

Date:

Religious Education Credentialing Committee Meeting Request Form

UUA Religious Education Credentialing Program
(Revised August 2011)

Please save this form to your computer, complete electronically, and send to recredentialing@uua.org.

To ensure that you receive an interview appointment and to assist in RECC planning, you are encouraged to submit your Meeting Request Form at least 12 months before the requested RECC meeting period.

Name:	Email:
Level: Click to select	Primary phone #:
Project form: Click to select	Requested interview period: April/May (year).

Special needs or unique circumstances of which the RECC should be aware:

Credentialing Office Procedures:

- Appointments are generally prioritized based on the order in which request forms are received by the Credentialing Office. If an interview slot is available, the Office will send confirmation that you are on the preliminary schedule. If all slots are filled, you will be notified and may request to be placed on the waiting list.
- Details regarding completion requirements and submission dates will be sent to you 7-8 months before the meeting period – i.e., early fall for an April/May meeting.
- An appointment will remain confirmed only if all program completion materials are received by the Credentialing Office by the required due date, generally about 2 ½ months before the meeting date.
- You will be notified of your specific appointment date and time once the final schedule has been created and approved by the RECC.
- If your confirmed appointment must be canceled by the Credentialing Office or RECC for any reason, you will be given first priority for the next RECC meeting of your choice.
- If you need to cancel your confirmed appointment, the Credentialing Office and Religious Education Credentialing Committee will work with you to re-schedule as circumstances dictate and appointment availability permits.

Signature (electronic acceptable):

Date received by Office:
(for Office use only)