



New York State Council Of Churches

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Albany, NY 12210
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Dear Chaplaincy Certification Applicant:

Thank you for your interest in chaplaincy service in an agency of the State of New York. The New York State Council of Churches assists the state in its efforts to maintain a professionally competent chaplaincy service by certifying men and women as appropriate persons for the State to employ as Protestant and Orthodox chaplains in the Department of Correctional Services and the Offices of Mental Health, For People with Developmental Disabilities, and Children and Family Services. Therefore, we continue to seek well-qualified men and women to serve in these important ministries.

For a prompt response, please follow the procedures listed below:

1. Read the document, [Chaplaincy Certification Criteria for Protestant and Orthodox Clergy in New York State](#).
2. Contact Rev. Jim Ketcham, Chaplaincy Certification Coordinator, at jketcham@nyscoc.org.
3. If Rev. Ketcham recommends you proceed, he will email you a fillable pdf application. Please fill out and email it back.
4. Email us a copy of your ordination certificate and a **non-refundable processing fee of \$100.00**. An online payment link will be provided, or you can make your check or money order payable to the *New York State Council of Churches*, 85 Chestnut Street Albany, NY 12210.
5. Write to supervisors or institutions from which you received special training for ministry requesting that they email documentation of your supervised experience to us at jketcham@nyscoc.org.
6. Please email a copy of your post-secondary diplomas and have a transcript sent from the institution from which you received the diploma.

At your scheduled interview, you will be expected to demonstrate your competence and to clearly articulate your concept of ministry in the setting for which you are applying. Documentation is essential, but we want to emphasize that the interview is of equal importance.

While many applicants receive certification at the conclusion of the first interview, there are times the Committee cannot initially grant certification. On these occasions, candidates will receive recommendations on ways to gain additional skills or credentials that would make a second interview possible. If certification is not granted, there is a procedure for appealing the decision of the Certification Committee.

If you have any questions, please do not hesitate to email our Chaplaincy Certification Coordinator, Jim Ketcham, at jketcham@nyscoc.org or call our office at 518-436-9319.