



Frontline Chaplains International, Inc.

PO Box 1004
Temple, TX 76503
(254) 314-2159

www.ifoc.org
chaplains@ifoc.org
Fax (989) 753-3238

FCI / I.F.O.C. Auditor Policy

Doc 6005

Revised 2025.04.07

Purpose: The I.F.O.C. encourages currently licensed I.F.O.C. Chaplains to audit Chaplain Courses to support their continued growth, refresh their knowledge, and stay connected with current training practices. By observing a basic course, auditing Chaplains benefit from the learning environment without impacting the experience of new students.

Definition: An *auditor* is defined as a licensed I.F.O.C. Chaplain in good standing with current credentials who wishes to attend an additional I.F.O.C. Chaplain Course at no charge.

General Guidelines:

- Only approved auditors may sit in on a Chaplain class.
- Chaplains assisting with hospitality (e.g., refreshments) must register as auditors if they wish to be present in the classroom during instruction.
- Auditors are not required to attend all five days but must be approved in advance to attend any portion.
- Auditors are observers only and must not disrupt instruction nor participate in class discussions unless expressly asked by an I.F.O.C. Instructor.

Registration Process:

- A maximum of five auditors may be approved per class (subject to change by I.F.O.C.).
- Registrations are accepted on a first-come, first-served basis and must be submitted **at least one week prior to class**.
- No walk-ins or late auditor registrations are allowed.
- Auditors attending all five days are given priority. Those attending partial days will be placed on a waitlist and may be approved one week before class if space allows.

Day-of-Class Requirements:

- Auditors check-in only **after** all paid students have checked in.
- Auditors must show their current I.F.O.C. ID badge.
- Seating will be designated for auditors.
- Auditors are observers only and are asked to be respectful of those attending for the first time by not participating in class unless requested by the I.F.O.C. instructor or creating any disturbances (talking among themselves, going in and out, etc.).
- Auditors must sign an acknowledgment form agreeing to all expectations, including that they may be asked to leave by the Lead I.F.O.C. Trainer if disruptive.

Additional Info:

- Auditing is limited to once every 24 months.
- If available, course manuals may be purchased after student check-in.

Distribution: This policy must be provided to class hosts (at returning locations) and to auditors a week before class. Auditors must bring their signed acknowledgment form to class.

Frontline Chaplains International, Inc.
operates in the U.S.A. as
International Fellowship of Chaplains (I.F.O.C.)



International Fellowship of Chaplains

PO Box 1004
Temple, TX 76503
(254) 314-2159

www.ifoc.org
chaplains@ifoc.org
Fax (989) 753-3238

I.F.O.C. Chaplain Auditor Acknowledgment Form

I.F.O.C. Chaplain Classes are an experience-based educational and impartation opportunity for paid students. As a benefit of holding a current I.F.O.C. Chaplain License, I.F.O.C. Chaplains in good standing may audit one in-person class every 24 months at no cost.

Auditors must:

- Be pre-approved and registered with I.F.O.C. **at least one week prior** to the start of class.
- Be accepted on a **first-come, first-served** basis, with priority given to those attending all five days.
- Understand that **no more than five auditors** are allowed per class (or fewer, depending on space and class needs).

Only approved auditors may be in the classroom during instruction. Chaplains assisting with class support (e.g., refreshments) who are not registered auditors may only enter the classroom during breaks.

As an approved auditor, I acknowledge the following expectations:

- I will **not participate** in class discussions unless directly invited by the I.F.O.C. Trainer to honor the learning experience of first-time students.
- I will **refrain from causing disruptions** during teaching times, including side conversations during instruction, entering or exiting the room during instruction, or performing support tasks while the class is in session.
- I understand that the **Lead Trainer may ask me to leave** the class at any time if I do not follow these expectations or for any reason deemed necessary.
- I may choose to purchase an updated Resource Manual after all students are checked in and if extra copies are available.

I have reviewed the I.F.O.C. Auditor Policy and understand what is expected of me as an auditor. I have had the opportunity to ask questions and clarify any concerns with an I.F.O.C. Trainer.

Auditor

Date

Printed Name

I.F.O.C. Trainer

Date