

# INTERNATIONAL CONFERENCE OF POLICE CHAPLAINS

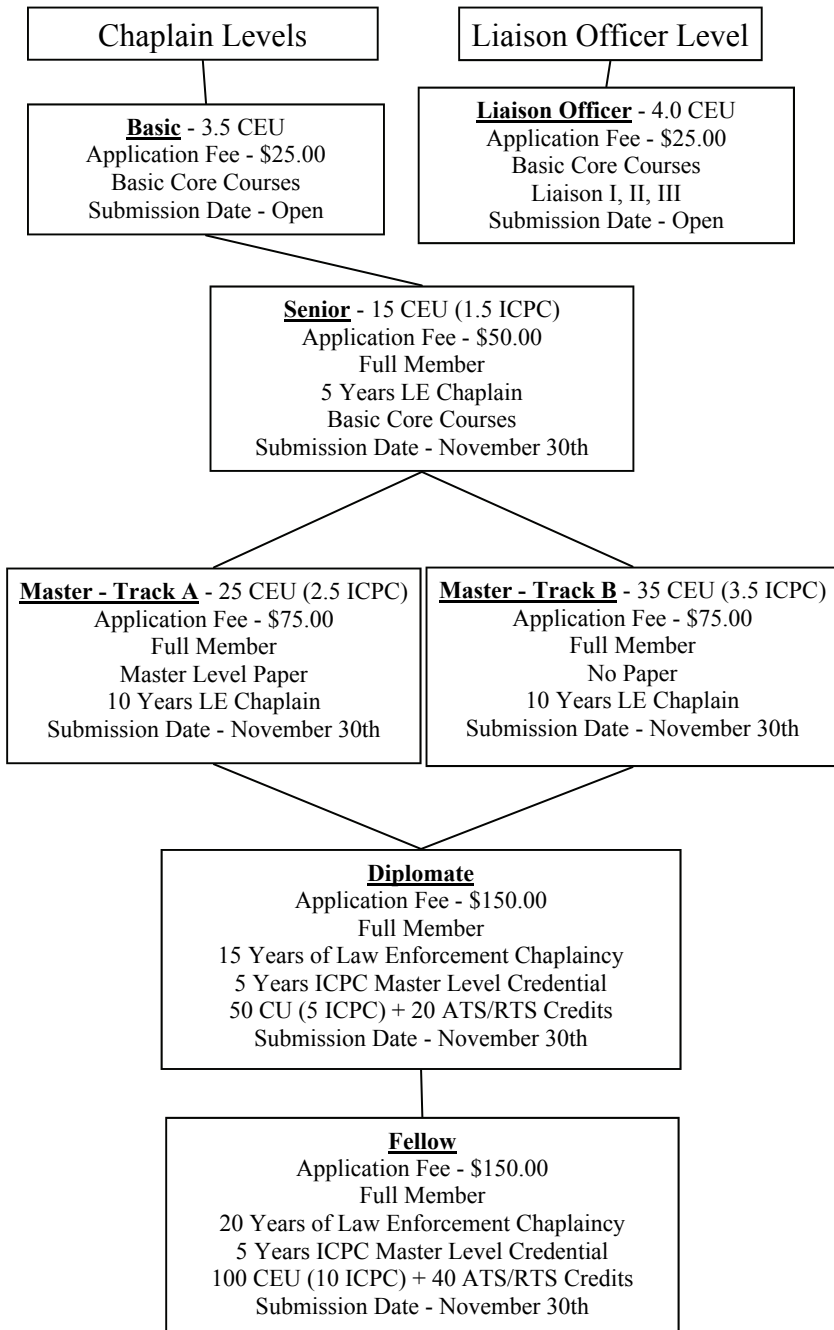


“Developing Professional Chaplains Through  
Dynamic Education And Support”

## Procedures and Requirements for Credentialing

- ◆ LIAISON OFFICER
- ◆ BASIC, SENIOR, MASTER
- ◆ DIPLOMATE / FELLOW

## Credentials Overview



Applications and this entire booklet  
may be obtained by  
downloading them from  
the ICPC website:

**[www.icpc4cops.org](http://www.icpc4cops.org)**

Or

By contacting the ICPC office  
[icpc@icpc.gccoxmail.com](mailto:icpc@icpc.gccoxmail.com)

**MAIL COMPLETED  
CREDENTIAL APPLICATIONS TO:  
International Conference of Police Chaplains  
P.O. Box 5590  
Destin, Florida 32540-5590  
For information call: 850-654-9736**

**Credentials Committee Chairperson:**  
Chaplain Leo Connolly  
[lrconnolly@saintceciliachurch.org](mailto:lrconnolly@saintceciliachurch.org)

**Academic Registrar:**  
*For information on academic records,  
please contact Registrar:*  
Chaplain John Transue  
[academicregistrar@icpc.gccoxmail.com](mailto:academicregistrar@icpc.gccoxmail.com)

**FELLOW****Application Fee-\$150.00.**

Application deadline - **November 30th**. Awards presented annually during the ATS .

- A. Full member in good standing with ICPC.
- B. Have been a law enforcement chaplain for not less than twenty (20) years.
- C. Have held an ICPC Master's Level Credential for at least five (5) years.
- D. Completion of one-hundred (100) CEU (with a minimum of 10 from ICPC classes) in chaplaincy/law enforcement related topics.
- E. Have a total of at least forty (40) ATS/RTS credits; [1 ATS = 2 credits -- 1 RTS = 1 Credit].
- F. Submit two (2) personal references [religious, law enforcement, fellow chaplains, etc.].
- G. Have performed service to or on behalf of ICPC [served as an officer of ICPC, taught at RTS, ATS, or as a member of a committee, etc.].

**CREDENTIALING CRITERIA**

- A. "A **Continuing Education Unit** (CEU) is ten (10) contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction and qualified instruction."  
*Example: 10 training hours equals one (1) CEU.*
- B. **One contact hour** equals fifty (50) minutes of qualified class instruction in workshops or seminars (as determined by the Education and Credentials Committee.)
- C. A **Clinical Pastoral Education Unit** (CPE) equals two (2) CEU's.
- D. **Basic Core Courses** are a minimum of 1 1/2 hours long.
- E. **Non-ICPC Training Certificates and/or Transcripts** should be submitted to the Academic Registrar for credit evaluation.

**LIAISON OFFICER****Application Fee—\$25.00**

*(Application deadline - Open. Awards are mailed.)*

Applicants must be a member of the International Conference of Police Chaplains (ICPC). There is one (1) credentialing level for Liaison Officers.

Completion of 4.0 CEU (which include the 12 Basic Core Courses on page 4), in addition to the following:

- Liaison Officer I
- Liaison Officer II
- Liaison Officer III

## Credential Levels

### **Basic, Senior, Master Diplomate and Fellow**

Applicants must be a member of the International Conference of Police Chaplains (ICPC). ICPC credential programs are voluntary. Chaplains may apply for the highest level of credentialing for which they qualify. It is not necessary to have Basic before applying for Senior or Master Levels; however, the completion of all core courses is required.

There are five (5) credentialing levels: Basic, Senior, Master, Diplomate and Fellow. Each have specific requirements.

#### **BASIC**

**Application Fee: \$25.00**

*Application deadline - Open. Awards are mailed.)*

**Required:** Completion of 3.5 CEU, (35 training hours) which must include the following 12 core courses:

- B01 Introduction to Law Enforcement Chaplaincy
- B02 Death Notification
- B03 Stress Management (includes segments on Burn-out, CISM and Post Shoot Trauma)
- B04 Ceremonies and Events
- B05 Legal Liability and Confidentiality
- B06 Ethics
- B07 Responding to a Crisis Situation
- B08 Law Enforcement Family
- B09 Substance Abuse
- B10 Suicide
- B11 Officer Injury or Death
- B12 Sensitivity and Diversity

These core courses are available at Annual Training Seminars. Time restraints may limit the availability of core course selection at Regional Training Seminars.

## **Diplomate / Fellow Credential Levels**

*Diplomate* and *Fellow* credentials represent the highest achievements in tenure, education, training and service to ICPC. Those who are awarded the *Diplomate* and *Fellow* credentials are set apart and recognized for their tremendous accomplishments and service.

The criteria for these are as follows:

#### **DIPLOMATE**

**Application Fee-\$150.00.**

*Application deadline - **November 30th**. Awards presented annually during the ATS .*

- A. Full member in good standing with ICPC.
- B. Have been a law enforcement chaplain for not less than fifteen (15) years.
- C. Have held an ICPC Master's Level Credential for at least five (5) years.
- D. Completion of fifty (50) CEU (with a minimum of 5 from ICPC classes) in chaplaincy/law enforcement related topics.
- E. Have a total of at least twenty (20) ATS/RTS credits; [1 ATS = 2 credits -- 1 RTS = 1 Credit].
- F. Submit two (2) personal references [religious, law enforcement, fellow chaplains, etc.].
- G. Have performed service to or on behalf of ICPC [served as an officer of ICPC, taught at RTS, ATS, or as a member of a committee, etc.].

D. Procedures [Tracks A & B]:

- (1) Applications are reviewed by the Credentials Chairperson.
- (2) *Upon request*, the applicant will be assigned a mentor (a member of the Credentials Committee) for the duration of the credentialing process. The mentor shall provide counsel and guidance to assist the applicant throughout the credentialing process. If the candidate has a mentor, the Credentials Chairperson will assign a member of the committee to serve as co-interviewer with the applicant's mentor for an interview during the ATS.
- (3) An interview with a member of the Credentials Committee will be scheduled for you. This will be at the ATS. If you are not attending the ATS, you will be interviewed by telephone. This is the final step in the credentialing process. Successful candidates will receive their certificate at the ATS Banquet. Non-attendees certificates will be mailed after the conclusion of the seminar.

**SENIOR**  
**Application fee—\$50.00**

*Application deadline - **November 30th**. Awards presented annually during the ATS.*

- A. Full member in good standing with ICPC.
- B. Render service as an active appointed law enforcement chaplain to a department or agency for a minimum of 5 years, in good standing (not necessarily consecutively).
- C. Completion of fifteen (15) CEU (with a minimum of 1.5 from ICPC classes) and may be satisfied by any combination of the following:
  - (1) Attendance and participation at Annual Training Seminar (ATS) and Regional Training Seminars (RTS).
  - (2) The equivalent of ICPC's Basic Training Level (proof of completion of core courses required).
  - (3) Submission and verification of training received through colleges, accredited law enforcement training schools or agencies. The ICPC Academic Registrar will determine the number of CEU's to be given for each class submitted.
  - (4) Evidence of a significant contribution to the promotion of law enforcement chaplaincy may be submitted to the Academic Registrar for CEU credit evaluation.
  - (5) Attendance and participation in a training event relative to law enforcement chaplaincy endorsed by the ICPC Education Committee.
- D. An interview with a member of the Credentials Committee will be scheduled for you at the ATS. If you are not attending the ATS, you will be interviewed by telephone.

This is the final step in the credentialing process. Successful candidates will receive their certificate at the ATS Banquet. Non-attendee certificates will be mailed after the conclusion of the seminar.

**MASTER**  
**Application Fee—\$75.00**

*Application deadline - **November 30th**. Awards presented annually during the ATS.*

- A. Full member in good standing with ICPC.
- B. Render service as an active appointed law enforcement chaplain to a department or agency for a minimum of 10 years, in good standing (not necessarily consecutively).
- C. Complete Track A or B requirements as out-lined below:
 

**Track A** includes a Master's level paper (see #6) and completion of twenty-five (25) CEU (with a minimum of 2.5 from ICPC classes) and may be satisfied by any combination of the following:

  - (1) Attendance and participation at ATS or RTS.
  - (2) The equivalent of ICPC's Basic Training Level (proof of completion of core courses required).
  - (3) Submission and verification of training received through colleges, accredited law enforcement training schools or agencies. The ICPC Academic Registrar will determine the number of CEU's to be given for each class submitted.
  - (4) Evidence of a significant contribution to the promotion of law enforcement chaplaincy may be submitted to the Academic Registrar for evaluation of CEU credit.

- (5) Attendance and participation in any training event relative to law enforcement chaplaincy endorsed by the ICPC Education Committee.
- (6) Submission and approval of an original paper on an area of law enforcement chaplaincy, the topic of which is assigned or approved in advance by the Credentials Chairperson. The content of the paper might well lend itself to an ATS or RTS presentation in the future. Final approval of the paper is given in accordance with the following stipulations:
  - (a) The length of the paper should not be less than 2,500 words, typewritten, thesis style. Exceptions require prior approval of the Credentials Chairperson.
  - (b) Content is to be judged as adequately addressing the topic.
  - (c) The paper should represent the best work of the applicant and be commensurate with the level and integrity of a Master Chaplain.
  - (d) While the paper need not be an original research project, it should represent a valuable and significant contribution to law enforcement chaplaincy.
  - (e) A final draft of the paper shall be provided to the Credentials Chairperson for comments or recommendations. If necessary, the paper will be returned to the applicant for modification and resubmission to the Chairperson.

**OR**

**Track B** No Master's paper; however requires completion of an additional ten (10) CEU's for a total of 35 CEU's (with a minimum of 3.5 from ICPC classes) and may be satisfied by any or a combination of the items listed in 1-5 (pg 6).