



National Association of Forensic Counselors

P.O. Box 8827 Fort Wayne, IN 46898-8827
260-426-7234 - Phone 260-426-7431 - FAX

www.Nationalafc.com NAFC@Nationalafc.com

PASTORAL ADDICTIONS / RECOVERY COUNSELOR SPECIAL EXAMINATION EXEMPTION APPLICATION

This application must be completed in its entirety. Incomplete applications cannot be processed until all information is submitted. If you have any questions, please contact us and we will assist you to the best of our ability. This is a limited time exemption period which ends March 30, 2016. After the exemption period, the passing of an examination developed by a Certification Sub-Committee comprised of Spiritual Leaders will be required. The NAFC reserves the right to extend this grandfathering opportunity at its sole discretion.

Date: \_\_\_\_\_

Check only one. For a description of each certification program category and its requirements, please see pages five (5) through seven (7) of this application packet or visit us online at www.Nationalafc.com. For more information on the National Association of Forensic Counselors, please visit our website, e-mail us at NAFC@Nationalafc.com or contact our office. A separate application must be submitted for each certification:

- Four checkboxes for certification categories: Certified Pastoral Addictions Counselor (CPAC), Certified Associate Pastoral Addictions Counselor (CAPAC), Certified Pastoral Recovery Counselor (CPRC), and Certified Associate Pastoral Recovery Counselor (CAPRC).

First Name MI Last Name

Name of Church/House of Worship

Mailing Address City State ZIP

Primary Phone Secondary Phone FAX E-mail Address

ORDINATION - Please attach a verifiable copy of your Ordination certificate/paperwork.

Table with 2 columns: Ordination Credential(s) and Year Ordained. Includes checkboxes for Pastor, Rabbi, Minister, Evangelist, Priest, Missionary, Elder, Deacon, Bishop, and Other.

STATE REQUIREMENTS - Please select one, along with a copy of your state license, certification and/or registration paperwork, if required by your state in order to provide counseling within your congregation.

- Three checkboxes for state requirements: 1) I attest that the state/local Regulations in my state do not require that I hold state licensure, mandated certification or be registered to provide counseling to members of my congregation. 2) State/local Regulations in my state require that I: (Please attach a copy of your state license, mandated certification or registration paperwork). 3) Hold state licensure/certification Register with my county or state

Title Lic./Certification/Registration No. Exp. Date

Register with my state or county of spiritual practice - County: \_\_\_\_\_ Reg. No.: \_\_\_\_\_



Accredited Certification Programs by the National Commission for Certifying Agencies

The American Academy of Certified Forensic Counselors (ACCFC) is the certification commission of the National Association of Forensic Counselors (NAFC)





National Association of Forensic Counselors

P.O. Box 8827 Fort Wayne, IN 46898-8827  
 260-426-7234 - Phone 260-426-7431 - FAX

www.Nationalafc.com NAFC@Nationalafc.com

**LEADERSHIP EXPERIENCE** – A minimum of three (3) years for the CPAC and CPRC is required. A minimum of one (1) year for the CAPAC and CAPRC is required. Please feel free to attach a list additional experience as a Pastor, Minister, Missionary, etc., if you need additional space.

1. \_\_\_\_\_  
 Current House of Worship Position From / To Present

\_\_\_\_\_  
 City ST Phone No. Website Address

2. \_\_\_\_\_  
 Previous House of Worship Position From / To Present

\_\_\_\_\_  
 City ST Phone No. Website Address

3. \_\_\_\_\_  
 Previous House of Worship Position From / To Present

\_\_\_\_\_  
 City ST Phone No. Website Address

**EDUCATION** – Please complete the following and attach a copy of your highest degree earned, *if applicable*.

**Degree Earned:**  No Degree  M.D.  J.D.  Psy.D.  Ph.D.  M.A.  M.S.  B.A.  B.S.  Other: \_\_\_\_\_

\_\_\_\_\_  
 Educational Institution Major Year Graduated

**REFERENCES** – If applying for the CAPAC or CAPRC, your first reference must be the Pastor or Spiritual Leader of your current House of Worship.

Reference 1: \_\_\_\_\_  
 First Name Last Name Title Daytime Phone

Reference 2: \_\_\_\_\_  
 First Name Last Name Title Daytime Phone

- 1. Are you currently an NAFC Certified Member, active in good standing?  No  Yes: Membership No. \_\_\_\_\_
- 2. Have you ever had any professional state license or certification in any profession sanctioned?  No  Yes:

\_\_\_\_\_  
 Board / Organization Year Sanctioned Reason for Sanction



Accredited Certification Programs by the  
 National Commission for Certifying Agencies

The American Academy of Certified Forensic Counselors  
 (ACCFC) is the certification commission of the  
 National Association of Forensic Counselors (NAFC)





# National Association of Forensic Counselors

P.O. Box 8827 Fort Wayne, IN 46898-8827  
260-426-7234 - Phone 260-426-7431 - FAX

www.Nationalafc.com NAFC@Nationalafc.com

## APPLICATION ATTESTATION

I, \_\_\_\_\_ attest and affirm that I am the applicant named in this application and that I have read and completed the contents thereof and to the best of my knowledge and belief, all answers and statements are true and correct and I hereby authorize all persons listed as references in this application to release any information pertinent to my application.

I understand and agree that abuse of alcohol and/or other drugs, including prescription drugs, is not acceptable behavior and should circumstances indicate, I may be subject to additional review by the National Association of Forensic Counselors ("NAFC").

I have read, understand and agree with all fee schedules and that all fees are subject to change without notice.

I understand and agree that the American Academy of Certified Forensic Counselors ("AACFC") is the Certification Commission of the NAFC and that NAFC makes all final decisions pertaining to my application, membership and/or certification. I further agree to hold the NAFC and its Certification Commission, Board Members, Officers, Directors, Agents, Staff and Examiners free from any civil liability for damages or complaints by reason of any action that is within the scope and arising out of the performance of their duties which they may take in connection with this application, the attendant examinations and the grades with respect to any examination, failure of the NAFC to issue me said certificate/wallet card, sanction(s), or any other action(s) taken in connection with my certified and/or non-certified membership in the NAFC ("NAFC membership") for the duration of my membership in the NAFC.

I understand and agree that it is my sole responsibility to read and stay apprised of the most recent revision of the NAFC Ethical Standards and Code of Conduct, Policies and Procedures, Candidate Handbook, Use of the NAFC Logo Terms, Application Attestation, Renewal/Reinstatement Attestation, and all other terms ("Terms of Membership") of NAFC Membership and that all can be downloaded from the NAFC website, or mailed to me by contacting the NAFC office. I understand and agree that the NAFC Terms of Membership are subject to change, in whole or part, without notice and that I am subject to the most recent revision for the duration of my NAFC Membership.

I understand and agree that I must submit to proceedings for any alleged violation of any NAFC Terms of Membership.

I understand and agree that the falsification of any document and/or information submitted to the NAFC at any time, refusal to submit requested information, refusal to submit to proceedings or fully comply with any investigation will be grounds for denial and/or immediate revocation of NAFC Membership and any and all benefits resulting there from.

I agree to report within thirty (30) days of my notification any formal charge, complaint, investigation, arrest, or conviction related to a criminal act or ethical violation, or any professionally related civil action, civil litigation, or investigation, brought by any member of the public, including federal, state, or local authorities or agencies, professional organizations, clients, colleagues, or any other member of the public and will keep the NAFC apprised monthly of the status, including any and all corrective actions, judgments, or sanctions issued, or other determinations made. I understand and agree that failure to report any of the above is grounds for immediate suspension, revocation, or other sanction of NAFC membership and any and all benefits resulting there from.

I understand and agree that I must abide by the regulations set forth by my state and the certification for which I am applying is limited to providing services within my congregation. I attest that if I provide services outside of my congregation, that I am in full compliance with all state regulations and that holding my state license/mandated certification, active and in good standing where such is required, is mandatory in order to maintain NAFC Membership and any sanction against my state license/mandated certification may result in the same by the NAFC. Further, I agree to report within 30 days of my notification any formal complaint or charge made against my state license by any member of the public, including federal, state, or local authorities or agencies, professional organizations, client(s), colleagues, or any other member of the public and will keep the NAFC apprised of the status, including any and all corrective actions, judgments, sanctions, or other determinations issued, regardless of whether or not any action has been taken against my license by the state. I understand and agree that failure to report any of the above is grounds for immediate revocation of NAFC Membership, suspension or other action, and any and all benefits resulting there from, deemed appropriate by the NAFC.

I understand and agree that the NAFC may initiate and pursue action on its own should any potential violation of any NAFC Terms of Membership is brought to its attention.

I understand that the NAFC may use information collected from my application and membership for non-identifying research and statistical purposes.

I agree that if my NAFC Membership is suspended or revoked that I will comply with all directives of the NAFC and all certificate(s) and wallet card(s) issued to me remain the property of the NAFC and I agree to return all to the NAFC upon demand.

I agree to notify the NAFC within thirty (30) days of any change of name, addresses, place of employment, job title, phone numbers, e-mail address, or any other information maintained by the NAFC.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date



Accredited Certification Programs by the  
National Commission for Certifying Agencies

The American Academy of Certified Forensic Counselors  
(AACFC) is the certification commission of the  
National Association of Forensic Counselors (NAFC)





National Association of Forensic Counselors

P.O. Box 8827 Fort Wayne, IN 46898-8827
260-426-7234 - Phone 260-426-7431 - FAX

www.Nationalafc.com NAFC@Nationalafc.com

CREDIT CARD AUTHORIZATION FORM

- Please process the below credit card for the amount I have indicated below
I am making payment by check or money order and have enclosed a check or money order in the amount of \_\_\_\_\_ made payable to AACFC

NAME AS IT APPEARS ON CREDIT CARD BILLING PHONE NUMBER E-MAIL (REQUIRED FOR RECEIPT)

CREDIT CARD NUMBER EXP. DATE SECURITY CODE ON BACK OF CARD

CREDIT CARD BILLING ADDRESS CITY STATE ZIP

CREDIT CARD TYPE (SELECT ONE - NO AMEX): [ ] MASTERCARD [ ] VISA [ ] DISCOVER

PAYMENT FOR:

- Application Fee
Application, Processing & First Year Certification Fee. If your application is denied, all fees paid will be refunded less the non-refundable \$25.00 application fee.
Renewal Fee
Reinstatement Fee
Annual Conference Registration Fee
Duplicate Certificate/Wallet Card Fee
Other: \_\_\_\_\_

I hereby authorize the American Academy of Certified Forensic Counselors (AACFC) to charge the credit card listed above for the payment amount listed above. I understand that the AACFC is the Certification Commission of the NAFC.

I attest that I am the authorized cardholder for the above credit card or am an authorized agent of the organization card holder for the above listed credit card and that the charges made are valid and at my request.

This authorization to charge the above listed credit card in the amount as specified above is valid. If no amount is specified above, I authorize the AACFC to charge the above listed credit card for the total fees/amount due.

CARDHOLDER/AUTHORIZED REPRESENTATIVE SIGNATURE

DATE



Accredited Certification Programs by the National Commission for Certifying Agencies

The American Academy of Certified Forensic Counselors (AACFC) is the certification commission of the National Association of Forensic Counselors (NAFC)





## National Association of Forensic Counselors

P.O. Box 8827 Fort Wayne, IN 46898-8827  
260-426-7234 - Phone 260-426-7431 - FAX

[www.Nationalafc.com](http://www.Nationalafc.com) [NAFC@Nationalafc.com](mailto:NAFC@Nationalafc.com)

The NAFC recognizes the need for integration of spiritual counseling with congregational members suffering from issues that pose a stumbling block for those seeking an ever-growing, personal relationship with God. The effective role of clergy in assisting members of their congregation is imperative to their recovery and spiritual growth.

Clergy provide counseling using a spiritual approach for issues that may negatively impact the spiritual growth of their congregation including, but not limited to, addictions, marriage counseling, infidelity, family, spiritual, trauma, domestic abuse, anger, violence, obsessions, self destructive behaviors, life changes, financial, divorce, death of a loved one, parental/child issues, inter-congregational issues between members, etc., in order to facilitate emotional, mental and spiritual health and growth.

If you are an ordained member of the clergy, the NAFC cordially invites to apply for one (1) of the four (4) below listed certifications. The SPECIAL EXAMINATION EXEMPTION period ends March 30, 2016.

---

### CERTIFICATION PROGRAM ELIGIBILITY REQUIREMENTS

All of the below certification program categories require the following in addition to each individual certification program requirements:

- All documentation and information submitted in connection with this application must be verifiable
- Must be in compliance with your state regulations, if any, pertaining to providing addictions counseling within your congregation
- Have no misdemeanor or felony arrests for any sexual or violent offense
- State licensure/mandated certification or registration, must not have any sanctions, i.e., revocations and/or suspensions, if required by your state in order to provide counseling within your congregation
- Must not have previously held an NAFC Membership that was suspended or revoked

#### Certified Pastoral Addictions Counselor (CPAC):

The holder of a CPAC provides addictions counseling from a spiritual approach within their congregation for any addiction related issue, to include but limited to, alcohol, drugs, sexual, gambling, food, tobacco, pornography, social media/internet, etc. In addition to the above requirements, must meet the below requirements:

- Must be the Spiritual Leader of your House of Worship
- Must be ordained for a minimum of three years

#### Certified Associate Pastoral Addictions Counselor (CAPAC)

The holder of a CAPAC provides addictions counseling from a spiritual approach within their congregation for any addiction related issue, to include but are not limited to, alcohol, drugs, sexual, gambling, food, tobacco, pornography, social media/internet, spending, etc., under the direct supervision of their Spiritual Leader of their House of Worship. In addition to the above requirements, must meet the below requirements:

- Must be an Associate/Assistant Spiritual Leader of your House of Worship
- Must be ordained for a minimum of one year
- Must provide spiritual counseling under the supervision of the Spiritual Leader of your House of Worship



Accredited Certification Programs by the  
National Commission for Certifying Agencies

The American Academy of Certified Forensic Counselors  
(ACCFC) is the certification commission of the  
National Association of Forensic Counselors (NAFC)





## National Association of Forensic Counselors

P.O. Box 8827 Fort Wayne, IN 46898-8827  
260-426-7234 - Phone 260-426-7431 - FAX

[www.Nationalafc.com](http://www.Nationalafc.com) [NAFC@Nationalafc.com](mailto:NAFC@Nationalafc.com)

### Certified Pastoral Recovery Counselor (CPRC)

In addition to providing addictions counseling from a spiritual approach to their congregation, the holder of the CPRC also provides recovery counseling using a spiritual approach for all other issues that may negatively impact the spiritual growth of their congregation, to include but not limited to, marriage, infidelity, family, spiritual, trauma, domestic abuse, anger, violence, obsessions, self destructive behaviors, life changes, financial, divorce, death of a loved one, parental/child issues, inter-congregational issues between members of your House of Worship, etc.

The goal of the CPRC is to address any and all issues that may be a stumbling block to the spiritual growth of one or more members of your congregation and to facilitate healing and recovery. In addition to the above requirements, must meet the below requirements:

- Must be the Spiritual Leader of your House of Worship
- Must be ordained for a minimum of three years

### Certified Associate Pastoral Recovery Counselor (CAPRC)

In addition to providing addictions counseling from a spiritual approach to their congregation, the holder of the CAPRC also provides recovery counseling using a spiritual approach for all other issues that may negatively impact the spiritual growth of their congregation, to include but not limited to, marriage, infidelity, family, spiritual, trauma, domestic abuse, anger, violence, obsessions, self destructive behaviors, life changes, financial, divorce, death of a loved one, parental/child issues, inter-congregational issues between members of your House of Worship, etc.

The goal of the CAPRC is to address any and all issues that may be a stumbling block to the spiritual growth of one or more members of your congregation and to facilitate healing and recovery. In addition to the above requirements, must meet the below requirements:

- Must be an Associate/Assistant Spiritual Leader of your House of Worship
- Must be ordained for a minimum of one year
- Must provide spiritual counseling under the supervision of the Spiritual Leader of your House of Worship

### FEES:

Application Fee: \$25.00 (non-refundable)

Processing and First Year Certification Fee: \$150.00

(during the SPECIAL EXAMINATION EXEMPTION period only. After the SPECIAL EXAMINATION EXEMPTION period, the processing, examination and first year certification fees will be \$230.00). **These fees are refundable if your application is denied.**

### RENEWAL REQUIREMENTS

The NAFC offers annual and bi-annual renewal options. All NAFC Memberships require, minimally, for renewal:

- Obtaining of Twenty (20) Continuing Education Hours annually as defined below:
  - CPAC: CEHs must be relevant to spiritual counseling issues for addictions
  - CAPAC: CEHs must be relevant to spiritual counseling issues for addictions; signature of the Spiritual Leader of your House of Worship attesting that you continue to provide such services under their supervision
  - CPRC: CEHs must be relevant to spiritual counseling issues for addictions and/or other spiritual recovery issues



Accredited Certification Programs by the  
National Commission for Certifying Agencies

The American Academy of Certified Forensic Counselors  
(ACCFC) is the certification commission of the  
National Association of Forensic Counselors (NAFC)





## National Association of Forensic Counselors

P.O. Box 8827 Fort Wayne, IN 46898-8827  
260-426-7234 - Phone 260-426-7431 - FAX

[www.Nationalafc.com](http://www.Nationalafc.com) [NAFC@Nationalafc.com](mailto:NAFC@Nationalafc.com)

- CAPRC: CEHs must be relevant to spiritual counseling issues for addictions and/or other spiritual recovery issues; signature of the Spiritual Leader of your House of Worship attesting that you continue to provide such services under their supervision
- Consistent, active and in good standing state licensure/mandated certification and/or registration, if required by your state in order to provide counseling within your congregation
- Current annual NAFC renewal fee. The current annual renewal fee is one-hundred twenty-five dollars (\$125.00)
- Read and be familiar with the most current version of the Renewal Attestation specific to the above listed NAFC certifications, as well as all other NAFC Terms of Membership, all of which can be found on our website or obtained by contacting our office.

Holders of the CAPAC and CAPRC may request transition to the CPAC or CPRC at such time when verifiable documentation is provided that they meet CPAC or CPRC requirements.

**THE NAFC IS CURRENTLY DEVELOPING ADDITIONAL CERTIFICATION PROGRAM CATEGORIES FOR MINISTRY LEADERS. DEVELOPMENT OF CERTIFICATION PROGRAM CATEGORIES AND REQUIREMENTS FOR MINISTRY LEADERS WILL BE AVAILABLE NO LATER THAN DECEMBER 31, 2015.**

### ABOUT THE NAFC

The NAFC was the first to establish post graduate standards, guidelines, and professional responsibility to identify a competent workforce in the mental health, criminal justice, addictions and corrections professions in the very specialized areas of forensic counseling and criminal justice counseling and supervision.

The designations, standards and specialty professions of "Forensic Counselor" and "Criminal Justice Specialist" were originated by the National Association of Forensic Counselors (NAFC).

The establishment of the very first valid certification programs for the Forensic Counselor and Criminal Justice Specialist were efforts the NAFC made to enhance delivery of safe and effective treatment of offenders in both civil and criminal cases, improve communication between the clinician and the criminal justice system as well as for the protection of the public.

Today, the National Association of Forensic Counselors is the first and largest independent multi-disciplinary credentialing board offering nationally accredited certification programs representing the Forensic Counselor and Criminal Justice Specialist.

**TO LEARN MORE ABOUT THE NAFC, PLEASE VISIT OUR WEBSITE AT [WWW.NATIONALAFC.COM](http://WWW.NATIONALAFC.COM) OR CALL OUR OFFICE AT 260-426-7234.**



Accredited Certification Programs by the  
National Commission for Certifying Agencies

The American Academy of Certified Forensic Counselors  
(ACCFC) is the certification commission of the  
National Association of Forensic Counselors (NAFC)

