

## **POLICIES OF THE RELIGIOUS EDUCATION CREDENTIALING COMMITTEE (RECC)**

### **1. STATUS LEVELS**

#### **A. Contacts**

"Contacts" are persons who have contacted the Office of Religious Education Credentialing indicating interest in the Religious Education Credentialing program and pursuing religious education credentialing status.

A record of all contacts will be maintained.

#### **B. Applicant Status**

A person in Applicant status has submitted completed application materials to the Office of Religious Education Credentialing as described in the Religious Education Credentialing Program Plan (see appendix.) A file will be opened for each person who has submitted the application materials specified.

Anyone working in the field of religious education with the ability to meet the Religious Education Credentialing Program requirements may apply to the program. Applicants are encouraged to apply to the Religious Education Credentialing program whether they have completed none, some, or most of the requirements. Most individuals will complete most requirements while in the program, and some requirements, such as mentoring and final recommendations, can only be completed while in the program

#### **C. Candidate Status**

An individual with Candidate status has submitted all materials necessary for Applicant status and additionally has:

1. Been accepted into the Religious Education Credentialing program by the Religious Education Credentialing Director.
2. Undergone a RE Credentialing Profile Review with the Office of Religious Education Credentialing. An RE Credentialing Profile Review is a conversation between the Applicant and a staff member of the Office of Religious Education Credentialing. The purpose of this conversation is to clarify any issues or questions of the Office of Religious Education Credentialing regarding application materials submitted by the Applicant, and any questions of the Applicant regarding the Religious Education Credentialing Program.

Individuals in Candidate status will qualify for continuing education scholarship funds reserved for those participating in the Religious Education Credentialing Program, with the exception of those Candidates designated Inactive or on Hold

Within two years of receiving a credential an individual wishing to become a candidate for the next level of Religious Education Credentialing can do so by notifying the Religious Education Credentialing Director and without applying to the program for the next level. Requests for new Endorsement Forms will be at the discretion of the Religious Education Credentialing Director.

#### D. Three Levels of Religious Education Credentialing

1. An individual with Credentialed Religious Educator - Associate Level status has submitted all materials necessary for Candidate status and additionally has
  - a. Fulfilled all requirements and submitted a portfolio and all completion materials to the Office of Religious Education Credentialing, as described in the Religious Education Credentialing Program Plan (see appendix.)
  - b. Had a portfolio and materials review by the Religious Education Credentialing Director, and was awarded Credentialed Religious Educator - Associate Level status by the Director.
2. An individual with Credentialed Religious Educator status has submitted all materials necessary for Candidate status and additionally has
  - a. Fulfilled all requirements and submitted a portfolio and all completion materials to the Office of Religious Education Credentialing, as described in the Religious Education Credentialing Program Plan (see appendix.)
  - b. Had a portfolio and materials review and an evaluative interview with the RECC, and was awarded Credentialed Religious Educator status by the RECC.
3. An individual with Credentialed Religious Educator - Master's Level status has submitted all materials necessary for Candidate status and additionally has
  - a. Fulfilled all requirements and submitted a portfolio and all completion materials to the Office of Religious Education Credentialing, as described in the Religious Education Credentialing Program Plan (see appendix.)
  - b. Had a portfolio and materials review and an evaluative interview with the RECC, and was awarded Credentialed Religious Educator - Master's Level status by the RECC.

In the event that the candidate has not been granted the Religious Education Credentialing status sought, the candidate may request to resubmit an amended portfolio which addresses deficiencies. The candidate may also request a different level of credentialing. Either step may or may not require a return visit to the committee. The candidate may also be discouraged from requesting further consideration. In all cases, the request for further consideration may or may not be granted.

#### E. Hold Status

A Religious Education Credentialing Program Candidate may request to be put on Hold status in the program in the event of an emergency for a period of no longer than one year. This status may also be initiated by the RECC or the Religious Education Credentialing Program Director.

During this time, the participant will have access to the Religious Education Credentialing lending library and the listserv, but not to a LREDA mentor, the Online DRE Settlement system, or any scholarship funds. The decision to waive any of the Hold status restrictions for an individual Candidate will be made by the RECC Chair, Vice-Chair, and the Religious Education Credentialing Program Director.

**F. Inactive Candidate Status**

A Religious Education Credentialing Program Candidate may request to be put on Inactive Candidate status in the program (i.e., a non-emergency) for an indefinite period of time. This status may also be initiated by the RECC or the Religious Education Credentialing Program Director. During this time, the candidate will not have access to the Religious Education Credentialing lending library, the listserv, a LREDA mentor, nor any scholarship funds.

**G. Termination of Candidate Status**

A candidate may be terminated from the Credentialing Program if the Executive Secretary believes his/her continued participation is not justified. Termination requires evaluation of the situation by the RECC as a whole or a sub-committee, as well as a vote on termination by the RECC.

**2. INTERVIEW APPOINTMENTS WITH RECC**

Only persons accepted into the Religious Education Credentialing Program and having completed all requirements for the credentialing level sought, including equivalencies that have been reviewed and accepted, will be eligible to receive appointments with the RECC.

**3. SCHEDULING OF INTERVIEWS**

Candidates seeking Credentialed Religious Educator and Credentialed Religious Educator – Masters Level status are required to meet with the RECC for an interview. At the time of their Religious Education Credentialing interview, Candidates will have completed all program requirements as described in the Religious Education Credentialing Program Plan (see appendix.) including the submission of a portfolio and photo. These materials must be received by the Office of Religious Education Credentialing by the Materials Deadline. If the materials are received with no more than one or two incomplete program requirements the Candidate will be put on a waiting list. These requirements must be completed at least thirty days before the meeting with the RECC.

<b><u>Interview</u></b>	<b><u>Materials Deadline</u></b>
March	January 1
October	August 1

Twelve is the maximum number of interviews per meeting with four interviews maximum scheduled per day. In order to balance the number of interviews at any one meeting, appointments will be made in consultation with, and at the final discretion of, the Religious

Education Credentialing Director. The preliminary schedule will be determined and confirmations mailed at least six weeks prior to each meeting.

Interviews with the RECC will be scheduled according to the following prioritized categories:

- A. Candidates whose previous interviews were canceled by the Office of Religious Education Credentialing in a non-penalty cancellation. [See Section 4,A]
- B. Candidates who have requested an interview, and have submitted a portfolio, all application materials, and fulfilled all other program requirements by the materials deadline.
- C. Candidates whose previous interviews were canceled by the Candidate in a non-penalty cancellation.
- D. Religious Educators who have previously held religious education credentialing status and wish to be reinstated.
- E. Candidates whose previous interviews were canceled in a penalty cancellation. [See Section 4,B]
- F. Candidates who have previously failed to achieve a religious education credentialing status and have been cleared by the Executive Committee to request a subsequent interview with the RECC.

Candidates in Categories D through F are required by the Religious Education Director to obtain approval for scheduling from the Executive Committee. [See Section 4,C]

Interviews must be requested at least one year prior to preferred interview date. Request deadlines are:

<u>Request Deadline</u>	<u>Meeting</u>
March 1 (previous year)	March
October 1 (previous year)	October

#### **4. CANCELLATION AND RESCHEDULING OF INTERVIEWS**

- A. Non-penalty Cancellations
  - 1. A Candidate may request the time and place of his or her interview and may decline an inconvenient appointment without penalty.
  - 2. A Candidate canceling his or her appointment on or before the interview request deadline, or after the interview request deadline but due to an emergency, or at the behest of the Office of Religious Education due to space or other considerations

(without Candidate cause) will be considered a non-penalty cancellation, and will be put on the waiting list for a future appointment.

#### B. Penalty Cancellations

1. A Candidate canceling his or her appointment after the interview request deadline (except in emergency) will be considered a penalty cancellation.
2. Candidates who have requested an interview appointment but fail to submit all materials to the Religious Education Credentialing Office by the materials deadline (See chart in Section 3) will have their appointments cancelled (penalty cancellation.)

#### C. Waiting List

1. Persons in Categories D through F may request (in writing) to be placed on the Waiting List. A person will be placed on the Waiting List only after all required materials have been received.
2. Persons on the Waiting List will be confirmed for appointments according to the following procedure:
  - a. If fewer than 6 prioritized (section 3a-c) requests are received 10 weeks prior to any meeting, persons from the waiting list will be confirmed, up to a total of 6 persons.
  - b. If an appointment is canceled prior to 10 weeks before the Religious Education Credentialing Committee meeting, persons on the waiting list will be called to fill canceled appointment slots.
  - c. Persons on the Waiting List will be scheduled according to the priority list above, and at the discretion of the Religious Education Credentialing Director. The order in which a person is added to the waiting list will be taken into account.

### **5. MENTOR RELATIONSHIPS**

Every Religious Education Credentialing program Candidate seeking religious education credentialing status is required to have completed at least one mentor relationship with a mentor trained and assigned by the Committee on Mentoring of the Liberal Religious Educators Association. This requirement may be waived by the RECC or by the Religious Education Credentialing Director at their discretion. The Candidate shall discuss matters concerning participation in the Religious Education Credentialing Program with his/her mentor for at least one hour ten times during the year. Those Candidates that begin the RE Credentialing program with intent to complete the program in less than one year are asked to have contact with their assigned mentor approximately one hour per month for however many months it takes for the Candidate to complete the program. The mentor/Candidate relationship can be primarily long distance in nature, although periodic meetings in person are encouraged wherever practical.

With the consent of the candidate, the Office of RE Credentialing shall send to the Committee on Mentoring and the assigned mentor the Candidate's application resume, Statement of Intent

essay, tentative completion date, Endorsement Forms and mentor-related information collected during the RE Credentialing Profile Review.

The RECC will not ask for evaluative information about the Candidate from the mentor.

If a mentor does not hear from a candidate in two months, they should contact the LREDA Committee on Mentoring or the RE Credentialing Program Director to let them know about it.

A completed mentor form signed by the candidate and the mentor shall be submitted to the RECC along with other program completion materials.

## **6. EQUIVALENCIES AND WAIVERS**

At its discretion, the RECC may receive requests for fulfilling the following Religious Education Credentialing Program requirements through equivalencies:

- a. experience in a paid position of professional religious education leadership of at least  $\frac{1}{4}$  time;
- b. years of experience in a paid position of professional religious education leadership of at least  $\frac{1}{2}$  time;
- c. a Bachelor's degree;
- d. a Master degree;
- e. graduate credit in UU history, UU polity, philosophy and history of UU Religious Education, learning theories and teaching methods.

At its discretion, the RECC may also receive requests to waive any requirement, rule, policy, or procedure of the program. Procedures **and** requirements for equivalencies and waivers are set forth in the Religious Education Credentialing Committee's RE Credentialing Equivalency Requirements.

## **7. CONTINGENCIES, REQUIREMENTS, AND EQUIVALENCIES**

The RECC shall determine whether a contingency or requirement has been completed satisfactorily and whether an equivalency to a requirement has been met.

## **8. PERSONS TRANSITIONED FROM RE LEADERSHIP LANDSCAPE**

Those persons who were transitioned by the Religious Education Credentialed Director from Credentialed Religious Educator status in the former RE Leadership Landscape Options Plan will hold Credentialed Religious Educator – Masters Level status with the Unitarian Universalist Association.

## **9. REFUSING ACCEPTANCE INTO THE PROGRAM**

Upon the recommendation of the Religious Education Credentialing Director, the Executive Committee of the RECC may refuse acceptance into the Religious Education Credentialing Program to an individual they deem highly unsuitable for Unitarian Universalist professional religious education.

**10. SCHOLARSHIP AID FOR CANDIDATES WHO HAVE FAILED TO ACHIEVE STATUS**

Candidates for whom a credential is not granted following an interview with the RECC or an evaluation by the Religious Education Credentialing Director and are encouraged to discontinue participation in the Religious Education Credentialing Program shall not be eligible for the continuing education scholarship aid reserved by the Office of Religious Education Credentialing for candidates in the Religious Education Credentialing program.

**11. TRAVEL EXPENSES FOR PROGRAM CANDIDATES**

It will be the Candidate's responsibility to pay transportation and other expenses incurred in meeting with the RECC.

**12. REMOVAL OF APPLICANT OR CANDIDATE FILES**

Any file of an Applicant or Candidate which has been inactive for seven (7) years will be destroyed by the Office of Religious Education Credentialing after reasonable attempts to contact the individual.

**13. CANDIDATE INVOLVEMENT IN UU SOCIETIES**

In considering Candidates seeking religious education credentialing status, attention will be given to the degree of involvement which they have had in one or more Unitarian Universalist societies.

**14. NOTIFICATION OF POLICIES**

No policy shall be in effect until it has been communicated to the parties directly involved. Electronic or conventional mail notice to the active list of program Applicants, Candidates or religious educators who have religious education credentialing status (depending upon the case) shall be deemed sufficient. Each policy will have an effective date upon which it will become required.

**15. NOTIFICATION OF TERMINATION OF RELIGIOUS EDUCATION CREDENTIALING STATUS**

The RECC shall inform all religious educators with religious education credentialing status and congregations, by letter sent by conventional mail, of cases of termination of religious education credentialing status when (C) of Rule 14 applies.

In the event that a religious educator voluntarily resigns from religious education credentialing status while a complaint is pending, the record of the RECC shall reflect the resignation with a statement describing the stage of the investigation. For example, the statement shall read: Resigned (complaint pending); Resigned (after probable cause finding on pending complaint); or Resigned (during hearing on pending complaint).

All terminations of religious education credentialing status shall be reported in *The UU World*.

**16. RESPONSE TO A COMPLAINT**

The RECC Chair and Executive Secretary shall jointly have the power between them to initiate the early steps on their own in response to a complaint of unprofessional conduct by a religious educator with religious education credentialing status, or an Applicant to or Candidate in the Religious Education Credentialing program. This shall include contacting the religious educator charged and, if deemed necessary, appointing an investigative committee.

## **17. COMPLAINT PROCEDURES**

The following describes those procedures set forth to handle complaints involving unprofessional/unbecoming conduct or other violation (s) of the rules of the Religious Education Program brought against religious educators with religious education credentialing status.

### **A. Initiation of Reviews and Investigations.**

Investigations of complaints of the aforementioned type against religious educators shall be initiated by a complaint or in unusual circumstances by a vote of the Executive Committee of the RECC.

### **B. Complaints.**

Complaints involving alleged unprofessional/unbecoming conduct of a religious educator or other violation of the rules of the Religious Education Credentialing Program shall be reviewed by the RECC. Complaints should be from a person or persons with first-hand knowledge of the circumstances. Complaints about the general suitability of a religious educator with religious education credentialing status should be brought by the congregational, institutional, or agency board with whom the religious educator works. Except in cases involving children, the RECC will not generally act upon complaints by persons who were not directly involved in the circumstances covered by the complaint. Complaints must be in writing and signed by the complainant or Board and shall contain a brief statement of the facts upon which the complaint is based. If necessary, the Executive Secretary will assist the complainant in reducing the complaint to writing.

When information not in the form of a written complaint concerning possible unprofessional/unbecoming conduct of a religious educator with religious education credentialing status comes to the attention of the RECC or its Executive Secretary, the Executive Secretary may, as Director of the Ministry and Professional Leadership staff group, intervene directly with the religious educator involved or refer the information to LREDA or to the District Program Consultant or District Executive, as deemed appropriate. The RECC will become involved in such a situation absent formal complaint if a District Program Consultant, District Executive or the LREDA Board recommends that further action be taken by the RECC, or as provided in the RECC Rules and Policies and UUA Bylaws.

### **C. Timeliness and Stale Matters.**

Complaints should be received by the RECC or its Executive Secretary within a reasonable time period following the circumstances giving rise to the complaint. Unless the Executive Secretary or the RECC determines otherwise for good cause, the RECC will not entertain any complaint which arises out of acts or omissions occurring more than six years prior to the date of the complaint and when there has been no repetition of that conduct during the six years preceding



the complaint. Good cause shall include, but not be limited to, complaints involving abuse of children or other particularly egregious behaviors.

D. Cooperation.

At any time, the RECC or its designees may decide to meet with the religious educator with religious education credentialing status to share both its concern and to explore ways to deal with the problem. Failure of the religious educator against whom the complaint has been made to comply with the requests of the Executive Secretary, the RECC, or its designees at any stage of the procedures, including the investigation, hearing and resolution of the complaint may be grounds for action under RECC Rule 14.

E. Notifications.

As soon as appropriate after receipt of a complaint, the RECC will notify the religious educator. With the initial notification, the RECC will request a written statement of the religious educator's position on the allegations in the complaint. Such statement of position should be received within ten (10) days of the religious educator's receipt of the RECC's notice of complaint, unless an extension is granted by the Executive Secretary for good cause.

F. Concurrent Criminal Charges.

1. In the event that criminal charges are pending against the religious educator arising out of the same facts involved in the complaint filed with the RECC, the religious educator may request that his/her participation in the investigation, including the statement of position required by paragraph E, etc., be suspended until the completion of the criminal trial or other judicial process. Unless there are extraordinary circumstances, such suspension shall not include the time necessary to appeal a conviction.
2. A court transcript/record may be used in lieu of or in addition to an investigative committee report.

G. Screening of Complaints.

All complaints and the religious educator's written response thereto shall be reviewed by the Executive Secretary in consultation with the Executive Committee to determine what, if any, further action should be taken. The Executive Secretary may determine that further proceedings are not warranted. Any determination shall be reviewed and approved by the Executive Committee.

H. Resolutions.

In consultation with the Executive Committee, the Executive Secretary may explore with the religious educator the possibility of a voluntary resolution of the issues, including, but not limited to, a letter of admonition, a reprimand, a suspension, counseling, or resignation, at any time during the processing of the complaint. The Executive Committee shall recommend any such recommendation to the full RECC for its action.

Written confirmation of a voluntary resolution agreement shall be sent to the religious educator within 14 days. A copy will be placed in the religious educator's file. Additional copies may be sent to other persons or institutional representatives as deemed appropriate by the RECC.

I. Complaint Investigations.

The type of investigation required by a complaint will depend upon the alleged circumstances and the type of additional information required.

1. In consultation with the Executive Committee, the Executive Secretary shall determine the type and scope of investigation required. If deemed necessary, the RECC Chair and the Executive Secretary may appoint an investigative committee. The investigative committee shall be comprised of one or more members of the RECC or other suitable Unitarian Universalists.

2. In consultation with the RECC Chair and the Executive Secretary, the appointed investigators will investigate the facts and circumstances related to the alleged misconduct, including, but not limited to, interviews with the complainant(s) and the religious educator. The investigators may request any documents or written information which will assist in the investigation.

3. The appointed investigators will file a report and all information collected, including any tape recordings, transcripts, and/or statements, etc., with the Executive Secretary promptly after the conclusion of the investigation.

4. If appropriate, tape recordings may be transcribed and a copy of each witness' transcript or a summary thereof forwarded to the witness for review and signature.

J. Review of Record.

The RECC Chair and the Executive Secretary should review the record. If it is determined that additional information is required, the investigators and/or the Executive Secretary may obtain the additional information.

K. Determination of Probable Cause.

Once the record is complete, the Executive Committee shall determine whether or not there is probable cause to believe that the religious educator has engaged in unprofessional/unbecoming conduct or other conduct in violation of Rule 14 of the RECC Rules.

1. Finding of No Probable Cause. If it is determined that probable cause does not exist, the Executive Secretary shall so notify the religious educator, complainant, and other interested parties. The determination of no probable cause made by the Executive Committee may be appealed by the complainant to the full RECC. The appeal should be written and contain a review of the reasons why the no cause determination should be overturned and must be received within two (2) weeks of the receipt of notice of the no cause determination. As soon as an appeal is received, the Executive Secretary should give notice to the religious educator involved and the religious educator may file a response.

2. Finding of Probable Cause. If it is determined that probable cause exists, the Executive Secretary shall so notify the religious educator, complainant, and other interested parties and schedule a hearing before the RECC.

L. Hearings.

The hearing before the RECC shall follow the guidelines set forth in Rule 15 of the RECC Rules.

M. Guidelines for the Investigation of a Complaint

It is the goal of the RECC to ensure the prompt investigation and resolution of complaints which allege that a religious educator's conduct fails to adhere to the standards required for religious education credentialing status. Because the type of investigation or resolution required will depend upon the nature of the complaint and the type of additional information required, the RECC Chair and the Executive Secretary are empowered, under the RECC's procedures, to initiate an investigation and to appoint an investigative committee.

The following are guidelines which are to be used by the investigative committee in conducting its investigation.

1. In consultation with the Executive Secretary and the Religious Education Credentialing Committee Chair, it is the responsibility of the investigative committee to develop a full and complete record of the facts and circumstances surrounding the complaint and any other relevant information which may be useful to the RECC in its deliberations.
2. Each individual appointed to an investigative committee is expected to maintain neutrality and an open mind throughout the investigation. All information obtained through the investigation must be held in the strictest confidence. Investigators should make every effort to ensure that they conduct themselves as neutral fact-finders, mindful of the need to protect the reputation of all participants at each stage of the process.
3. In consultation with the Executive Secretary and the Religious Education Credentialing Committee Chair, the investigative committee should determine what, if any, additional information is required to assist the RECC in its deliberations and the most efficient method for obtaining that information.
4. If it is determined that personal interviews would be appropriate, the appointed investigators will interview the complainant, the religious educator against whom the complaint has been made, and as many other witnesses with knowledge of the issues or circumstances raised by the complaint, including representatives of the Board of the church or other applicable organization, the District Executive, and any other persons deemed relevant by the investigators, as appropriate and necessary. Interviews may be tape recorded and a transcript from the tape recording may be prepared.

The investigative committee may also request the letters, position statements, materials or other documents which might assist it and the RECC and its designees in responding to the complaint and resolving the issue.

5. The tapes, notes, and any other information gathered by the investigative committee should be transmitted to the Executive Secretary as soon as possible following the completion of the interviews and any other investigation.

## **18. CONDITION OF SUSPENSION OF RELIGIOUS EDUCATION CREDENTIALING STATUS**

A religious educator who has been suspended from religious education credentialing status shall not during such suspension identify herself or himself, or hold herself or himself out, as having religious education credentialing status.

## **19. PROCEDURES FOR COMPLAINTS AGAINST APPLICANTS AND CANDIDATES**

A. **Complaints and Notification.** Complaints about Applicants to and Candidates in the Religious Education Credentialing Program should be directed to, and initially handled by, the Religious Education Credentialing Executive Secretary or designee. As soon as appropriate after receipt of a complaint, the Religious Education Credentialing Executive Secretary or designee will notify the Applicant or Candidate. With the initial notification, a request should be made to the Applicant or Candidate to provide a written statement of the Applicant or Candidate's position on the allegations in the complaint within ten (10) days of receipt of the notice of complaint.

B. **Investigation.** The Religious Education Credentialing Executive Secretary or designee, and the RECC or an appointed sub-committee will review the complaint to define the problem and conduct an investigation. The investigation will generally include consultation with all involved parties (Applicant or Candidate, Office of Religious Education Credentialing staff, complainant(s), mentor, supervisor, etc.) and review of any additional information, including the Applicant or Candidate's file, etc. The Religious Education Credentialing Executive Secretary or designee, and the RECC or an appointed sub-committee will prepare a written report of their findings and recommendations for the RECC.

C. **Resolutions.** The Religious Education Credentialing Executive Secretary or designee, and the RECC or an appointed sub-committee may explore with the Applicant or Candidate the possibility of a voluntary resolution of the issues, including, but not limited to, letter of reprimand, suspension, counseling, or removal from Applicant or Candidate religious education credentialing status, etc. at any time during the processing of the complaint. Any such resolution must be mutually agreeable and shall be communicated to the RECC for approval.

D. **Recommendations.** The Religious Education Credentialing Executive Secretary or designee, and the RECC or an appointed sub-committee shall make a recommendation to the RECC that:

1. A mutually agreeable resolution be adopted;
2. No further action is necessary; or
3. Possible removal from Applicant or Candidate religious education credentialing status.

A copy of the recommendation from the Religious Education Credentialing Executive Secretary or designee, and the RECC or an appointed sub-committee shall be sent to the Applicant or Candidate.

E. Consideration of Recommendation. If removal from Applicant or Candidate religious education credentialing status is recommended, the Applicant or Candidate must be notified at least thirty (30) days prior to the meeting of the RECC at which the recommendation of the Religious Education Credentialing Executive Secretary or designee, and the RECC or an appointed sub-committee will be considered. The Applicant or Candidate should be advised of his/her right to request a meeting with the RECC and to bring a support person. All costs and expenses involved in the travel and appearance of the Applicant or Candidate and his/her support person shall be borne by the candidate. The meeting with the RECC shall be for the purpose of providing the Applicant or Candidate with an opportunity to provide any additional facts of mitigating circumstances regarding his/her Applicant or Candidate status.

F. Determination of the RECC. The RECC shall consider all relevant information, including the complaint, the Applicant or Candidate's file, written documents, the recommendation of the Religious Education Credentialing Executive Secretary or designee, and the RECC or an appointed sub-committee, and if requested, the meeting with the Applicant or Candidate. The RECC may determine to accept a mutually agreeable resolution, or to take no further action. If the RECC decides to remove an individual from Applicant or Candidate status, such decision shall be based on a determination that the continuation of the Applicant or Candidate's status is not in the best interests of the Association or its professional religious education.

G. Notification of the Decision of the RECC. The decision of the RECC shall be communicated as soon as possible to the Applicant or Candidate.

H. Readmission to Applicant or Candidate Status. An individual whose Applicant or Candidate status is removed may, upon furnishing appropriate evidence that the concern no longer exists, apply to the RECC for readmission to Applicant or Candidate status.

## **20. RELIGIOUS EDUCATORS' FILES**

Religious Educators with religious education credentialing status may request a photocopy of their RECC file at a cost which covers staff time and copying.

## **21. PROCEDURES FOR RE-ADMISSION (for those removed for Cause or by request)**

A. A religious educator seeking re-admission to religious education credentialing status shall submit a Re-admission Application on the approved form.

B. Upon receipt of such application the RECC shall notify the appropriate officer(s) of the congregation(s) or organization(s) affected, any original complainant(s), and appropriate district staff that such application has been received. The RECC will receive their comments regarding the appropriateness of re-admission.

C. The RECC shall review such application and determine whether or not to readmit the religious educator to religious education credentialing status, or to require further consideration of the application subject to conditions which the RECC shall prescribe.

D. If the application is determined to require further consideration the applicant may be required to obtain a professional rehabilitation assessment at an institution designated by the RECC. Such assessment shall evaluate the applicant's potential for rehabilitation, and if rehabilitation is determined by the RECC to be a possibility, the institution shall design and submit to the RECC a proposed rehabilitation plan. The applicant shall pay the costs of such assessment and of the design of a proposed rehabilitation plan, and shall, prior to the commencement of the assessment, execute a release by which the assessment and the rehabilitation plan shall be the sole property of the RECC. The applicant shall receive a copy of the assessment and of the rehabilitation plan.

E. The RECC shall review such assessment and the proposed rehabilitation plan, and shall determine whether or not to further consider the application for re-admission. If the RECC determines not to further consider the application, it shall so advise the applicant.

F. If the RECC determines to review further application it shall design or approve a rehabilitation plan which may include, but not be limited to, psychotherapy, supervised field experience, making amends, or further assessment.

G. Upon the applicant's successful completion of a rehabilitation plan the RECC shall determine whether or not to readmit the applicant to religious education credentialing status. If re-admission is granted, a re-entry plan and/or conditions shall be designated by the RECC in conjunction with the Office of Religious Education Credentialing.

## **22. POLICY FOR IMPLEMENTING SPECIAL REVIEW PROCEDURES (SEE RULE 13)**

A recommendation to withhold a religious educator with religious education credentialing status from the online DRE settlement system will be communicated to the religious educator along with the reasons for the recommendation. The religious educator may submit a written response or request an interview with an appropriate subcommittee of the RECC before the decision is made by the RECC. Such a response or request must be made within 21 days of the date of the notification of the recommendation.

## **23. CREDENTIALING**

The RECC credentials candidates based on its evaluation of a candidate's ability to serve as a religious educator in the United States.

**24. POLICY ON DIVIDED OPINION**

In a decision, if the full RECC wishes to reverse an Executive Committee or Working Group recommendation, a final decision will not be made until the full RECC has reviewed all the written information that was available to the recommending group. If the information included a personal interview, the full RECC may, at its option, conduct a repeat interview.

There shall be an option of a majority and a minority report from the Executive Committee or Working Group when the Executive Committee or Working Group decisions are not unanimous.

**25. POLICY ON RELIGIOUS EDUCATION CREDENTIALING RECORDS**

The RECC records are to be used only for RECC duties as set forth in the UUA bylaws.

**26. OUTCOMES SURVEYS**

An Outcomes Survey for Congregations and an Outcomes Survey for Credentialed Religious Educators will be sent out one year after each individual has been credentialed. The Outcomes Surveys will be used by the RECC to assist in measuring the efficacy of the Religious Education Credentialing Program in achieving desired outcomes.

**27. POLICY ON RELIGIOUS EDUCATORS SERVING NON-UU CONGREGATIONS OR ORGANIZATIONS**

Religious Educators with religious education credentialing status who are serving non-UU congregations or organizations may be considered to retain their status.

**28. POLICY ON NON-DISCRIMINATION**

The RECC declares and affirms its special responsibility to value all persons without regard to race, color, gender, age, disability, affectional or sexual orientation, family structure, ethnicity or national origin in making its credentialing decisions.

**29. POLICY ON THERAPY/COUNSELING RECOMMENDATIONS**

When the RECC makes recommendations for psychotherapy or counseling, it should not specify what type of professionals to use.

**30. EMPHASIS ON ANTI-OPPRESSION, ANTI-RACISM, AND SAFE CONGREGATIONS**

The RECC emphasis on anti-oppression, anti-racism and "safe congregations" competencies will be communicated in all Religious Education Credentialing Program documents. The RECC will hold a reflective discussion related to anti-oppression during each meeting.

**31. POLICY ON RECC TRANSPARENCY.**

An individual who has earned Credentialed Religious Educator Level or Credentialed Religious Educator – Masters Level status in the Religious Education Credentialing Program, either

through the process or having been transitioned, will be invited to be an observer of the entire RECC. This started in October 2004 and will operate under confidentiality rules.

There will be two methods for allowing interested persons to interact with the RECC. First, a Time for Comments allows interested persons to have an opportunity to share feedback and pose questions to the RECC. Second, an Open Session, allows observers to be present for a designated non-confidential portion of a RECC meeting. These two methods will alternate between the two yearly RECC meetings.

Requests to speak at the Time for Comments may be received by the Religious Education Credentialing Program Director ahead of time. RECC decisions made related to issues raised or questions asked during the Time for Comments will be posted on the UUA website.

Reports and a précis of minutes on the UUA website, information in The Religious Leader, and a formal Credentialed Observer will all be employed by the RECC as it works toward transparency.