



Catechetical Renewal Certification Credit

These forms apply only for Renewal Certification (Initial Certification must have been completed).

Participants have five years to complete 40 hours of renewal certification, 10 of which must be a certification course offered by the Office of Catechesis (online or in person). Hours that exceed the 40 hours within the five-year period do not roll over.

The maximum allowed credit hours to be granted for faculty days, day of reflection, and parish missions are 6 hours (breakfast/lunch not included) and 10 hours for Bible and book studies.

Documentation (schedule of the event and Approval Form) must be submitted to the Office of Catechesis at least three weeks prior to the event. Please email a copy of the schedule to Sr. Karen (kmuniz@theadom.org).

The speaker of the event must have a Master's in Theology from the USCCB list of approved universities.

The Reflection Form (Pages 2-3) must be completed by each participant and turned in to their certification coordinator within one week after the event has completed. The certification coordinator then turns in the reflections to the Office of Catechesis. Participants may also complete the Reflection Form by using this link: <https://forms.office.com/r/jHvmmiJqXz>

For Bible studies, book studies, or workshops consisting of various days, please complete Page 4 for each participant and turn them in to the Office of Catechesis within one week after the last workshop has been completed. This form is also available digitally by accessing this link: <https://forms.office.com/r/Y6ofbEhyYp>

APPROVAL REQUEST

Date: _____ School: _____

Date of Event: _____ Person Organizing the Event: _____

Name of Event: _____

Name of Presenter: _____

Please select the one that applies to your event:

Faculty Retreat: _____ Day of Reflection: _____ Bible Study: _____ Parish Mission: _____

Other: _____

Signature of Principal or Certification Coordinator

Date

REFLECTION FORM

Contract Name: _____

E-mail Address: _____ Date of Event: _____

Speaker(s): _____

Name of Event: _____

Location: _____ Duration (hours/days): _____

For each of the following questions, please answer in a **thoughtful and edifying manner** and in 50 – 200 of your own words.

1. What was the main objective of the event and of each presentation you attended?

2. Explain how each presentation has enriched your living of the Catholic faith? What are three ways that you will apply what you have learned within the educational ministry in which you serve?

3. How can you associate what you have learned from each of the presentations to what the Church teaches (authentic magisterium)? (Please cite the reference of the teaching).

4. What resources were provided and how will you use them for your own continuous faith formation and in the educational ministry in which you serve?

Participants: Please turn in form to your catechist certification coordinator within one week after the event.

RECORD OF APPROVED WORKSHOPS/STUDIES

Name of Participant: _____ Catechist ID: _____

School: _____

WORKSHOP TITLE	DATE	HOURS

Participant Signature

Date

Principal or Certification Coordinator Signature

Date