



# THE CHAPLAINCY INSTITUTE

An Interfaith Seminary & Community

## Certificate in Interfaith Chaplaincy

### Admissions Application

Thank you for your interest in our Interfaith Chaplaincy Certificate Program. We encourage your thoughtful and reflective completion of this Admissions Application. If you need help or have questions, you are welcome to contact our Admissions Manager at [admissions@chaplaincyinstitute.org](mailto:admissions@chaplaincyinstitute.org) or 510-843-1422.

Admissions Application Fee: There is a \$65 non-refundable application fee, which you can pay online: <https://chaplaincyinstitute.org/pay-online/> or mail a check to the office (see address on page 6).

#### Admissions Interviews

We review applications in the order we receive them. Applications are reviewed within 2 weeks of receiving them. Once reviewed, we will be in contact with you to schedule an interview. Interviews are conducted in person or by Zoom.

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## Section 1: Tell Us About Yourself

Please complete the following sections, regardless of other materials you may attach.

### Name & Contact Info, Etc.

Name:

first, middle, last

Preferred pronoun:    She / He / They/ Other:

Address:

street, city, state, zip code

Telephone(s):

home, work, cell

E-mail:

Birthdate (optional):

### Education & Training

High School:

Graduation Date:

Bachelor's Degree & Major:

School & Graduation Date:

*Please include a copy of your diploma or a 1-page transcript. For those without a Bachelor's degree, a separate Education Equivalence application is required. Contact our office for more information at (510) 843-1422 or*

[admissions@chaplaincyinstitute.org](mailto:admissions@chaplaincyinstitute.org).

Graduate Degree:

School & Graduation Date:

Other Relevant Trainings:

Program/Course(s):

Graduation Date(s):

Clinical Pastoral Education:

# Units, Locations, Completion Date(s):

## Vocational Goals & Present Experience

Are you currently ordained to ministry?

- No
- Yes: In what faith tradition and/or denomination were you ordained? When?

Do you have previous experience in religious or spiritual leadership, ministry, or chaplaincy? Describe briefly:

## Educational Goals & Direction

Please tell us your main area of interest in spiritual service. (Check as many as apply.)

- Religion & Spirituality: general
- Spiritual Leadership: general
- Community and/or Congregational Ministry
- Art Ministry
- Healthcare and/or Hospice
- Prisons/Correctional Facilities
- Addiction and Recovery
- Ecology and Care for the Earth
- Homeless/Street Ministry
- Social Transformation
- Corporate/Spirituality in the Workplace
- Youth & children
- Elders
- Other (Animals, LGBTQ, Differently-abled persons, Indigenous populations, etc.):

## More About You:

What other commitments do you currently have in your life? (i.e. work commitments, family obligations, raising children, possible plans for relocation, other academic studies, financial concerns, time, ability?) Describe briefly.

Have you experienced trauma? [Note: this could be anything from abuse, a life-changing medical event, difficulties in your family of origin, witnessing violence, or anything that has been traumatic for you.] If so, how have you worked with the experience of trauma in your own life and/or in your work with others? Has therapy, counseling or spiritual direction been part of your healing process? What are your self-care practices when trauma gets triggered? Please summarize.

Has addiction been part of your life experience – for yourself, your loved ones, or your family of origin? How have you worked with the experience of addiction in your own life and/or in your work with others? Has treatment, therapy or spiritual direction been part of your healing process? What are your self-care practices when addiction behaviors get triggered? Detail briefly.

The ChI office and classroom space(s) are ADA compliant. Do you have special needs and/or different abilities that should be known to our staff?

- No
- Yes: Please describe:

Have you ever been charged with a felony?

- No
- Yes: If yes, please be ready to talk more about it in your interview.

If accepted, in which month would you like to attend your first course?

Please tell us how or from whom you learned about The Chaplaincy Institute:

## Section 2: Spiritual Autobiography

*In addition to your essay response, a creative response expressed through any art form is welcome.*

### Section I: Your Life History and Current Circumstances

- a. Give a brief account of your upbringing and significant relationships and events in your life.
- b. Describe some of your personal experiences that expressed diversity in your life (race, class, gender, sexual orientation, socio-economic, religion, size, (dis)ability, etc.) and how you have dealt with these.
- c. Participants in this program must have good emotional support in their lives. What are sources of emotional support for you?

### Section II: Your Faith &/or Spirituality

- a. This program requires participants to engage in at least one spiritual or religious activity or practice on an ongoing basis. Please describe briefly in 1-2 paragraphs, your spiritual practice, including your involvement with a particular organization, group, congregation, temple, sangha, etc.
- b. What changes or challenges (if any) are you currently experiencing in your spiritual and emotional life?

### Section III: Your Motivation for Pursuing Interfaith Education

- a. At present, how do you envision using this training in your life?
- b. Please describe your experience of spiritual leadership and/or accompaniment (i.e. ministry, volunteering, teaching, mentoring, counseling, family) and how they relate to your motivation to engage in Interfaith Studies.
- c. Spiritual service can include providing emotional, spiritual and practical support for people from all walks of life who are experiencing crises of health, faith, identity, etc.
- d. What kinds of people and/or situations would you anticipate having the most difficulty working with and why?
- e. If you are someone from a generally less represented population, what kind of support would you find helpful in order to participate fully in this program?

At CHI we understand art and creative impulses to be connected and integral to personal revelation, spiritual, and social transformation. You are welcome and encouraged to attach examples of your creativity, as you wish (which will not be returned -- send copies only!).

## Section 3: Recommendation Letters

Three (3) recommendation letters are required from individuals who are familiar with your spiritual, professional, and/or academic background. Please give each recommender the “Applicant Recommendation” form (Addendum B). Remember to inform them that your application will not be reviewed until their letters are received. *All information received will be kept confidential.*

I give The Chaplaincy Institute permission to contact my references.

- Yes
- No

## Section 4: Checklist & Signature

Please review this list and check which items are **not** enclosed and will be sent separately:

- \$65 Application Fee -- payable to *The Chaplaincy Institute* (non-refundable)
- Proof of Bachelor’s Degree (Diploma or 1-page Transcript) OR Request for Waiver of BA Requirement
- Resume or C.V. (outline of professional experience)
- Creativity Examples(optional)
- Recommendation Letter 1
- Recommendation Letter 2
- Recommendation Letter 3

### Applicant Signature

*I affirm that the information I have provided is true and accurate to the best of my knowledge.*

Signature:

Date:

Printed Name:

Thank you for your interest in our Interfaith Chaplaincy Certificate Program. We appreciate the time and thought involved in completing this application. Please return this application to:

[admissions@chaplaincyinstitute.org](mailto:admissions@chaplaincyinstitute.org) or mail to:

Admissions, The Chaplaincy Institute, 941 The Alameda, Berkeley, CA 94707

## ADDENDUM A

### ABOUT THE APPLICATION PROCESS

#### Pre-requisite:

A Bachelor's degree is required. However, we recognize that many people have engaged in life and learning experiences in a variety of contexts that can develop knowledge and abilities that equal a Bachelor degree. Applicants without a Bachelor's degree can apply for an education equivalency/life experience waiver of this requirement, by completing a *Bachelors Degree Pre-requisite Waiver Request*, available from our office.

Please contact [admissions@chaplaincyinstitute.org](mailto:admissions@chaplaincyinstitute.org)

#### Application

A written application, transcript and letters of recommendation are required. Application materials can be sent in as they are completed, they do not all have to arrive together.

They should be mailed to 941 The Alameda, Berkeley, CA 94707 or emailed to [admissions@chaplaincyinstitute.org](mailto:admissions@chaplaincyinstitute.org)

#### Application Deadline:

This course operates on rolling admissions; students can apply and begin their studies in most months of the year. Plan to have application materials in no later than 2 months (and ideally 3 months) prior to the date of the first course you wish to attend.

#### Interview

Once all application materials are received, you will be contacted for a live or by Zoom interview.

#### Acceptance

If accepted into the program, you will receive an acceptance letter and all that you need to get started in the program. Plan on a minimum of one month's time to prepare for your first course (administrative forms, program orientation, reading and homework assignments for your first course).

#### Sample admissions timeline:

February 1 – Complete application package received

February 14 – Application materials reviewed and interview scheduled

March 1 – Interview held. Acceptance (or denial) letter received (immediately thereafter)

March 7 – Student enrollment materials shared (if accepted)

March 10 – New Student Orientation scheduled (online orientation will occur at least two months before attendance)

March 15 – CHI Primer (program pre-requisites) and homework assignments provided

In March and April – Complete CHI Primer and first course assignments

May 1 – First program fee payment due

May 14 – First course homework assignment due

May 15 – First day of class

For more information, contact [admissions@chaplaincyinstitute.org](mailto:admissions@chaplaincyinstitute.org) or 510-843-1422.

## Addendum B

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### Applicant Recommendation

#### Interfaith Chaplaincy Certificate Program

The Chaplaincy Institute, 941 The Alameda, Berkeley, CA 94707

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The person whose name appears below is applying for admissions to our Interfaith Chaplaincy Certificate Program. We would appreciate your help in assessing his/her strengths and challenges. **The applicant's application cannot be evaluated until this information is received.** Thank you for completing this form and mailing it directly to us at the address above or submitting your recommendation online to [admissions@chaplaincyinstitute.org](mailto:admissions@chaplaincyinstitute.org). All information received will be kept confidential.

Applicant Name \_\_\_\_\_  
First, middle, last

Recommender's Name \_\_\_\_\_  
First, middle, last

- 1) How would you describe this person's intellectual curiosity and capacity for graduate level work (including reading and writing skills)?
- 2) How would you assess this person's maturity of judgment, ability to relate to individuals and groups, capacity to deal with frustration and respond to other's hostility or affection, ability to keep perspective?
- 3) How would you describe this person's sense of humor, imagination, initiative, and spontaneity, as well as care for self and others?
- 4) How would you gauge this person's respect for difference and diversity and/or their commitment to building diverse community and working for a just and sustainable society?
- 5) How has this person exhibited personal insight?
- 6) Do you see any impediments to the applicant's ability to fulfill the responsibilities of a religious minister, chaplain, and/or leader? Are there issues of authenticity, integrity, or trustworthiness with respect to the applicant that concern you?

7) Would you be enthusiastic at the prospect of the applicant being your minister, leader or spiritual companion in your faith or activist community?

**Your Overall Evaluation:** *(please check one)*

**Strongly Recommend**

**Recommend**

**Recommend with Reservations**

**Do Not Recommend**

How long have you known applicant?

In what capacity?

Thank you for your assistance. Please return your letter and this form directly to the address below.

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Signature

Date

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Name (printed)

Position and Institution (if applicable)

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Address

City, State, Zip

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Email

Phone

Email to: [admissions@chaplaincyinstitute.org](mailto:admissions@chaplaincyinstitute.org)

Or Mail to: Admissions, The Chaplaincy Institute, 941 The Alameda, Berkeley, CA 94707