



Dear Chaplaincy Certification Applicant:

We are pleased to know of your interest in chaplaincy service in an agency of the State of New York. The New York State Council of Churches has agreed to assist the State in its efforts to maintain a professionally competent chaplaincy service by certifying men and women as appropriate persons for the State to employ as Protestant and Orthodox chaplains in the Department of Correctional Services and the Offices of Mental Health, For People with Developmental Disabilities, and Children and Family Services. Therefore, we continue to seek well-qualified men and women to serve in these important ministries.

For a prompt response, please follow the procedures listed below:

1. Read the document, Chaplaincy Certification Criteria for Protestant and Orthodox Clergy in New York State
2. Fill out and return the Application for Chaplaincy Certification
3. Forward to us a copy of your ordination certificate and a **non-refundable processing fee of \$50.00**. Please make your check or money order payable to the New York State Council of Churches. 85 Chestnut Street Albany, NY 12210
4. Write to supervisors or institutions from which you received special training for ministry requesting that they forward documentation of your supervised experience to us.
5. Please enclose a copy of your post-secondary diplomas and have a transcript sent from the institution from which you received the diploma.

When you are scheduled for an interview, you will be expected to demonstrate your competency and to articulate clearly your concept of ministry in the actual type of setting for which you are applying. Documentation is essential, but we want to emphasize that the interview is of equal importance.

While many applicants receive certification at the conclusion of the first interview, there are times the Committee cannot initially grant certification. On these occasions, candidates may be invited to return a second time for further consideration and a career track to follow toward future certification is suggested. When certification is not granted a procedure is available for appealing the decision of the Certification Committee.

If you have any questions, please do not hesitate to call or write our office. Karen Lapierre, our Office Manager can be reached at 518 436-9319 or office@nyscoc.org