

# Elijah Institute – BCCI Continuing Education Documentation Guide

This guide is designed to help Board Certified Chaplains (BCCI/APC) appropriately document Elijah Institute courses for use toward Maintenance of Certification Continuing Education (CE).

## Do I Submit Anything Directly to BCCI?

No. BCCI uses a self-reporting model. Chaplains retain documentation and report CE hours during their annual maintenance or recertification process. Documentation is submitted only if audited.

## What Documentation Should I Keep?

- Certificate of Completion showing course title, provider (Elijah Institute), hours earned, and completion date.
- Course description or outline demonstrating relevance to professional chaplaincy.
- A brief written narrative connecting course content to chaplaincy practice (sample provided below).

## Sample BCCI CE Narrative

*Course Title:* Foundations of Spiritually Integrated Psychotherapy  
*Provider:* Elijah Institute (NBCC Approved Continuing Education Provider)  
*Hours Completed:* 3.0 CE Hours

*Description of Learning Activity:*

This course focused on whole-person care integrating psychological insight with spiritual and moral dimensions of human flourishing. Content included trauma-informed approaches to spiritual assessment, ethical integration of spirituality in care, and understanding how belief systems shape meaning-making in suffering.

*Relevance to Professional Chaplaincy Practice:*

The course enhanced my ability to assess spiritual distress, accompany individuals experiencing trauma or moral injury, and collaborate ethically within interdisciplinary care teams. The content directly supports professional chaplaincy competencies related to spiritual care, ethics, and holistic support.

### Important Notes

- Elijah Institute courses may be used for BCCI Continuing Education when relevant to chaplaincy practice.
- These courses do not replace required Clinical Pastoral Education (CPE) units.
- Chaplains should only count actual instructional time completed.