

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 Three (3) CEU Sessions**
- Demonstrates leadership, instruction, and ministry development
- **Participate in One (1) Chapel Service**
- Active involvement in corporate worship and spiritual enrichment
- **Attend One (1) First Thursday Gathering**
- Monthly leadership or ministry alignment meeting
- **Participate in One (1) First Sunday Prayer & Communication Session**
- Focus on spiritual unity, updates, and chaplain engagement
- **Attend One (1) Wednesday Morning Chaplain Prayer**
- 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**
- Includes recognition of completed **18-point requirement**

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

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: _____

Required Activities Checklist (18 Points Total)

- Facilitate **Three (3) CEU Sessions**
 - Participate in **One (1) Chapel Service**
 - Attend **One (1) First Thursday Gathering**
 - Participate in **One (1) First Sunday Prayer & Communication**
 - Attend **One (1) Wednesday Morning Chaplain Prayer**

 - Attend **One (1) Chaplain Event**
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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:** _____