Certification Retention as a CCA

What are the requirements for retention?

After persons become Certified Church Administrators they will be required to demonstrate continued life long learning in the field of church management in order to retain the designation of CCA. Individuals must meet the retention requirements in order to continue use of the CCA designation. An individual who holds the CCA and no longer works in a local congregation or denominational setting may retain their CCA provided they complete all continuing education requirements. Those who do not meet the requirement will receive a letter of instruction to cease using the designation.

How often does retention occur?

Every four years a CCA must demonstrate retention by documenting through the national office compliance with the association's continuing education requirements. These requirements are documented in Retention Requirements (Appendix A).

How do we track the retention process?

A CCA will submit all continuing education experience that qualifies for retention of certification to national. These educational units will be tracked in the national database and available online. Each January all active CCAs will receive printed documentation of their current status of retention which will include deadlines.

How do you reclaim certification if you leave the profession and then return?

A CCA who leaves the field of church administration in good standing and allows the designation to lapse, then returns to the field may submit to the national NACBA office the document of re-entry to profession (Appendix C). Upon re-entry the CCA will begin the retention policy based on his or her position in continuing education at the time of departure.

How do you regain the designation if you do not retain certification and later decide you want to re-certify?

Candidates who have allowed certification to lapse and decide they wish to re-certify may do so.

1. If fewer than four years have lapsed since the member has lost the designation, the individual can petition the NACBA and PT&S committee through the national deputy chief executive officer to be reinstated.

   This petition should be in the form of an essay not to exceed 3000 words. The essay will outline the reasons for failure to maintain certification as well as detailing what, if any, continuing education courses or workshops the designee has completed during the lapse. It would provide an overview of the designee's growth in the application of church administration to his or her job.

   The designee also shall provide proof of completion of the courses or workshops. Upon evaluation and acceptance of the petition by the PT&S committee, a plan to reinstate will be outlined to the member.

   In addition, the member's senior minister and a lay officer must submit positive evaluations. (Appendix G & H)

   This is the only and final appeal to be reinstated.

2. If more than four years have lapsed or the PT&S committee has rejected an appeal for reinstatement, the individual will be required to re-enter and complete certification as if he or she had never completed certification with the exception of completing a second project.

WHAT IS THE PT&S COMMITTEE'S PROCESS OF EVALUATING A PETITION FOR REINSTATEMENT?

The PT&S committee consists of five to seven members plus ex-officio members, who are center directors and assigned NACBA national staff. These seven appointed members are given a copy of the reinstatement candidate's essay to read. After individual evaluation and reflection the committee members cast a vote and suggest actions to be taken to reinstate the member. If the committee votes unanimously to reinstate, the chair of the committee and deputy CEO will outline the steps and communicate with the designee. If the vote is not unanimous, but a majority of the committee votes yes, the committee will hold a conference call to discuss the candidate's request. After the conference discussion is completed another vote is taken. If the designee receives a 2/3 vote to reinstate, the chair of the committee and deputy CEO will outline the steps and communicate with the designee.

WHAT HAPPENS WHEN YOU RETIRE FOR LOCAL CHURCH WORK?

If a person entered into a retirement recognized by the local congregation or institution for which the applicant last worked, they may retain their CCA status with no additional requirements. It is further understood that retirement means that the applicant is not engaged in any full-time Christian business administration employment.

Individuals who are retiring may want to consider applying for emeritus status. See membership information on the web.

WHAT HAPPENS WHEN YOU BECOME AN EMERITUS MEMBER?

Members who hold the designation of CCA at the time of obtaining emeritus status may continue to use the designation with no additional requirements.

NACBA
National Association of Church Business Administration
Professional Training and Standards

CERTIFICATION RETENTION AS A CCA

RETENTION REQUIREMENTS

1. Complete and submit Retention Application (Appendix B) with Application Fee.
National NACBA Member fee: $75.00 Non-member fee: $200.00

2. Earn 4.0 CEU's during the four year period. (40 hours)

1) With respect to Continuing Education, the general rule shall be that one (1) hour (50 minutes of instruction with 10 minute break) of CEU-type seminar time equals one/tenth (0.1) CEU. CEU units may be obtained from any registered or approved non-registered service provider that offers education in any of the fourteen areas of study. These are:

a) Personnel/Human Resource Management
b) Staff Development
c) Congregational Leadership
d) Theology Of Stewardship
e) Office Management
f) Information Management
g) Property Management
h) Communication And Marketing
i) Strategic Planning
j) Financial Management
k) Stewardship Of Self
l) Legal And Tax Matters
m) Christian Perspectives & Theology Of Church
n) Theology And Ethics Of Church Administration

NACBA's National Conference is an excellent way to obtain the necessary CEU's for retention. A typical conference will offer a participant the opportunity to obtain between 1 and 2 CEUs each year.

2) NACBA CEUs are issued through the education associate in the national office.

3) Units issued by a non-registered NACBA organization should be submitted to the national office within 60 days of completing the course with an accompanying non-registered sponsor form, certificate of completion, and outline of the program. (Appendix D)

4) Individuals earning credit through an academic degree program where the course subject falls under one of the 14 domains will receive credit as follows: 3 hour credit course = 3.0 CEU (semester system); 4 hour credit course - 4.0 CEU (quarter system). A transcript should be submitted to show completion. (Appendix D)

5) Up to 1.0 CEU's may be earned through the CEU reading program. NACBA maintains an approved reading list on the certification national website. Books are submitted by Training Center Faculty for inclusion on the list. Each book read and reported will earn a 0.1 CEU. Designee's must submit the CEU Reading Report Form (Appendix E).

6) A 0.1 CEU will be issued for approved articles that are a minimum of 1500 words on any topic outlined in 2.1. (see above) published in a general circulation periodical where "CCA" is indicated with the author's name. A copy of the published article must be provided to NACBA. Upon request a 0.1 CEU will be issued for articles published in the NACBA Ledger. Submission should be sent within 60 days of publication (Appendix F).

7) A designee can receive up to 1.0 CEUs for being a leader at any seminar/workshop where "CCA" is indicated with the leader's name. This includes, but is not limited to, when CEUs are awarded at a certification center, the national conference, or a local chapter. The hours earned will be calculated as twice the number of hours of instruction (e.g. 3 hours of instruction will earn .6 CEU) for each new topic of instruction. A copy of the workshop description and/or brochure must be provided and the person in charge of the seminar or workshop must verify the number of hours taught (Appendix F).

3. Submit evaluation forms completed by the senior minister/supervisor and one lay leader/co-worker. (Appendices G & H)

4. Submit to the national office the self-evaluation form. (Appendix I)