

Continuing Education Out of Compliance Process

As stated in our PNEC Committee on Ministry Policies the requirements of authorized ministers to maintain standing are:

1. Boundary Training, every three years
2. Anti-Racism Training, every three years
3. Cultural Competency Training, every three years
4. Continuing Education, 25 hours each year (5 offered face-to-face)

Participation in a Community of Practice fulfills ½ or 12.5 hours of the continuing education annual requirement.

Failure to report annual continuing education and specialized training completion, will result in being Out-of-Compliance. The following opportunities to rectify Out-of-Compliance status are:

1. Import continuing education information to the BREEZE Database by **January 31** of the following year. If you have difficulty with the database, contact Patty Rehrig at the Conference Office.
2. After **January 31**, a report will be provided to the Oversight Working Group for review and action.
3. After **January 31**, a letter will be issued to all authorized ministers and their ministerial setting who have not meet the previous year's educational requirements. The Authorized Minister will have two weeks, or until **February 15**, to submit a written report of their continuing education. BREEZE will not accept information after January 31.
4. On **March 1**, if updated continuing education information has not been received, the conference office will list the authorized minister as "out-of-compliance" in the UCC database and the authorized minister will not be allowed to complete or circulate a profile.
5. At the **March** meeting of the Oversight Working Group of the Committee on Ministry, the Authorized Ministers who are out-of-compliance will be discussed and further disciplinary actions, up to and including a fitness review, will be determined. The ministry setting will be informed of any disciplinary actions.
6. The Authorized Minister who is Out-of-Compliance will be provided the opportunity to complete their continuing education, or to apply for Exempt Standing if they are no longer engaged in public ministry. An Exempt Standing form must be submitted to and approved by the Oversight Working Group of the Committee on Ministry.