



**ASSOCIATION FOR  
DEATH EDUCATION AND COUNSELING**

**Certified in Thanatology: Death, Dying and Bereavement  
(CT)**

**Candidate Information Bulletin**

**CT Examination – November 6, 2010  
Application Deadline – September 27, 2010**

Association for Death Education and Counseling  
Emily Burch  
Administrative Director, Leadership and Credentialing  
111 Deer Lake Road, Suite 100  
Deerfield, IL 60015 USA  
Phone: +1-847-509-0403 ext. 270  
Fax: +1-847-480-9282  
e-mail: [eburch@adec.org](mailto:eburch@adec.org)  
[www.adec.org](http://www.adec.org)

The Certified in Thanatology: Death, Dying and Bereavement (CT) credentialing program is governed by the ADEC Credentialing Council under the auspices of the ADEC Board of Directors.

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## Nondiscrimination Policy

ADEC does not discriminate among applicants on the basis of age, gender, race, religion, national origin, disability, sexual orientation or marital status. The CT examination will be offered to candidates in environments that meet the standards established by the American Disability Act (ADA).

### 1. The CT Credential

Certified in Thanatology: Death, Dying and Bereavement (CT) is a professional certification in the field of thanatology. It is an Association for Death Education and Counseling (ADEC) volunteer initiated effort to recognize practitioners and educators in the discipline of death, dying, and bereavement who meet specified knowledge requirements measured through a standardized testing process. It is a foundation certification.

In today's competitive and challenging markets, it is important to identify individuals with qualified knowledge in thanatology. Successful candidates (certificants) can use the CT designation after their names. They may also use the following statement on a separate line on business cards and stationary:

Certified in Thanatology: Death, Dying and Bereavement.

ADEC, a professional membership association in the field of thanatology, sponsors the CT. Members of the ADEC Board of Directors and the Credentialing Council and its committees provide oversight to the development and administration of the CT examination and the CT recertification program.

Content expert volunteers from ADEC and associated organizations worked for more than two years to develop the CT credential. The examination has been developed from a Body of Knowledge survey that identified the areas of knowledge and application of knowledge required by individuals in the field of death, dying and bereavement.

#### 1.1 Eligibility Criteria

- Bachelor's Degree and two (2) years of related experience in death, dying and bereavement or Master's/Doctorate Degree and one (1) year of related experience.
- 60 contact hours of thanatology-related education from academic courses, workshops, conferences or seminars that you attended. (you can go back up to 20 years)
- Two letters of endorsement/recommendation.
- Verification of education and experience.

#### 1.2 Deadlines: 2010

- ❑ Application Deadline: **September 27, 2010.**  
The application and fee (U.S. dollars) must be complete to be considered.  
Certification Examination: Saturday, **November 6, 2010**
- ❑ The CT examination is administered on-line. Computer access to the internet is necessary unless special arrangements are made. It is suggested that you take the exam at 9:00 a.m. CST. If you are taking the exam outside of the USA, contact [adec@adec.org](mailto:adec@adec.org) to set up a special time to take the exam. See section 1.6 and 1.7 for instructions.

If the test date falls on the day of your religious observation, provisions will be made to take the test on the Friday preceding the regularly scheduled examination. Contact Emily Burch at +1-847-509-0403 ext.270 or e-mail [adec@adec.org](mailto:adec@adec.org).

Please allow 30 business days following the application postmark deadline to receive your candidate approval notification. Allow additional time for applications submitted in the last week before the deadline.

### 1.3 Examination Fees

CT fees are payable in US dollars:

- \$325 - ADEC members
- \$450 – Non-ADEC members

The fee includes:

- Registration for the certification examination
- Self-Study Guide - That will be sent to you after your application has been accepted.

The appropriate examination fee (US dollars) must accompany the CT application.

### 1.4 Reexamination

There is no limit to the number of times a candidate may take the examination. Anyone who does not pass the examination may retake the test the next time it is offered at half the fee. Beyond that time, the candidate must pay the entire regular fee again. An abbreviated application form is available for retaking the examination.

### 1.5 Refunds

Candidates unable to sit at the assigned time for the examination must notify ADEC in advance of the scheduled examination date.

- If advance written notice is received 14 days prior to the scheduled examination, the candidate may have the registration automatically moved to the next scheduled exam administration **OR** cancel the examination with a refund of the registration fee minus a \$75 administrative fee.
- If written notice is not received 14 days prior to the scheduled exam, the registration will **NOT** be moved to the next scheduled exam nor is the application fee refunded.

### 1.6 Examination Schedule

- The examination is scheduled to last three hours via on-line testing at your convenience on the examination day. Although there will be a 24 hour window for taking the examination it is suggested that you schedule to take the examination at 9:00 am Central Time. Customer service with our on-line examination provider will be available should you encounter any problems. You may take the examination from any convenient location, even your home. If you are taking the exam outside of the USA, contact ADEC Headquarters to set up a special time to take the exam.
- Candidates will have a full three hours to take the examination.

### 1.7 On-line Computer Testing

The November 6, 2010 ADEC Certification examination will be given on-line administered by Exam Master Corporation. On or about October 6, 2010 Exam Master and ADEC headquarters will email you information for accessing the exam on-line and emergency procedures to be used on the day of the examination, if needed. You must register with Exam Master on the deadline that is given to you. The practice exam is available online once you register for you to get familiar with the online system. It will be important to go on-line and complete the practice exam. Prior to the examination date, should you have any concerns or problems please contact Emily Burch, Administrative Director, Leadership and Credentialing, at the email: [adec@adec.org](mailto:adec@adec.org) or +1-847-509-0403. **No materials are permitted to be used during the testing.**

If you have special testing requirements, please attach a sheet to your application outlining your request and stating reasons for request.

### 1.8 Leaving the Examination

Once the exam has begun the three hour limit starts with no stopping. Leaving the examination will result in less time for the exam.

### 1.9 Emergencies

Every attempt will be made to administer all examinations as scheduled. However, should any problems occur, Exam Master Corporation will provide customer service.

## **2. The Certification Examination Structure**

ADEC offers the certification examination for practitioners and educators in thanatology and related disciplines.

The ADEC Body of Knowledge identifies six-major categories with ten indicators, and serves as the basis for the development of the examination and its test specifications. Topic specialists in the field of thanatology develop the questions on the examination. The Test Committee reviews and finalizes all questions for the examination. Each stage of the examination is an intensive peer review process.

### **2.1 References**

***Texts: Applicants of the examination may find it useful to review the following in preparation for the examination.***

- Death and Dying Life and Living. Charles A. Corr, Clyde M. Nabe, Donna M. Corr, 6th Edition 2009, Wadsworth, Thomson Learning Publishing Co., ISBN-13: 978-0-495-50646-1 ISBN-10: 0-495-50646-X
- The Last Dance: Encountering Death and Dying. Lynne Ann DeSpelder and Albert Lee Strickland, 8th Edition 2009, McGraw Hill, ISBN #0072920963 Additional study material available on The Last Dance's website: <http://highered.mcgraw-hill.com/sites/0767421620/>.
- Handbook of Thanatology : The Essential Body of Knowledge for the Study of Death, Dying and Bereavement. David E. Balk, Carol Wogrin, Gordon Thornton, and David K. Meagher (editors), 2007, Routledge.

### **2.2 Self-Study Guide**

After the application has been accepted, the candidate will be sent the study guide by email or through the mail.

### **2.3 ADEC Body of Knowledge Outline**

The exam will cover the following information as identified in the ADEC Body of Knowledge Outline:

1. Dying
  - a. Socialization/cultural
  - b. Religious/Spiritual
  - c. Professional issues
  - d. Historical perspective
  - e. Contemporary perspective
  - f. Life-span
  - g. Larger systems
  - h. Individual/family
  - i. Resources & Research
  - j. Ethical/legal
2. End of Life
  - a. Socialization/cultural
  - b. Religious/Spiritual
  - c. Professional issues
  - d. Historical perspective
  - e. Contemporary perspective
  - f. Life-span
  - g. Larger systems
  - h. Individual/family
  - i. Resources & Research
  - j. Ethical/legal

3. Loss & Grief
  - a. Socialization/cultural
  - b. Religious/Spiritual
  - c. Professional issues
  - d. Historical perspective
  - e. Contemporary perspective
  - f. Life-span
  - g. Larger systems
  - h. Individual/family
  - i. Resources & Research
  - j. Ethical/legal
4. Assessment & Intervention
  - a. Socialization/cultural
  - b. Religious/Spiritual
  - c. Professional issues
  - d. Historical perspective
  - e. Contemporary perspective
  - f. Life-span
  - g. Larger systems
  - h. Individual/family
  - i. Resources & Research
  - j. Ethical/legal
5. Traumatic Death
  - a. Socialization/cultural
  - b. Religious/Spiritual
  - c. Professional issues
  - d. Historical perspective
  - e. Contemporary perspective
  - f. Life-span
  - g. Larger systems
  - h. Individual/family
  - i. Resources & Research
  - j. Ethical/legal
6. Death Education
  - a. Socialization/cultural
  - b. Religious/Spiritual
  - c. Professional issues
  - d. Historical perspective
  - e. Contemporary perspective
  - f. Life-span
  - g. Larger systems
  - h. Individual/family
  - i. Resources & Research
  - j. Ethical/legal

### **ADEC Body of Knowledge Grid: Operational Definitions**

Understanding the body of knowledge in death, dying and bereavement involves an understanding of Six Core Categories: Dying Process, End of Life Decision Making, Loss, Grief & Mourning, Assessment and Intervention, Traumatic Death, and Death Education. These core categories must be understood in the context of twelve indicators within these categories: Cultural, Religious/Spiritual, Professional Issues, Historical Perspectives, Contemporary Perspectives, Life Span, Larger Systems, Individual, Family, Gender, Resources & Research, and Ethical/Legal.

## Definitions of Categories

**Dying:** the physical, psychosocial, and spiritual experience of facing death, living with terminal illness, the dying process, and caring for the terminally ill.

**End of Life Decision Making:** the aspects of life threatening illness/terminal illness that involve choices and decisions about actions to be taken, for individuals, families, and professional caregivers.

**Loss, Grief, and Mourning:** the physical, behavioral, cognitive, and social experience of and reactions to loss, the grief process, and practices surrounding grief and commemoration.

**Assessment and Intervention:** includes information gathered, decisions that are made, and actions that are taken by professional caregivers to determine and/or provide for the needs of the dying, their loved ones, and the bereaved.

**Traumatic Death:** sudden, violent, inflicted, and/or intentional death, shocking encounters with death

**Death Education:** formal and informal methods for acquiring and disseminating knowledge about dying, death and bereavement.

## Definitions of Indicators

**Cultural/Socialization:** the influence of cultural/ethnic and social parameters on the experience of death and loss.

**Religious/Spiritual:** the relationship between religious and spiritual belief systems and the reaction to and coping with death.

**Professional Issues:** factors that affect professionals' training, abilities and responsibilities in providing care.

**Historical:** the historical context and historical changes that played a role in the death experience, and the theoretical paradigms in the field of Thanatology up to 1980's

**Contemporary:** theoretical perspectives in death and dying and the factors that have influenced the perspectives from the 1980's to the present.

**Life Span:** the consideration of death and dying and developmental perspectives from infancy to old age.

**Larger Systems:** the social organizations beyond the individual and family that affect the experience of dying, death and grief.

**Family and Individual:** social, cognitive, and physical encounters and interpretations of dying, death, and loss from the standpoint of the person, and the group of people with a relational bond and long term commitment who define themselves as "family".

**Resources and Research:** involves materials, organizations and groups of individuals who facilitate knowledge acquisition. Ideas and materials are based upon the findings of empirical research and theoretical synthesis that add to the knowledge base.

**Ethical/Legal:** aspects of dying, death and/or loss that pertain generally to determination of right from wrong, and specifically to the principles of medical ethics. Legal issues refer to the articulated laws of a society as they pertain to thanatology.

## 2.4 Examination Specifications

Categories of questions by number and percentage of exam.

Categories	Total	%
Dying	34	23
End of Life	14	9
Loss & Grief	51	34
Assessment & Intervention	15	10
Traumatic Death	21	14
Death Education	15	10
Total	150	100%
35 questions are in scenario format		

- Each question qualifies for one point.
- Points are not deducted for incorrect answers.
- All questions on the examination are based on the ADEC Body of Knowledge Outline and documented to one of the references listed in section 2.1.

## 3. After the Examination

### 3.1 Cancelled Scores

ADEC is concerned with only reporting valid scores. On rare occasions, circumstances may invalidate test scores. ADEC retains the right to cancel or withhold any exam scores. Invalid scores fall into two categories:

- a. Doubts may be raised by the examination administrator or another candidate of suspected misconduct or cheating by a candidate. A candidate is expected to cooperate with any investigation to determine if the score is invalid.
- b. In rare instances, there may be a problem with the examination materials or the test site; such situations will be investigated and a determination of meeting the ADEC examination standards made. Scores will not be invalid in these instances.

In addition, ADEC may cancel or invalidate any candidate's score if, upon investigation, violation of the testing and/or candidate validation policies is established.

### 3.2 Questions about the Examination

**Candidates may raise questions about the examination before being informed of the results by:**

- A survey; this will be e-mailed to you a couple weeks after completing the exam.
- Candidates may also forward their comments in writing to ADEC within 10 business days of the examination to:

Association for Death Education and Counseling  
111 Deer Lake Road, Suite 100  
Deerfield, IL 60015 USA

All questions about the examination are reviewed by staff and volunteers prior to test results being sent in the mail.

### **3.3 Examination Results**

Candidates will be notified by postal letter, no results will be provided by telephone. If you pass the exam you will be mailed a letter and certificate. If you have not passed the exam you will receive a letter containing a breakdown of the percentages in each of the six core categories on the exam.

### **3.4 Confidentiality**

Individual test results are released ONLY to the individual candidate. As previously indicated results will not be given over the telephone.

### **3.5 Appeals**

Appeals of examination results must follow these procedures:

- All appeals must be filed with ADEC within 15 business days of receipt of the results
- A letter (not e-mail) must be forwarded to ADEC stating the concern and reason for appeal to:  
Association for Death Education and Counseling  
Emily Burch  
Administrative Director, Leadership and Credentialing  
111 Deer Lake Road, Suite 100  
Deerfield, IL 60015 USA
- The Credentialing Council will review the letter. A response from the Council will be forwarded within 30 days of receipt of the appeal letter. The response will detail the reasons the request has been approved or not approved.

## **4. Recertification Guidelines**

Certificants must participate in ongoing professional development to maintain their CT. Upon earning the CT credential, certification remains valid for the following three complete calendar years (one recertification cycle).

### **4.1 General Guidelines**

- Certificants will recertify every three years by December 31; the first year of the three year recertification cycle will start January 1 of the year immediately following successfully passing the CT examination.
- Credits will be earned and recorded as Contact Hours.
- 45 Contact Hours must be earned in every three-year recertification cycle.
- Contact Hours may not be carried over from one recertification cycle to another.
- Contact Hours are defined in the following Activity Matrix.

### CT Recertification Categories

Category	Activity	Contact Hours
1.	Conference, Seminar, Workshop Each 50 – 60 minute session including questions and answers	1.0
2.	CE credits(Continuing Education) 1.0 CE awarded by sponsor	1.0
3.	CEU (Continuing Education Units) 0.1 CEU awarded by sponsor	1.0
4.	Academic Courses: 1 credit semester course	15
5.	Academic Courses: 3 credit semester course	45
6.	Academic Courses: 1 credit quarter course	10
7.	Academic Courses: 3 credit quarter course	30
8.	Dissertation: Acceptance of dissertation	45
9.	Presentations and Publications – a maximum of 10 contact hours may be earned in this category with the exception of published books  * Presentations: each hour – a presentation may not be submitted more than once  * Publications: minimum of three page article  *Published books in related topic areas	1.0  1.0  45
10.	ADEC CD-ROM Program: 2-hour CD-ROMS Successful completion of a quiz.. A maximum of 12 credits may be earned in this category. (Comment: A one hour CD ROM would earn 1 contact hour but we would only accept formal CE credits from a non ADEC CD ROM. We'd give our own ADEC contact hours with our 2 hour CDs.)	2.0

- It is the responsibility of each certificate to maintain records documenting Contact Hour activity.
- Documentation for all activities submitted for Contact Hour credit must be retained by the certificant for a period of three years following submission.
- ADEC reserves the right to audit a certificant's records; any Contact Hours that cannot be documented during the audit process may be disqualified.

#### 4.2 Recertification Fees

- Fees are due at the completion of the certificant's three-year recertification cycle.
- Fees must accompany the CT Recertification Summary Form.
- Fees are payable in US dollars.

Fees:       \$175 for ADEC members  
              \$250 for non-members

#### 4.3 CT Registry

A current listing of all certificants will be maintained on the ADEC website.

#### 4.4 Change of Information

During any three-year recertification cycle, it is the responsibility of a certificant to maintain a current address with the ADEC office. Please contact ADEC Headquarters if your contact information should change. You can update this information by calling +1-847-509-0403 or sending your changes to:

**Association for Death Education and Counseling**  
**111 Deer Lake Road, Suite 100**  
**Deerfield, IL 60015 USA**

**5.0 Application Check List (All of the following must arrive in the same envelope)**

- \_\_\_\_\_ Application Form
- \_\_\_\_\_ Documentation of college/university education – copies accepted
- \_\_\_\_\_ Verification of Experience
- \_\_\_\_\_ Two letters of Recommendation
- \_\_\_\_\_ Verification of Education in Thanatology
- \_\_\_\_\_ Signature at end of application
- \_\_\_\_\_ Appropriate registration fee
- \_\_\_\_\_ Self-addressed, stamped postcard to confirm application receipt



**CT Examination – Application  
Sponsored by ADEC**

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**Deadline to Apply: September 27, 2010**

Forward the application, letters of recommendation and registration fee to:

Emily Burch  
Administrative Director, Leadership and Credentialing  
111 Deer Lake Road, Suite 100  
Deerfield, IL 60015

**Applications must be typed or clearly printed**

The application must be complete. Incomplete applications will be returned.

**Test Date: November 6, 2010**

**Section 1. Candidate Information**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address (Do not use a PO Box): \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Special ADA (Americans with Disability Act) Accommodations Request.

If you have special testing requirements, please attach a sheet to your application outlining your request and stating the reasons for your request.

**Section 2. Education and Experience:**

- Bachelor's and 2 years of related experience or Master's/Doctorate and 1 year of related experience.
- 60 contact hours of thanatology-related education – academic courses, workshops, conferences or seminars

**2A. Education:** Include transcripts with this application. (Copies accepted.)

Please check highest degree:

- Bachelors       Masters       Doctorate

Name of School \_\_\_\_\_

Location: \_\_\_\_\_

**2B. Experience:** \_\_\_\_\_ Number of years of related experience

**Experience to meet Eligibility Requirement**

Year Month/Year	Name of Organization	Title/Job/Position

**Section 2C: Two Letters of Recommendation**

- Letter of recommendation may verify experience. They may be from supervisors and colleagues but not from clients or individuals you supervise.
- Letters of recommendation should be included with this application. Please have the supervisor/colleague place the recommendation in a separate envelope, seal the envelope and write his/her signature across the envelope flap.

Recommendation One

Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Recommendation Two

Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_



**Section 5. Fees**

**CT Examination Fee (U.S. Dollars)**

- ADEC Member \$325
- ADEC Member and Membership Fee \$500  
(Must include membership application with CT application — available online at [www.adec.org](http://www.adec.org))
- Non-Member \$450

**Membership is for the calendar year January 1, 2010 through December 31, 2010.  
Dues are not prorated.**

Please charge:    MasterCard    Visa    American Express   Amount \_\_\_\_\_

Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Name as it appears on card \_\_\_\_\_

Signature \_\_\_\_\_

**Or** make check payable to Association for Death Education and Counseling

A duplicate certificate is available for an additional \$5.00. Please add to your examination fee.

I certify that I have read all portions of the CT Candidate Handbook and Application. I certify that the information submitted in this application and the letters of recommendation are complete and correct to the best of my knowledge. I understand that if my application is found to be incomplete or inaccurate it may be rejected or the results of the examination may be delayed.

Please Print Your Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_