

FEDERATION OF FIRE CHAPLAINS

FIRE CHAPLAINCY INSTITUTE



*Certification for training, education and experience
in the field of Fire Service Chaplaincy*

Information and Enrollment Application Packet

This packet contains information needed by Fire Chaplains seeking recognition from the Federation of Fire Chaplains for their training, education and experience. Chaplains may apply for credits that will result in completion of the Basic or Advanced Chaplaincy Certificate. If you have questions regarding the information contained in this packet please contact the Institute Director.

FEDERATION OF FIRE CHAPLAINS

FIRE CHAPLAINCY INSTITUTE

PO Box 567748

Dallas, TX 75356

Email: FFC.chaplain@gmail.com Phone:

(469) 955-1522

Office Phone: (469) 901-1434

Web page: firechaplains.org

To have a certificate awarded at the annual Federation of Fire Chaplains Conference, this

application packet must be returned to the FFC office by August 1st.

Application Checklist

1. Applicant **MUST** be a member of the Federation of Fire Chaplains.
2. Completed FFC Chaplain Institute Application (last page of this packet).

The application allows the FFC Institute to begin your education file. When the application is received a file is opened and your educational credits are tracked and applied toward Basic or Advanced Certificates.

3. Copy of diploma for the highest degree earned
4. Documentation of all training that falls into one of the categories (see pages 3 & 4) recognized by the Federation of Fire Chaplains, i.e. certificates, transcripts, course descriptions, conference schedules, etc. (more detail given will result in better credit award).
Note: Documentation **must** show the specific **number of hours** of training in **each** course for which credit is requested. For example, a 60-hour course in Pastoral Care may include 20 hours about effective communication skills, 20-hours about grief and bereavement, and 20 hours about ethical issues surrounding death and dying. It is **imperative** to include as much information about the course content as possible. This information will assist the Institute directors to evaluate your application.

When **all** application materials are **complete, enclose them in a folder in the order** shown above and **return to** the FFC Office at the address listed in the front of this application.

Requirements for Completion

Basic Chaplaincy Certificate --- 16 credits of Basic Level Classes. Approved Basic Chaplaincy classes are listed on page 3.

Advanced Chaplaincy Certificate --- 130 credits for training, education and experience. Approved training and educational subject matter are listed on pages 3 and 4.

Available Credits

Education:

Bachelors Degree (Ministry field)	15
Master/D. Min./Ph.D.	30

Pastoral/Chaplaincy Experience:

1 to 5 years	5
Over 5 years	10

Training:

Basic Chaplaincy Certificate (Essentials of Fire Chaplaincy)

Basic Chaplaincy Institute classes will be offered regionally throughout the United States and Canada. These classes will afford the opportunity to gain information and education on topics important to the field of Fire Chaplaincy. Classes will consist of 16 hours of introductory materials including the following:

1. Foundations of Fire Chaplaincy
2. Personhood of the Fire Chaplain
3. Fire Chaplain Ministry to Firefighters
4. Fire Chaplain Ministry to Crisis Victims
5. Beginning a Fire Department Chaplaincy
6. Fire Chaplain Operations
7. Critical Incident Stress Management
8. Firefighter Injury or Death / Death Notification
9. Fire Department Funerals

Advanced Chaplaincy Certificate

Chaplains pursuing the Advanced Chaplain Certificate will complete the required hours of training from the following categories. Specific course requirements are noted.

1. Critical Incident Stress Management (*Group Intervention REQUIRED*)
2. Critical Incident Stress Management (*Pastoral Care I REQUIRED*)
3. Critical Incident Stress Management (Other classes: Peer, Children, etc)
4. Historical Perspectives of the Chaplaincy
5. Spirituality and the Chaplaincy
6. Theoretical Perspectives of the Fire Chaplain
7. Interfaith & Ecumenical Perspectives
8. Ethical and Spiritual Responsibilities
9. The Role of the Fire Service Chaplain in Healing Grief
10. Fire Service Culture
11. Chaplain and Family Stressors
12. Fire Families: Nuclear and Blended, Family Systems Theory
13. Contemporary Issues Impacting Firefighters and their families
14. Diversity
15. Disasters: Working with Outside Agencies (F.E.M.A., Red Cross, NTSB)
16. Working with Mental Health Professionals
17. Victim Assistance
18. Working with difficult people
19. Special Services in the Fire Service
20. Other specialized courses pertaining to the Fire Service Chaplaincy

The chaplain should develop a plan of study that exposes him or her to many categories. Studies are not limited to the categories suggested above, but should be directly related to fire chaplain ministry. Questions regarding specific classes should be directed to the contacts listed on this packet.

Federation of Fire Chaplains Conferences and Training Seminars

Each annual FFC Conference will offer courses for Institute credit. These course credits may be applied toward the Basic or Advanced Certificate. The FFC Institute and faculty, and approved guest faculty who have expertise in an area beneficial to the Fire Service Chaplaincy instruct these classes.

Completion

When a chaplain completes 130 credits of training and education plus **5 years** experience in the field of the Fire Chaplaincy, the Federation of Fire Chaplains will issue an Advanced Fire Chaplain Certificate. Upon completion of the Institute requirements, the chaplain may use the title **Master Level Chaplain**. This simply states the chaplain in question has received credits for experience and training in the areas of importance to the establishment and maintenance of a Fire Chaplaincy Program. The FFC Institute does not certify the effectiveness or the qualification of a chaplain. For this reason, The Fire Chaplaincy Institute does not certify that the chaplain has met any licensure or professional standards, it merely acknowledges the training.

**FEDERATION OF FIRE CHAPLAINS
FIRE CHAPLAIN INSTITUTE
TRAINING RECORD**

CHAPLAIN _____
RECORD UPDATED _____

F.D. _____
F.D. LOCATION _____
F.D. PHONE _____

HOME ADDRESS
STREET _____
CITY _____
STATE _____ ZIP _____

FD CHAPLAIN SINCE _____
FFC MEMBER SINCE _____
MINISTRY RELATED DEGREE(S)

HOME PHONE _____
WORK PHONE _____
CELL PHONE _____
OTHER PHONE _____
E-MAIL _____

BASIC CERTIFICATE

DATE AWARDED _____

COPY OF CERTIFICATES/DOCUMENTATION MUST BE ATTACHED

	DATE	LOCATION
FOUNDATIONS	_____	_____
FF MINISTRY	_____	_____
BEGINNING A CHAPLAINCY	_____	_____
INTRO TO CISM	_____	_____

	DATE	LOCATION
PERSONHOOD	_____	_____
VICTIM MINISTRY	_____	_____
CHAPLAIN OPERATIONS	_____	_____
FF DEATH/FUNERALS	_____	_____

ADVANCED CERTIFICATE

DATE AWARDED _____

COPY OF CERTIFICATES/DOCUMENTATION MUST BE ATTACHED

CLASS DESCRIPTION	OFFERED/TAUGHT BY	DATE	TOT. HRS
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

ATTACH ADDITIONAL PAGES AS NEEDED – PLEASE GIVE COMPLETE INFORMATION/DESCRIPTIONS – ATTACH ALL DOCUMENTATION

