

Date: _____

RE Credentialing Committee Meeting Request Form
UUA Religious Education Credentialing Program
(August 2009)

Name: _____ Phone: _____

E-mail: _____ Credentialing Level: _____

I hereby request the following date for an appointment for an evaluative interview with the RECC:

April _____
(year)

This form must be received by the Office of Religious Education Credentialing at least 12 months before the requested RECC meeting date.

I understand that:

- Receipt of this form by the Office of Religious Education Credentialing does not guaranty an appointment with the RECC on the requested date.
- Appointments are scheduled for a particular date based on the order that completed request forms are received by the Office of Religious Education Credentialing.
- An Appointment Confirmation will be sent to the candidate by the Office of Religious Education Credentialing.
- An appointment will remain confirmed only if the candidate's portfolio and all other program completion materials are received by the Office of Religious Education Credentialing by the required due date (generally 2 ½ months before the meeting date.)
- If a confirmed appointment must be canceled by the Office of Religious Education Credentialing, the candidate will be given first priority for the next RECC meeting of his/her choice.
- If a confirmed appointment must be canceled by a candidate because of a personal or professional emergency, the candidate will be given third priority (after regularly scheduled appointments meeting all deadlines which are considered second priority) for the next RECC meeting of his/her choice at the discretion of the RE Credentialing Director. Requested dates for third priority can not be guaranteed.
- If a confirmed appointment is canceled by a candidate for any other reason, or the candidate's portfolio and all other program completion materials are not received by the Office of Religious Education Credentialing by the required due date, the candidate will be given fourth priority (after regularly scheduled appointments meeting all deadlines, and those individuals seeking a reinstatement of credentials) for the next RECC meeting of his/her choice at the discretion of the RE Credentialing Director. Requested dates for fourth priority can not be guaranteed.

Signature: _____ (electronic signature is acceptable)

Send completed and signed form to: Religious Education Credentialing Director, UUA, 25 Beacon St., Boston, MA 02108 or Fax to 617/742-2875 or email to recassistant@uaa.org.

Date received by Office: _____
(for Office use only)