

Florida Theological Chaplaincy Academy

Auxiliary License Renewal Requirements (2-Year Term)

To maintain an active Auxiliary Chaplain License, all chaplains are required to complete a total of **18 Continuing Education and Service Points** within the two-year licensing period.

Required Point Structure (Total = 18 Points)

The following activities must be completed to fulfill the 18-point requirement:

- **Facilitate (3) CEU Sessions equal 6 CEU points**
- **Participant (6) CEU Sessions equal 6 CEU points**
- Demonstrates leadership, instruction, and ministry development
- **Facilitate (2) Chapel Time Sessions equals 4 CEU points**
- **Participant in (4) Chapel Time Sessions equals 4 CEU points**
- Active involvement in corporate worship and spiritual enrichment
- **Facilitate (2) First Sunday Prayer & Communication equals 4 CEU points**
- **Participant (4) First Sunday Prayer & Communication equals 4 CEU points**
- Monthly leadership or ministry alignment meeting
- **Participant in (4) Chaplain In Action (CIA) Events equals 2 CEU Points**
- Focus on spiritual unity, updates, and chaplain engagement
- **Participant (4) Wednesday Morning Chaplain Prayer equals 2 CEU points**
- Commitment to intercession and spiritual discipline

Renewal Eligibility Options

To renew and obtain a **2-Year Auxiliary Chaplain License**, candidates must meet **one of the following**:

Option 1: Standard Renewal

- Complete all required activities totaling **18 points**
- Submit verification of participation

Option 2: Combined Renewal Fee

- Pay **\$175 renewal fee**
 - Does not Includes recognition of completed **18-point requirement**
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Important Notes

- All activities must be completed **before the license expiration date**
 - Documentation or verification may be required for each activity
 - Failure to meet requirements may result in **inactive or delayed license renewal**
 - Additional CEU opportunities may be offered to assist in meeting requirements
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Purpose of Requirements

These renewal standards ensure that all Auxiliary Chaplains remain:

- Spiritually grounded
- Actively engaged in ministry
- Equipped through continued education
- Accountable to the Academy's mission and standards

Sign below to acknowledge Licensing Renewal Requirements

Print Name: _____

Signature: _____

Date: _____

Florida Theological Chaplaincy Academy

Auxiliary License Renewal Tracking Log (18 Points Requirement)

Chaplain Name: _____

License Number: _____

Renewal Period (2 Years): _____

Activity Tracking Log

Date	Activity	Description Participant or Facilitate	Points Earned	Verified By

Required Activities Checklist (18 Points Total)

- ☐ Participant in **(3) CEU Sessions**
- ☐ Participant in **(2) Chapel Time**
- ☐ Participant in **(1) Sunday Prayer & Communication**
- ☐ Participant **(1) Wednesday Morning Chaplain Prayer**

☐ Facilitate **CEU Sessions #** _____

☐ Facilitate **Chapel Time #** _____

☐ Facilitate **Chaplain Event #** _____

☐ Facilitate **Prayer & Communion #** _____

☐ Facilitate **Wednesday Prayer #** _____

Points Summary

Total Points Earned: _____ / 18

Certification & Approval

I certify that the above information is accurate and reflects my completed requirements for Auxiliary License Renewal.

Chaplain Signature: _____ **Date:** _____

Administrator/Director Name: _____

Signature: _____ **Date:** _____