# TEMPLATE FOr Letter of Endorsement,

# Association for Clinical Pastoral Education (APC)

## *Page 1: Notes and Instructions for APCE Endorsement Letter*

## *Page 2: Template to be saved to your computer to fill in proper information*

## Committee on Ministry:

* Reads and reviews applicant’s paperwork.
* Interviews the applicant.
* Makes decision on granting endorsement.

## Writing the letter

* Save this file to your computer (template for letter is on page 2).
* On your copy, fill in the information requested in the parentheses using information from the application form – then remove parentheses.
* Use official letterhead from Association, Conference or church. Create, if necessary.
* Letter must be signed in ink (no electronic signatures accepted) and dated.

## Email the following items (scanned and as separate files)

* Letter of Endorsement
* UCC Application for Endorsement for Professional Organizations
* Supporting Documentation listed on the application.

To: [glaser-bacona@ucc.org](mailto:glaser-bacona@ucc.org)

Rev. Anissa Glaser-Bacon

Minister for Minister in Specialized Settings and Professional Endorsement Coordinator

**Questions?**  Please contact Rev. Anissa Glaser-Bacon at glaser-bacona@ucc.org or call toll free at (866) 822-8224, ext. 3886 or direct at (216) 736-3886.

**Important:**

* Do not mail the letter to APC directly because it needs to be stamped with the official seal at the national setting first.
* This template is for first-time endorsement. It is not to be used for the chaplain’s five-year maintenance review or for a letter of continued endorsement.
* Please note: Ministers who were granted Privilege of Call (POC) must have a call and then be granted UCC full ordained ministerial standing before being endorsed by the UCC. The applicant must go through the full UCC endorsement process since endorsements are done differently by each denomination and they do not transfer from denomination to denomination. Please contact the endorsement office if you have questions.

Certification Commission

Association for Professional Chaplains

2800 W. Higgins, Suite 295

Hoffman Estates, IL 60169

RE: Endorsement

The Committee on Ministry of the Click or tap here to enter text.of the Click or tap here to enter text. of the United Church of Christ met on Click or tap here to enter text. to review the credentials of, and to interviewClick or tap here to enter text.. As a result of that meeting, Click or tap here to enter text.has granted Ecclesiastical Endorsement to:

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Click or tap here to enter text.

Click or tap here to enter text.

for Board Certification.

This endorsement means that Click or tap here to enter text.:

1. Is a fully ordained minister in the United Church of Christ and is in good standing;
2. Has professional qualification in Clinical Pastoral Education and Counseling;
3. Is engaged in the full-time pursuit of their Christian vocation in accordance with the accepted standards of the United Church of Christ, and has fulfilled the required years of active professional and qualifying experience;
4. Will participate collegially in a religiously, culturally, and racially diverse setting to provide for the needs of all without prejudice;
5. Has the confidence and commendation of the United Church of Christ for appropriate consideration by the Association for Clinical Professional Chaplains for the level of Board Certification.

This letter applies to APC endorsement only and is not transferable to any other organization or for any other use. If the person is not certified by APC within the allotted time determined by APC, this letter expires and is no longer valid.

Faithfully,

(signature)

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Click or tap here to enter text., Click or tap here to enter text. of the United Church of Christ