



ARCHDIOCESE OF MIAMI CATECHIST CERTIFICATION PROGRAM

The Catechist Formation and Certification Process of the Archdiocese of Miami (ADOM) provides the basic theological understanding, spiritual formation, and catechetical methodology for those who serve in Catholic schools and in parishes and are commissioned to hand on the faith to adults, youth or children by witness, words, deeds, actions and gestures. All Catholic school teachers, teacher assistants, and counselors are catechists by virtue of their service in a Catholic school and are required by the ADOM to earn initial and renewal catechist certification. The content of the Catechist Certification courses is intended for a deeper understanding of the teachings of the Church so as to be ready to answer questions about those teachings and transmit them faithfully to the students.

Initial Certification Process

Within three years of first being hired, Catholic school teachers are to successfully complete the following four initial certification courses (each course counts for 10 credit hours), listed in the recommended order of completion:

1. Introduction to Sacred Scripture
2. Introduction to the Profession of Faith: Creed
3. Introduction to Liturgy and Sacraments
4. Introduction to Catholic Morality: Life in Christ

These initial courses may be taken either at the parish or school (with proper approval from the Office of Catechesis) or through the ADOM Catholic Virtual School.

The online certification courses are offered throughout the year (Fall, Spring (twice), and the Summer). Session dates and registration information for the online courses may be found on the ADOM Catholic Virtual School website: http://www.adomvirtual.com/adult_learning.html

The certification courses are also offered in person at various times throughout the school year at different parishes. Information about those courses is added to the principals' newsletter.

Renewal Certification Process

All certified teachers will renew their certification every five years after having completed initial certification. Catholic schoolteachers are required to complete forty hours of renewal formation, ten of which must be a renewal certification course.

Every time that a teacher successfully completes an initial or a renewal certification course, the Office of Schools or the Office of Catechesis sends an updated transcript to the principal and the school's certification coordinator. When all four initial certification courses have been completed, either Office will update the transcript accordingly and notify the principal and the school's certification coordinator.

Renewal opportunities are available through the following:

On-line or on-site renewal courses (each course counts for 10 credit hours), listed in the recommended order of completion:

1. Introduction to Christian Prayer

2. Introduction to the Old Testament
3. Introduction to the New Testament
4. Introduction to Catholic Social Teaching
5. Introduction to Church History I
6. Essential Elements of Christology

Those renewal courses may be taken either at the parish/school (with proper approval from the Office of Catechesis) or through the ADOM Catholic Virtual School.

Not all renewal certification courses are offered every semester in the ADOM Catholic Virtual School. Please check its website for the courses offered. Information about those courses is also added to the principals' newsletter.

Catechetical Conference

Teachers who attend the yearly Catechetical Conference will receive 10 credit hours towards their renewal of certification (equivalent to one course) after thoroughly completing a reflection paper within one week after the conference. Reflection forms are given at the conference.

Approved Retreats/ Days of Reflection / Bible Studies / Parish Missions / Book Studies

Please consult with the Office of Catechesis for approval at least two weeks prior to the retreat start date. Documentation (schedule of the event and Approval Request) must be submitted to the Office of Catechesis at least two weeks prior to the event. Participants must complete a Reflection Form due one week after the event has completed. Hard copy and digital forms are provided by the school.

Extra renewal credits do not rollover to the next cycle.

Transcripts are to be used to reflect renewal and initial certification. There is no need to apply for certification since the information is reflected on the transcript. If the school would like a certificate, please contact the Office of Catechesis.

Summer Institute for Initial and Renewal Courses

The Office of Catechesis offers annually initial and renewal certification courses at the Summer Institute in Dade or Broward the week after the last school day in the Catholic school calendar. The purpose is to give the opportunity for teachers to complete up to two courses in five days during the Summer Institute. Information about the Summer Institute is added to the principals' newsletter.