



International Fellowship of Chaplains

PO Box 1004, Temple TX 76503
(254) 314-2159 Fax (989) 753-3238
www.ifoc.org. Chaplains@ifoc.org

Renewal Policy – Life Chaplains

All I.F.O.C. Chaplains are issued a photo ID card. The ID card is printed with an issue date & renewal date. This ID card is validation that the holder is a Credentialed Chaplain “In Good Standing” with the I.F.O.C. I.F.O.C. Credentials can be revoked, with cause, by the Ethics Committee. The I.F.O.C. ID card must be returned to I.F.O.C. upon written notice.

30 days prior the chaplain’s renewal date, a renewal reminder is mailed to the chaplain’s address on record. Second notice mailings are sent 45 days after the expiration dates.

Allow 2-4 weeks for renewal processing & receiving IDs.

Chaplain applicants prior to 2008 had the option for to make an initial lump sum payment with a reduced annual renewal payment. These are designated “Life” Chaplains.

1. “Life” Chaplain Credential renewal payments are due prior to February 15th.
2. “Life” Chaplains may request payment plans.

Grace Period

3. Chaplain Credential renewals received within 3 months after the expiration date will be considered to be within the “Grace” period:
 - a) Credentials will be renewed for 12 months from the expiration date.
 - b) Continuity of credentials (tenure) will be maintained
 - c) I.F.O.C. liability insurance will be considered in effect during the “Grace” period.

Inactive

4. Chaplain status with an ID between 3 months & 12 months of the expiration date is designated “Inactive”. Chaplains with designated status “Inactive” may be considered for renewal. If renewal is approved:
 - a) Credentials will be renewed for 12 months from the expiration date.
 - b) Continuity of credentials (tenure) will be maintained
 - c) I.F.O.C. liability insurance is NOT in effect after credential renewal date.

Deactivated

1. Chaplain status with an ID between 12 months & 18 months of the expiration date is designated “Deactivated”. Chaplains with designated status “Deactivated” may be considered for renewal. The Life Chaplain may be considered for renewal with \$250 annual renewal. If renewal is approved:
 - a) The “Life” Chaplain’s start date will be reset to the new renewal date (loss of tenure)
 - b) I.F.O.C. liability insurance is NOT in effect after credential renewal date.



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Decommissioned

5. Chaplain status with an ID more than 18 months after the expiration date is designated “Decommissioned”. Chaplains with designated status “Decommissioned” may be considered for reinstatement with \$250 annual renewal.
- a) Request for reinstatement will include a current Background Investigation.
 - a) Request for reinstatement will include a current Pastor Referral form.
 - b) Request for reinstatement will include a current government ID
 - c) Request for reinstatement may include a current passport type photo
 - b) Reinstatement interview with member of management staff
 - c) Signed copy of current Statement of Faith/Code of Ethics document
 - d) “Decommissioned” Life Chaplain may be considered for renewal only as “Annual” Chaplain with \$250 annual renewal.
 - e) The Chaplains start date will be reset to the new renewal date (loss of tenure)
 - f) I.F.O.C. liability insurance is NOT in effect after credential renewal date.

Expired

6. Chaplain status with an ID more than 5 years after the expiration date is designated “Expired”. Chaplains with designated status “Expired” may be considered for reinstatement with \$250 annual renewal.
- a) Request for reinstatement will include a current Background Investigation.
 - b) Request for reinstatement will include a current Pastor Referral form.
 - c) Request for reinstatement will include a current government ID
 - d) Request for reinstatement will include a current passport type photo
 - e) Reinstatement interview with member of management staff
 - f) Signed copy of current Statement of Faith/Code of Ethics document
 - g) “Expired” Life Chaplain may be considered for renewal only as “Annual” Chaplain with \$250 annual renewal.
 - h) The Chaplains start date will be reset to the new renewal date (loss of tenure)
 - i) I.F.O.C. liability insurance is NOT in effect after credential renewal date.
 - j) Must successfully complete the online Chaplain Training Course (no charge)