, and accreditation practices and standards and their relation to contemporary public policy debates
- The role of advocacy on behalf of the profession regarding public and private policy issues as well as advocacy for clients in relation to institutional and social barriers that

- deny them access to or equity in resources
- The ethical standards of the profession and current legal considerations as well as developing skills in applying these in practice.

2. Core Clinical Theory Electives (minimum of 6 hours):

f. Theories of Human Behavior, Learning and Personality Development (3 hours)

This course provides an introduction to developmental theory as it informs our understanding of the nature and needs of individuals and families across the lifespan. While varied theoretical approaches may inform the course, the following topics must be included:

- Theoretical approaches to individual and family development across the lifespan and attention to transitions in such development
- Learning theory
- Personality development theories
- Proposals for enhancing development
- Attention to human behavior in light of varied developmental crises, compulsive behaviors, disability, psychopathology, exceptional behavior, and situational and environmental factors affecting both normal and abnormal behavior
- Ethical and legal issues.

g. Career Development (3 hours)

This course introduces students to ways of approaching career development. The following information will be addressed:

- Theoretical approaches for career development and related decision-making models as well as relevant instruments and techniques
- Career counseling models including those for particular populations
- Career related information systems and media resources in print, visual, electronic, computer and other forms regarding career, avocational, educational, occupational, and labor market information
- Models for career development program planning, organization, implementation, administration and evaluation
- Possible relationships intersecting work, family and other areas of life including forms of diversity such as race, ethnicity, class and gender
- Career and educational planning, placement, follow-up and evaluation
- Technology supported career development applications such as web and computer assisted information systems for career guidance
- Ethical and legal factors.

h. Appraisal, Evaluation and Diagnostic Procedures (including Skill with Current DSM) (3 hours)

This course introduces students to individual and group approaches for assessment and evaluation including all of the following:

- Historical and conceptual perspectives of assessment
- Basic concepts for standardized, nonstandardized, group and individual testing and inventory methods; additional assessment techniques including: norm and criterion referenced assessment, environmental and performance assessment; behavioral observations, and computer managed and assisted methods
- Statistical concepts (including at least: scales of measurement, measures of central tendency, indices of variability, shapes and types of distributions and correlations
- Reliability and validity measurement procedures
- Assessment factors related to specific populations and types of diversity
- Strategies for determining, administering, and interpreting evaluative instruments and techniques in counseling
- Principles and methods for case conceptualization, assessment/diagnosis of mental and

- emotional status including use of current DSM manual
- Ethical and legal factors.

i. Abnormal Behavior

This course provides an overview of psychosocial difficulties in living that disrupt personal, familial, work or other functioning. It includes:

- An exploration of cultural differences in defining normalcy and health
- Individual and systemic developmental contributions to psychopathology and diagnostic categories as outlined in the current DSM
- Psychodynamic and cognitive-behavioral descriptions of psychopathology
- Introductory discussion of treatment options.

j. Addictions

This course addresses current understandings of the description, etiology and treatment of addictive disorders including, but not limited to, addictions to legal and illegal substances such as alcohol and drugs, as well as sexual, love, gambling and religious addictions. It includes:

- An overview of developmental precursors of addictive disorders including neurobiological and psychodynamic factors
- Attention to the contextual triggers of addictive behaviors and to their repetitive, compulsive nature, increasing tolerance for the object of addiction
- Treatment options including 12-step programs
- An awareness of the effects of addictions on the person, children, family system and the unique role of pastoral interventions
- Recognition that addictions may co-occur with mental health disorders (dual diagnosis)
- Ability to acknowledge and address values, issues and attitudes regarding alcohol and drug use and dependence in oneself, and in one's own family
- Capacity to shape, form and educate caring groups and support persons for those affected by alcohol and drugs, in congregations and the wider community

B. Specialized Technical Studies:

1. A minimum of 6 semester hours in the following courses:

a. Psychodynamic Psychotherapies

This course will provide an overview of the historical roots of dynamic psychotherapy, tracing the key concepts of classical Freudian analysis through modern self-psychology. Attention will be paid to:

- The theoretical foundations that support the aims and goals of psychotherapy
- Psychotherapeutic methods, strategies and processes
- Appropriate applicability will be explored and illustrated through case vignettes.

b. Marriage and Family Systems

This course provides a basic introduction to family systems theory and practice. While it may focus on one model of therapy for skills competence, it must also provide:

- An overview of general systems and cybernetic models of family functioning
- Acquaintance with historic models of family therapy (e.g. structural, strategic, object relations, Bowenian, etc.)
- An introduction to emerging post-modern and behavioral understandings of family function and therapy
- Attention to couple dynamics and models of couple intervention.

c. Humanistic Psychotherapies

This area includes courses that explore in breadth and/or depth the theories and techniques of psychotherapy emerging from the humanistic tradition in psychology and personality theory. This tradition includes the phenomenological, existential and experiential schools. Major theorists in this area include persons such as R. May, C. Rogers, V. Frankl, S. Maddi, J. Bugental and I. Yalom. Examples of courses that satisfy the requirements of this area include (but are not limited to): Client Centered Therapy, Existential Psychotherapy, Experiential Psychotherapy and Third Force Psychotherapy.

d. Transpersonal Psychotherapy

This course provides an overview of the interdisciplinary (“fourth force”) field of transpersonal psychotherapy with particular attention to the mutual contributions of Eastern and Western notions of self, wholeness and consciousness, including particularly the writings of Wilber, Tart, Walsh and Vaughan. Attention is paid to:

- Relationships with humanistic, depth psychology and psychodynamic theories
- The eclectic integration of those techniques in transpersonal psychotherapy
- Roles and potential risks of specific practices such as meditation, yoga and other spiritual practices.

e. Cognitive Therapies

This course will examine the theoretical roots, assumptions and practices of Cognitive and Cognitive-Behavioral Psychotherapies. From its roots in Behaviorism through the groundbreaking work of Aaron Beck through contemporary Constructivist Cognitive theory, this course will cover the core concepts and practices of the cognitive approaches.. Key topics to be explored include:

- The role of cognition in the development and maintenance of psychological problems
- The process of identifying and testing problematic thinking
- The role of culture in forming and maintaining dysfunctional cognitions
- The basic practices of Cognitive and Cognitive-Behavioral therapy, especially in the treatment of depression and anxiety
- The use of Cognitive and Cognitive-Behavioral theory in various modalities of individual, couple, family and group therapies.

f. Behavior Therapies

This course examines a range of therapies -- both theory and methods -- broadly defined as "Behavior Therapies" based on shared assumptions regarding the nature of human behavior, behavioral change or modification, and the role of environmental factors. The primary shared assumption is that even complex human behavioral problems can be defined in terms of their component parts and that these components can be treated. The course addresses:

- Treatment approaches based on classical conditioning, such as relaxation training and desensitization, those commonly referred to as behavioral modification, and other current treatments
- Critical analysis of the appropriate use of techniques and methodologies as well as their limitations for specific types of problems such as panic disorders, and phobias
- Particular populations: women, adolescents, racial/ethnically under-represented groups, panic disorders, phobias, etc.

g. Brief Therapies

This area includes courses that explore in breadth and/or depth the theories and techniques of short-term or time-limited approaches in psychotherapy. Courses should attend to theoretical foundations, client selection and applicability, treatment techniques and intervention strategies. Examples of courses satisfying the requirements in this area include (but are not limited to): Short-Term Psychotherapy, Solution-Focused Psychotherapy, Brief Family Therapy, Time-Limited Couples' Therapy.

h. Group Therapies

This course examines therapeutic modalities and theory, designed to be used in group therapy settings. A variety of possible psychological frameworks for group therapy will be reviewed such as Depth Psychology, Gestalt, Transactional Analysis, and supportive or growth-oriented group approaches. Key topics to be addressed include:

- Group composition and size, group contracting and goal setting
- Heterogeneous versus homogeneous groups
- Therapist/counselor role
- Structured versus unstructured group work
- Open versus closed groups
- Physical settings
- Critical analysis of appropriate use of techniques and methodologies as well as their limitations for specific types of problems as well as particular populations (e.g. women, adolescents, racial/ethnically under represented groups).

i. Post-modern and Constructivist Therapies

This course will include therapeutic approaches that have emerged out of post-modernist assumptions, especially the assumption that reality is socially constructed. The course will focus on the theories and methods used to help people explore their life stories and their meanings. The unique focus of building positive, option-rich future stories will be thoroughly explored. Key topics to be explored include:

- Post-modernism and post-structuralist theory
- The role of culture in constructivist therapies
- Mutuality and self-disclosure in the counseling relationship
- Deconstructive methods in counseling
- Methods for generating narratives of possibility and hope
- Individual, family and group modes for constructivist therapies
- Narrative Theory as a key representative of post-modern and constructivist approaches.

Area II: Pastoral Counseling Foundations (21 hours required)*

This requirement can be satisfied by completing the following course of study:

A. Required graduate courses:

1. Scripture (3 hours)

This course must provide an introduction to the sacred texts of the applicant's tradition.

Attention to historical foundations, cultural contexts in which texts were formed, transmission of texts, and the nature of textual authority must accompany the study of text content. (Example: An acceptable course for a Christian applicant will focus on Hebrew Scriptures and the New Testament along with attention to the nature of biblical authority, canon formation and historical settings of the biblical writers.)

2. Theology and Theological Ethics (6 hours)

Courses meeting this requirement must focus on:

- Religious reflection and how resulting interpretations are manifest in major movements, documents and institutions in historical and contemporary life of the applicant's religious community. This course must attend to basic beliefs, doctrine, historical developments and key documents of the tradition along with the contexts in which they emerged
- Ethical reflection based in the fundamental theological self-understanding of the applicant's religious tradition. Study in theological ethics must examine the critical relationship between religious reflection and contemporary social, religious and personal issues

3. Pastoral Theological Method

This course introduces students to various theological methods that are useful in the integrative discipline of pastoral counseling. Students will explore the historical and theological foundations for the ministry of pastoral counseling, its grounding in congregational and specialized ministry, and its critical relationship to behavioral and other sciences. The course will frame the approach to methodological issues historically, allowing students to locate various methods in relating to the long history of this discipline including contemporary and intercultural contexts. Methods for critical reflection and decision-making will be presented and implemented through case studies and examination of problems and procedures in counseling.

4. History of Pastoral Care and Counseling

This course prepares pastoral counselors to understand his/her contemporary ministry cast within the rich tradition of religious care of the whole person. Content of the course must include

- The history of care of the soul within the applicant's specific tradition
- Study of religious care in the broader context of other historical religious traditions
- Specific study of the pastoral counseling movement as it emerged in the 20th century
- Attention to globalization and the pastoral counseling movement.

5. Pastoral Diagnosis

Courses meeting this requirement will interface contemporary practices in diagnosing and treating emotional disorders with theological resources for assessment in religious contexts. The course must relate current psychiatric and systemic diagnostic categories and their differential treatment strategies to religious understandings of the human person, functional theological norms, and pastoral roles and tasks. Case studies and other practical diagnostic exercises must frame the content of the course.

6. Basic Pastoral Care

This course surveys basic pastoral responses to care of the human person through the life-course and situational crises. The course must provide a beginning understanding of human emotional and physiological processes in grief, trauma, crisis and developmental transition, and draw both from contemporary and historic models of care to develop a basic frame for pastoral response in these crises and transitions.

B. Elective courses: Minimum of six (6) semester hours from the following:

1. History of One's Faith Group

This course must include in-depth exploration of the applicant's own faith group. Content of the course must focus on historical development of the religious group in cultural context, its self-definition through doctrine, institutional development, guidelines for religious life, and relationships with other faiths, denominations, and/or communities of belief. Such courses may also provide instruction in polity and liturgy.

2. World Religions or Comparative Religions

These courses will provide explicit study of the development, history and contemporary expression of religious thought and practice across cultures. Such courses must provide a foundation for understanding one's own religious tradition within both a global and local context, and may do so from a variety of sociological and anthropological perspectives.

3. Spirituality and Spiritual Formation

The objectives of this introductory course are to help students (re)discover the sources of their own spirituality, to acquaint them with a variety of spiritual resources from other religious traditions—mainly the traditions of Buddhist mindfulness practice and Christian contemplative prayer, to help them experience the relational and communal nature of spirituality, and to help them acquire an appreciation for the vital connection between spirituality and pastoral counseling.

Pastoral Theology

This course introduces students to pastoral theology as a practical theological discipline which attends to both theological and theoretical foundations for the practice of pastoral care and counseling in faith communities, clinical, and broader societal contexts and to the critical construction of theological understanding through attention to lived experiences in such contexts. Courses may vary in theoretical and theological approaches and contexts considered, but must provide:

- Skills for correlating theological and theoretical approaches
- Skills for becoming fluent in theological reflection on acts of care.

4. Faith Development

This course correlates developmental psychological theory with practical and pastoral theology to understand the nature of faith, as defined in a variety of contexts and communities, and methodologies for understanding how faith arises and develops across the human life span and in particular contexts. Students will study the contributions of key contemporary developmental theorists and practical and pastoral theologians whose work and research inform this subject. Consideration will be given to how “Christian” this approach is, and how broadly valid this theory and research are outside of North American Judeo-Christian contexts. Alternative approaches to understanding faith development, such as A. M. Rizzuto's "Birth of a Living God," will also be considered. Theological approaches such as Feminist/Liberation understandings of faith and those from racial/ethnic under-represented communities will also be included.

5. Theology of Psychotherapy

This course introduces students to different ways of understanding and constructing theology in relation to psychology and psychotherapy. While theological and psychological sources may vary, the course will include:

- a. Historical review of various ways theology, psychology and psychotherapy have been related
- b. Various approaches to psychotherapy in which theological claims are explicitly made
- c. Implications of using different theological sources such as systematic, biblical, practical
- d. Implications of using authoritative sources from varying faith communities such as Christian, Jewish, Muslim
- e. Methodological concerns especially in relation to issues of authority and the integrity of each discipline.

6. Psychology of Religion

This course focuses on psychological studies of religious matters and seeks to acquaint students with some of the fundamental substantive and methodological questions and problems in the study of religion. While diverse sources may be used, the course will include:

- Identifying similarities and differences between religion, religious studies, and theology and theological studies
- Introducing an historically informed, wide spectrum of theoretical, empirical and clinical approaches in psychology of religion
- Observing fundamental differences between a person's tradition-specific lived experience, the student's ability to attend to religion as a discipline and ability to consider varied psychological interpretations of religion
- Developing students' increasingly critical awareness of their own context specific autobiographical assumptions and the ways in which culture, race, ethnicity, socio-economic class, gender and sexual orientation shape their perspectives and practice.

8. Either a or b of the following:

a. **Clinical Pastoral Education**

Requirements for this course may be met by successfully completing a basic unit of Clinical Pastoral Education at an Association for Clinical Pastoral Education (ACPE)/College of Pastoral Supervision & Psychotherapy (CPSP) accredited training site. This must include 400 hours of supervised practice in a chaplaincy setting, didactic sessions, a peer group, and formal evaluation of the experience by an ACPE/CPSP approved supervisor/AAPC Diplomate. Other experience may qualify as defined by AAPC membership policies. Pastoral Care Specialist training must be completed in a program that meets AAPC criteria as outlined in the Bylaws. Credit for this experience is gained by completing a Pastoral Care Specialist Training Program as documented by an AAPC approved training center.

b. **Pastoral Care Specialist Training**

The Pastoral Care Specialist course is designed for pastors and lay pastoral caregivers who are responsible for meeting pastoral care needs of congregations. The course seeks to strengthen the personal pastoral identity and spirituality of caregivers and to enable them to provide pastoral care in a way that integrates the spiritual dimension and resources of one's faith tradition with current theoretical understandings and practical skills. Seminar components include didactic seminars, clinical consultation and peer support. Topics shall be drawn from Areas I & II of the Body of Knowledge and focus upon the theoretical foundations and practical aspects of pastoral care and supportive counseling. Special attention will be given to supportive techniques for use in counseling and to issues and problem areas cited by the participants. Clinical consultation will be conducted within a group atmosphere of acceptance and support where participants will share verbatims of brief pastoral care and counseling experiences in order to foster personal and professional integration and skill development as a pastoral care specialist. Peer support group meetings provide a confidential setting in which personal growth is encouraged through:

- Processing of feelings and reactions
- Exploration of personal and professional issues
- Feedback from peers
- Prayer and sharing of one's faith journey.

* **Alternative:** State-licensed and/or cognate group certified mental health providers with three or more years of experience beyond licensure/certification may satisfy this requirement through completion of the three courses in bold print (#3 "**Pastoral Theological Method**", #4 "**History of Pastoral Care and Counseling**", #5 "**Pastoral Diagnosis**") plus two elective courses chosen from B.1 – B.8 and through a supervisory experience of at least 25 hours integrating Areas I & II. The intention of this alternative is to allow these seasoned therapists to integrate the theological/spiritual lens (especially with regard to Scripture, Theology and Theological Ethics, and Basic Pastoral Care), along with other lenses they use to inform their work. An important aspect of the integrative supervisory experience would be the selection of the two elective courses most conducive to the formation process of the supervisee. Further, the integrative supervisory experience would promote the supervisee's acculturation within AAPC. The integrative supervisory experience would be conducted by an AAPC approved training program, an AAPC Diplomate or an AAPC Fellow under an approved supervision of supervision.

APPENDIX M

FELLOW BODY OF KNOWLEDGE COMPLETION FORM

AMERICAN ASSOCIATION OF PASTORAL COUNSELORS

Regional Certification Committee Action on Application

FELLOW BODY OF KNOWLEDGE COMPLETION FORM

APPLICANT: _____

Please complete this form and submit with your Fellow application. Syllabi and/or catalog course descriptions may be appended to build a case for any questionable courses. The burden of proof for completion of this requirement is on the applicant.

DISTRIBUTION OF HOURS:

AREA I: Core Clinical Theory

A. Core Clinical Theory

REQUIRED COURSE WORK: Minimum of 18 semester hours

REQUIREMENT/HOURS	TRANSCRIPT COURSE NUMBER & NAME	INSTITUTION
Counseling & Psychotherapy: Theory & Techniques (6 hours required)		
Group Dynamics: Theory & Techniques (3 hours required)		
Couples & Family Systems: Theories & Techniques (3 hours required)		
Social & Cultural Diversity (3 hours required)		
Function & Ethics of Professional Identity as a Counselor (3 hours required)		

Areas/Hours still needed: _____

ELECTIVE COURSE WORK: Minimum of 6 semester hours

REQUIREMENT/HOURS	TRANSCRIPT COURSE NUMBER & NAME	INSTITUTION
Theories of Human Behavior, Learning & Personality Development (3 hours)		
Career Development (3 hours)		
Appraisal, Evaluation & Diagnostic Procedures. (3 hours)		
Abnormal Behavior		
Addictions		

Areas/Hours still needed: _____

B. Specialized Technical Studies:

Minimum of 6 semester hours in the following:

REQUIREMENT/HOURS	TRANSCRIPT COURSE NUMBER & NAME	INSTITUTION
psychodynamic psychotherapies		
marriage and family systems		
humanistic psychotherapy		
Transpersonal Psychotherapy		
cognitive therapy		
behavior therapy		
brief therapy		
group therapy		
Post-modern & Constructivist Therapies		

Areas/Hours still needed: _____

AREA II: Pastoral Counseling Foundations

1. Required graduate courses: Minimum of 21 semester hours from the following

REQUIREMENT/HOURS	TRANSCRIPT COURSE NUMBER & NAME	INSTITUTION
Scripture (3 hours required)		
Theology & Theological Ethics (6 hours required)		
Pastoral Theological Method		
History of Pastoral Care & Counseling		
Pastoral Diagnosis		
Basic Pastoral Care		

Areas/Hours still needed: _____

2. Elective courses:

Minimum of 6 semester hours from the following

REQUIREMENT/HOURS	TRANSCRIPT COURSE NUMBER & NAME	INSTITUTION
History of One's Faith Group		
World Religions or Comparative Religions		
Spirituality and Spiritual Formation		
Pastoral Theology		
Faith Development		
Theology of Psychotherapy		
Psychology of Religion		
Clinical Pastoral Education or Pastoral Care Specialist Training		

Areas/Hours still needed: _____

I have completed the Body of Knowledge requirements for Fellow.

Please **sign and print** name: _____

Fellow Applicant _____

Date _____

APPENDIX N

FREQUENTLY ASKED QUESTIONS REGARDING THE AAPC CERTIFICATION PROCESS

What are the key changes that have taken place in the Certification process?

1. Interviews for all certified categories are non-evaluative, non-voting consultations to support the candidate's professional formation.

2. Diplomate:

- Diplomate application requires only one interview at the Association level, although a consultation at the Regional level may be purchased
- Theory papers must be approved by the Association Certification Committee prior to the Association Interview
- Applicants must have a 30 contact hour graduate level course in clinical supervision or a practicum in an approved Diplomate training group
- All applicants for Diplomate must first become Fellows in AAPC
- Achievement in another mental health discipline may be accepted
- The definition of a pastoral counseling student one may supervise has been expanded.

3. Fellow:

- Fellow (Mental Health) is open to clinical members of other mental health disciplines
- Fulfillment of the Body of Knowledge may be used in lieu of a second academic degree
- Only one modality of therapy presented in one recording is required for the interview process.

4. Certified Pastoral Counselor:

- Certified Pastoral Counselor is a certified apprentice level
- This level is granted at the Association level after a required regional formation consultation
- The "self-reflective pastoral experience" required for Certified Pastoral Counselor is most commonly a unit (one quarter) of Clinical Pastoral Education, or completion of Pastoral Care Specialist consultation requirements.

What changes have happened in the non-certified categories of membership?

1. Member (Pastoral Counselor in Training):

- Former "PCT" is now called Member (PCT) and demonstrates endorsement through an AAPC training program or plan.

What options for approved supervision are available?

- AAPC Diplomates and Fellows (under supervision of supervision by a Diplomate) may provide supervision
- Non-AAPC supervisors may be approved by the "Fellow and Supervision Subcommittee" of the Association Certification Committee through the "REQUEST FOR APPROVAL OF NON-AAPC SUPERVISOR" form in Appendix D, page 52.
- In the Association, supervision options now allow two individuals who are in shared supervision to claim the supervised time as individual supervision
- Three to six persons constitute group supervision.

APPENDIX O

AAPC/CAPPE RECIPROCIITY AGREEMENT

Revised January 2005

CAPPE/ ACPEP HANDBOOK:

Reciprocity Agreement Regarding Membership Equivalencies to be Recognized Between American Association of Pastoral Counselors (AAPC) and Canadian Association for Pastoral Practice and Education (CAPPE/ ACPEP)

The following agreement is intended to demonstrate a mutual respect for the differences between the education and certification processes that have evolved in each organization while affirming the common elements that pertain to the outcome of these processes in both.

Subsection 1

Agreement for dealing with a request from the Canadian Association for Pastoral Practice and Education of the following categories for membership in the American Association of Pastoral Counselors

1. *CAPPE/ ACPEP Specialist (Pastoral Counselling Education)* will automatically be admitted as an **AAPC Certified Pastoral Counselor** on presenting documentation of acceptance as a CAPPE/ ACPCP Specialist and documentation of having a Master of Divinity Degree or equivalency, ordination, consecration or equivalent means and of having thirty hours of individual supervision with the same supervisor.

This documentation will be reviewed, in a collegial consultation with the chairperson or an appointed member of the Regional Certification Committee of the AAPC.

2. *CAPPE/ ACPEP Specialist, Provisional or Associate Supervisor or Teaching Supervisor* will be admitted at the **Fellow** level in AAPC on presenting documentation of acceptance as a CAPPE/ ACPEP Specialist (Pastoral Counselling Education) and documentation of requirements of **Subsection 1.1** above plus documentation of an advanced degree (MA, STM, DMin, etc.) in pastoral counselling or its equivalent which requires one year of academic work beyond the first professional degree and an additional 875 hours of pastoral counselling under supervision beyond the minimum required for specialist certification in CAPPE/ ACPEP. Total hours of clinical supervision should be at least 250.

This documentation will be reviewed in a collegial consultation with the chairperson or an appointed member of the Regional Certification Committee of the AAPC.

3. *CAPPE/ ACPEP Teaching Supervisor* will be admitted to **Diplomate** level in AAPC with documentation of acceptance as a CAPPE/ ACPEP Teaching Supervisor (Pastoral Counselling Education) and advanced degree as in **Subsection 1.2** above, plus documentation of significant performance in at least three of the following:
 - a) Academic achievement (PhD or equivalent)
 - b) Research
 - c) Teaching and/or supervising pastoral care and counseling
 - d) Publication
 - e) Leadership in CAPPE/ ACPEP
 - f) Contribution to religious endorsing body and community

4. This documentation will be reviewed in a collegial consultation with the AAPC Certification Committee.

CAPPE/ ACPEP/ACPEP HANDBOOK: APPENDICES

Reciprocity Agreement (continue)

Subsection 2

Agreement dealing with a request from the American Association of Pastoral Counselors members of the following categories for *membership in the Canadian Association for Pastoral Practice and Education*

1. *AAPC* Certified Pastoral Counselor will automatically be admitted to CAPPE/ ACPEP *membership* on applying for membership in CAPPE/ ACPEP and documenting his/her *AAPC* membership to CAPPE/ ACPEP national office.
2. *AAPC* Fellow will be admitted to *Specialist* (Pastoral Counselling Education) level of membership in CAPPE/ ACPEP on presenting documentation of his/her continuing good standing in her/his religious endorsing body. This documentation will be reviewed in a collegial consultation with members of the Certification Committee of the Standards Commission.
3. *AAPC* Fellow who wishes to initiate education in supervision at the same time as **Subsection 2.2** above, or in a meeting with the Regional Admitting Committee, may be admitted to *Provisional Teaching Supervisor Education* if in addition to providing the above documentation he/she provides a 300 to 500 word outline of a theory of personality with which he/she is in essential agreement, and a brief outline of the applicant's model of supervision.

The members of the committee with which the applicant meets will assess the applicant's readiness to begin education in supervision.

4. *AAPC* Fellow who has already commenced education in supervision in *AAPC* with a view to becoming an *AAPC* Diplomate will be admitted to *Associate Supervisor* (Pastoral Counselling Education) level in CAPPE/ ACPEP providing she/he documents continuing good standing in his/her religious endorsing body and having supervised at least five (5) supervisees for a minimum of 30 hours each while receiving at least 50 hours of supervision of that supervision, of which at least 30 hours must have been one to one supervision. The applicant shall also provide an outline of her/his model of supervision of pastoral counselling, and of supervision of a trainee in pastoral counselling supervision together with an outline of a theory of personality with which the applicant is in essential agreement.

The applicant will meet with the members of the Certification Committee of the Education Standards Commission who will assess the applicant's potential as a Teaching Supervisor in Pastoral Counselling Education.

5. *AAPC* Diplomate will be admitted as *Teaching Supervisor* (Pastoral Counselling Education) in CAPPE/ ACPEP on the basis of a review of his/her documentation of Diplomate requirements and documentation of continued good standing in her/his religious endorsing body through a collegial consultation with the Certification Committee of the Standards Commission. Persons so admitted as Teaching Supervisors will be requested to have consultation with a CAPPE/ ACPEP Supervisor during their first unit of education.

Subsection 3

Normal *fees for consultation appearances* will be assessed by the Canadian Association for Pastoral Practice and Education and American Association of Pastoral Counselors for consultations with committees or members of committees referred to in the above draft agreement.

Subsection 4

Process for Applying the Reciprocity Agreement Between AAPC and CAPPE/ ACPEP re Membership

1) CAPPE/ ACPEP Applicants to AAPC

- a) For Admission to *Membership* in AAPC
- b) Applicant submits documentation required in **Subsection 1.1** of the reciprocity agreement to the chairperson of the Regional Certification Committee of AAPC in the region in which he/she intends to function.
- c) If documentation is acceptable, membership will be granted automatically. A collegial consultation to welcome and orient the new member will be provided by persons appointed by the Regional Certification Committee.
- d) For Admission as a *Fellow* in AAPC
- e) A Specialist or Supervisor (including Provisional or Associate) will submit documentation required in **Subsection 1.1** above and in **Subsection 1.2** to the Certification Chairperson, AAPC. This documentation will be reviewed in a collegial consultation i.e. the applicant is not asked to demonstrate readiness or competence, but have credentials and documentation accepted and some orientation offered into AAPC.
- f) For Admission to *Diplomate* Level
- g) A Supervisor (PCE) will submit documentation of meeting **Subsections 1.1, 1.2 and 1.3** of the reciprocity agreement to the Certification Chairperson AAPC. Such documentation will be reviewed in a collegial consultation in which it will be validated and an orientation offered into AAPC.

2) AAPC Applicants to CAPPE/ ACPEP

- a) For Admission to *Membership* in CAPPE/ ACPEP
- b) Follow procedure outlined in **Subsection 2.1**.
- c) For Admission as a *PCE Specialist* in CAPPE/ ACPEP
- d) For an AAPC Fellow to become a Specialist in PCE with CAPPE/ ACPEP -- follow procedure in **Subsection 2.2**. Documentation should be sent to the Chairperson of the Certification Committee of the Standards Commission, who will make provision for a collegial consultation with a member or members of the Certification Committee or persons appointed by this Committee who will begin the process of orienting the person into CAPPE/ ACPEP. If the documentation proves acceptable, the Committee will recommend admission to Specialist in PCE to the Standards Commission.
- e) For admission to *Supervisory Education* in CAPPE/ ACPEP
- f) AAPC Fellows who wish to initiate education in supervision at the same time as making application under **Subsection 2.2** above, or in a meeting with the Regional Admitting Committee, shall follow procedure in section 2.3 of the reciprocity agreement. This will involve a review committee being set up, who will assess the applicant's readiness to begin education in supervision. If the applicant applies to the Regional Admitting Committee, and is found ready to begin supervisory education, this Committee could recommend admission to education as a *Provisional Teaching Supervisor*. If the applicant applies to the Certification Committee, this Committee could recommend both admission to Specialist in PCE status and admission to education as a Provisional Teaching Supervisor.

- g) An AAPC Fellow who has commenced education in supervision in AAPC and who applies to be admitted to membership as an *Associate Supervisor* in PCE, shall follow procedure under **Subsection 2.4** -- providing the documentation requested to a convener in a review committee to be appointed by the Chairperson of the Certification Committee. After receiving the recommendation of the review committee, the Certification Committee could recommend admission of the applicant to the Associate Supervisory level in CAPPE/ ACPEP.
 - h) For Admission to *Teaching Supervisor* CAPPE/ ACPEP
 - i) An AAPC Diplomate who seeks admission as Teaching Supervisor PCE, will be admitted on the basis of **Subsection 2.5**. Documentation should be presented to the Chairperson of the Certification Committee of the Standards Commission, who will arrange a collegial consultation with members of the Certification Committee or members appointed by the Chairperson of that committee to review the documents and begin the orientation process into CAPPE/ ACPEP. This orientation will continue, as noted in **Subsection 2.5**, into the first unit of education. The Certification Committee shall recommend any applicant whose documentation is acceptable to the Standards Commission for admission to membership as Teaching Supervisor PCE.
- 3) Normal fees for consultation appearances will be assessed for all above review and collegial consultations.

APPENDIX P

AAPC CODE OF ETHICS

AMERICAN ASSOCIATION OF PASTORAL COUNSELORS

CODE OF ETHICS

(Amended April 28, 1994)

PRINCIPLE I - PROLOGUE

As members¹ of the American Association of Pastoral Counselors, we are committed to the various theologies, traditions, and values of our faith communities and to the dignity and worth of each individual. We are dedicated to advancing the welfare of those who seek our assistance and to the maintenance of high standards of professional conduct and competence. We are accountable for our ministry whatever its setting. This accountability is expressed in relationships to clients, colleagues, students, our faith communities, and through the acceptance and practice of the principles and procedures of this Code of Ethics.

In order to uphold our standards, as members of AAPC we covenant to accept the following foundational premises:

- A. To maintain responsible association with the faith group in which we have ecclesiastical standing.
- B. To avoid discriminating against or refusing employment, educational opportunity or professional assistance to anyone on the basis of race, gender, sexual orientation, religion, or national origin; provided that nothing herein shall limit a member or center from utilizing religious requirements or exercising a religious preference in employment decisions.
- C. To remain abreast of new developments in the field through both educational activities and clinical experience. We agree at all levels of membership to continue post-graduate education and professional growth including supervision, consultation, and active participation in the meetings and affairs of the Association.
- D. To seek out and engage in collegial relationships, recognizing that isolation can lead to a loss of perspective and judgment.
- E. To manage our personal lives in a healthful fashion and to seek appropriate assistance for our own personal problems or conflicts.
- F. To diagnose or provide treatment only for those problems or issues that are within the reasonable boundaries of our competence.
- G. To establish and maintain appropriate professional relationship boundaries.

PRINCIPLE II - PROFESSIONAL PRACTICES

In all professional matters members of AAPC maintain practices that protect the public and advance the profession.

- A. We use our knowledge and professional associations for the benefit of the people we serve and not to secure unfair personal advantage.
- B. We clearly represent our level of membership and limit our practice to that level.

¹ The use of “member”, “we”, “us”, and “our” refers to and is binding upon all levels of individual and institutional membership and affiliation of AAPC.

- C. Fees and financial arrangements, as with all contractual matters, are always discussed without hesitation or equivocation at the onset and are established in a straight-forward, professional manner.
- D. We are prepared to render service to individuals and communities in crisis without regard to financial remuneration when necessary.
- E. We neither receive nor pay a commission for referral of a client.
- F. We conduct our practice, agency, regional and Association fiscal affairs with due regard to recognized business and accounting procedures.
- G. Upon the transfer of a pastoral counseling practice or the sale of real, personal, tangible or intangible property or assets used in such practice, the privacy and well being of the client shall be of primary concern.
 - 1. Client names and records shall be excluded from the transfer or sale.
 - 2. Any fees paid shall be for services rendered, consultation, equipment, real estate, and the name and logo of the counseling agency.
- H. We are careful to represent facts truthfully to clients, referral sources, and third party payers regarding credentials and services rendered. We shall correct any misrepresentation of our professional qualifications or affiliations.
- I. We do not malign colleagues or other professionals.

PRINCIPLE III - CLIENT RELATIONSHIPS

It is the responsibility of members of AAPC to maintain relationships with clients on a professional basis.

- A. We do not abandon or neglect clients. If we are unable, or unwilling for appropriate reasons, to provide professional help or continue a professional relationship, every reasonable effort is made to arrange for continuation of treatment with another professional.
- B. We make only realistic statements regarding the pastoral counseling process and its outcome.
- C. We show sensitive regard for the moral, social, and religious standards of clients and communities. We avoid imposing our beliefs on others, although we may express them when appropriate in the pastoral counseling process.
- D. Counseling relationships are continued only so long as it is reasonably clear that the clients are benefiting from the relationship.
- E. We recognize the trust placed in and unique power of the therapeutic relationship. While acknowledging the complexity of some pastoral relationships, we avoid exploiting the trust and dependency of clients. We avoid those dual relationships with clients (e.g., business or close personal relationships) which could impair our professional judgment, compromise the integrity of the treatment, and/or use the relationship for our own gain.
- F. We do not engage in harassment, abusive words or actions, or exploitative coercion of clients or former clients.
- G. All forms of sexual behavior or harassment with clients are unethical, even when a client invites or consents to such behavior or involvement. Sexual behavior is defined as, but not limited to, all forms of overt and covert seductive speech, gestures, and behavior as well as physical contact of a sexual nature; harassment is defined as but not limited to, repeated

comments, gestures or physical contacts of a sexual nature.

- H. We recognize that the therapist/client relationship involves a power imbalance, the residual effects of which are operative following the termination of the therapy relationship. Therefore, all sexual behavior or harassment as defined in Principle III, G with former clients is unethical.

PRINCIPLE IV - CONFIDENTIALITY

As members of AAPC we respect the integrity and protect the welfare of all persons with whom we are working and have an obligation to safeguard information about them that has been obtained in the course of the counseling process.

- A. All records kept on a client are stored or disposed of in a manner that assures security and confidentiality.
- B. We treat all communications from clients with professional confidence.
- C. Except in those situations where the identity of the client is necessary to the understanding of the case, we use only the first names of our clients when engaged in supervision or consultation. It is our responsibility to convey the importance of confidentiality to the supervisor/consultant; this is particularly important when the supervision is shared by other professionals, as in a supervisory group.
- D. We do not disclose client confidences to anyone, except: as mandated by law; to prevent a clear and immediate danger to someone; in the course of a civil, criminal or disciplinary action arising from the counseling where the pastoral counselor is a defendant; for purposes of supervision or consultation; or by previously obtained written permission. In cases involving more than one person (as client) written permission must be obtained from all legally accountable persons who have been present during the counseling before any disclosure can be made.
- E. We obtain informed written consent of clients before audio and/or video tape recording or permitting third party observation of their sessions.
- F. We do not use these standards of confidentiality to avoid intervention when it is necessary, e.g., when there is evidence of abuse of minors, the elderly, the disabled, the physically or mentally incompetent.
- G. When current or former clients are referred to in a publication, while teaching or in a public presentation, their identity is thoroughly disguised.
- H. We as members of AAPC agree that as an express condition of our membership in the Association, Association ethics communications, files, investigative reports, and related records are strictly confidential and waive their right to use same in a court of law to advance any claim against another member. Any member seeking such records for such purpose shall be subject to disciplinary action for attempting to violate the confidentiality requirements of the organization. This policy is intended to promote pastoral and confessional communications without legal consequences and to protect potential privacy and confidentiality interests of third parties.

PRINCIPLE V - SUPERVISEE, STUDENT & EMPLOYEE RELATIONSHIPS

As members of AAPC we have an ethical concern for the integrity and welfare of our supervisees, students and employees. These relationships are maintained on a professional and confidential basis. We recognize our influential position with regard to both current and former supervisees, students and employees, and avoid exploiting their trust and dependency. We make every effort to avoid dual relationships with such persons that could impair our judgment or

increase the risk of personal and/or financial exploitation.

- A. We do not engage in ongoing counseling relationships with current supervisees, students and employees.
- B. We do not engage in sexual or other harassment of supervisees, students, employees, research subjects or colleagues.
- C. All forms of sexual behavior, as defined in Principle III.G, with our supervisees, students, research subjects and employees (except in employee situations involving domestic partners) are unethical.
- D. We advise our students, supervisees, and employees against offering or engaging in, or holding themselves out as competent to engage in, professional services beyond their training, level of experience and competence.
- E. We do not harass or dismiss an employee who has acted in a reasonable, responsible and ethical manner to protect, or intervene on behalf of, a client or other member of the public or another employee.

PRINCIPLE VI - INTERPROFESSIONAL RELATIONSHIPS

As members of AAPC we relate to and cooperate with other professional persons in our community and beyond. We are part of a network of health care professionals and are expected to develop and maintain interdisciplinary and interprofessional relationships.

- A. We do not offer ongoing clinical services to persons currently receiving treatment from another professional without prior knowledge of and in consultation with the other professional, with the clients' informed consent. Soliciting such clients is unethical.
- B. We exercise care and interprofessional courtesy when approached for services by persons who claim or appear to have inappropriately terminated treatment with another professional.

PRINCIPLE VII - ADVERTISING

Any advertising by or for a member of AAPC, including announcements, public statements and promotional activities, is undertaken with the purpose of helping the public make informed judgments and choices.

- A. We do not misrepresent our professional qualifications, affiliations and functions, or falsely imply sponsorship or certification by any organization.
- B. We may use the following information to describe ourselves and the services we provide: name; highest relevant academic degree earned from an accredited institution; date, type and level of certification or licensure; AAPC membership level, clearly stated; address and telephone number; office hours; a brief review of services offered, e.g., individual, couple and group counseling; fee information; languages spoken; and policy regarding third party payments. Additional relevant information may be provided if it is legitimate, reasonable, free of deception and not otherwise prohibited by these principles. We may not use the initials "AAPC" after our names in the manner of an academic degree.
- C. Announcements and brochures promoting our services describe them with accuracy and dignity, devoid of all claims or evaluation. We may send them to professional persons, religious institutions and other agencies, but to prospective individual clients only in response to inquiries.
- D. We do not make public statements which contain any of the following:
 - 1. A false, fraudulent, misleading, deceptive or unfair statement.

2. A misrepresentation of fact or a statement likely to mislead or deceive because in context it makes only a partial disclosure of relevant facts.
 3. A testimonial from a client regarding the quality of services or products.
 4. A statement intended or likely to create false or unjustified expectations of favorable results.
 5. A statement implying unusual, unique, or one-of-a-kind abilities, including misrepresentation through sensationalism, exaggeration or superficiality.
 6. A statement intended or likely to exploit a client's fears, anxieties or emotions.
 7. A statement concerning the comparative desirability of offered services.
 8. A statement of direct solicitation of individual clients.
- E. We do not compensate in any way a representative of the press, radio, television or other communication medium for the purpose of professional publicity and news items. A paid advertisement must be identified as such, unless it is contextually apparent that it is a paid advertisement. We are responsible for the content of such advertisement. Any advertisement to the public by radio or television is to be pre-recorded, approved by us and a recording of the actual transmission retained in our possession.
- F. Advertisements or announcements by us of workshops, clinics, seminars, growth groups or similar services or endeavors, are to give a clear statement of purpose and a clear description of the experiences to be provided. The education, training and experience of the provider(s) involved are to be appropriately specified.
- G. Advertisements or announcements soliciting research participants, in which clinical or other professional services are offered as an inducement, make clear the nature of the services as well as the cost and other obligations or risks to be accepted by participants in the research.