

Chaplain Certification: Renewal FAQ'S

Q1: Why do I need continuing education?

A1: Continuing education (CE) demonstrates your commitment to maintain and develop your professional skills as a chaplain.

Q2: How much CE do I need?

A2: WELS-certified chaplains are required to accumulate at least 75 hours of CE within their current three-year renewal cycle. A 3-credit course, such as the chaplain courses at MLC (mlc-wels.edu/continuing-education/wels-chaplain-certificate), is equivalent to 75 hours. You can also accumulate hours through seminars, webinars, research, presentations, etc.

Q3: How do I know if a type of CE qualifies?

A3: Go to the web page listed in A2, then click on "Continuing Education Requirements." If you are not sure that your CE will qualify, send your questions to chaplaincert@wels.net. In seeking approval for CE, ask yourself: "Does this class further my knowledge and improve my skills for chaplaincy?" If asked, be prepared to explain the reasoning behind your choices.

Q4: How long is my certification valid?

A4: It's valid for three years from December 31 of the year in which it was granted, and three years after each renewal. For example, if you were certified in May 2022, count three years from 12/31/2022. Your renewal is due by 12/21/2025, then again by 12/31/2028, and so on.

Q5: How do I know when my certification is due for renewal?

A5: Renewal dates are emailed to all chaplains throughout the year. If you are unable to locate your renewal date, send a request to chaplaincert@wels.net.

Q6: How do I renew my certification?

A6: Supply the following to WELS Special Ministries:

- 1) Verification of 75 CE clock hours within the current three-year renewal cycle**
- 2) A \$75.00 check (for administrative costs) payable to WELS Special Ministries**
- 3) WELS Chaplain ID cards are now being issued only to those who request one. Supply a digital photo (e.g. passport photo) and your driver's license number.**

Q7: Where do I send them?

A7: Mail your proof of CE hours and \$75.00 check to:

WELS Special Ministries, N16W23377 Stone Ridge Drive, Waukesha, WI 53188

If requesting an ID card, email photo and DL number to specialministries@wels.net.

Application for Renewal of WELS Chaplain Certification

I have completed at least 75 clock hours of continuing education, or one three-credit course, during the past three years. The educational opportunities I have attended are listed below.

Please submit PROOF of CE hours along with this form.

<u>Name of course, seminar, etc.</u>	<u>Provider</u>	<u>Date completed</u>	<u>Clock hours</u>
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Total CE clock hours within the current three-year renewal cycle _____

Sign name _____

Date ____/____/____

Print name _____

Include check for \$75.00 payable to:

WELS Special Ministries
N16W23377 Stone Ridge Drive
Waukesha, WI 53188

Memo: Chaplain Certification Renewal

Note: WELS Chaplain ID cards are now being issued only to those who request one. If that ID would be helpful in your setting, email a digital photo (e.g. passport photo) and your driver's license number to specialministries@wels.net.