

DIOCESE OF COLUMBUS CERTIFICATION REQUIREMENTS

COURSE I PERSON AS CATECHIST		Session
Catechesis		1.1
Religious Development of the Person		1.2
Catechetical Praxis		1.3
Revelation		1.4
Introduction to Scripture		1.5
Prayer		1.6
Introduction to Liturgy		1.7
Spirituality		1.8
Introduction to Morality		1.9

COURSE II SCRIPTURE		Session
Old Testament 1: Pentateuch		2.1
Old Testament 2: Monarchy/Prophets/ Wisdom/Apocalyptic		2.2
Intro to the New Testament		2.3
Synoptic Gospels		2.4
Gospel of John		2.5
Paul's Letters and Acts of the Apostles		2.6

COURSE III CHRIST & CHURCH		Session
Christology		3.1
Creed		3.2
Church History I: Pentecost through the Middle Ages		3.3
Church History II: Reformation through the Eighteenth Century		3.4
Church History III: Nineteenth Century through Today		3.5
Ecumenism		3.6
World Religions		3.7

COURSE IV LITURGY/SACRAMENTS		Session
Sacraments of Initiation		4.1
Eucharist		4.2
Sacraments of Healing		4.3
Sacraments of Service		4.4

COURSE V MORALITY		Session
Catholic Morality and Conscience		5.1
Conversion and Moral Decision Making		5.2
Catholic Social Teaching		5.3
Contemporary Moral Issues		5.4

COURSE VI CATECHETICAL METHODOLOGY		Session
Teachers/Catechists are required to take 10* contact hours of methods sessions in religious education. These hours can be obtained from various sources such as the Faith Formation Congress, local workshops, parish missions and retreats, etc. The hours will be grouped into 5 two-hour sessions for this course.		

Introductory Certification (18 hrs) = Completion of Course I Person as Catechist.

Basic Certification (40 hrs) = Completion of Introductory Certification and 22 hrs (11 sessions) form any other course.

Advanced Certification (70 hrs) = Completion of all courses.

METHOD FOR FULFILLING THE REQUIREMENTS FOR ADVANCED CERTIFICATION

Teacher/catechists can fulfill **all** requirements for advanced certification in the following manner:

1. By attending courses offered by the Office of Religious Education and Catechesis or by attending courses and sessions offered by the local parish community.
 - a. It is best to complete each course by taking the sessions in sequence as listed because many sessions build on the previous ones.
 - b. If it is impossible to attend some sessions in a course, these can be made up at another location. Despite the differences in approach between master catechists, sessions on the same topic should be fairly interchangeable wherever they are offered.
 - c. Courses offered throughout the Diocese will be advertised in Office Of Religious Education And Catechesis' monthly newsletter *GOOD NEWS BYTES* and on the Office of Religious Education And Catechesis' internet site www.cdeducation.org/dre/certification.
 - d. The Office of Religious Education and Catechesis considers interaction among teacher/catechists and with the master catechists at these sessions to be an extremely important part of catechetical training. Therefore, attendance is the usual way to fulfill the requirements. But if it is impossible for someone to attend certain certification sessions, the catechetical leader may work with the Office of Religious Education and Catechesis to explore alternative ways to meet the requirements.
2. By possessing a degree in religious studies, theology, or religious education. Acquiring an undergraduate or advanced degree in religious education, religious studies, theology or the like fulfills the requirements for Advanced Certification.
3. By completing six (6) courses (18 semester hours) at a Catholic college in the following areas: scripture, doctrine, liturgy/sacraments, morality, church history, and religious education or catechesis.
4. By possessing comparable advanced certification in religious education or catechesis from another diocese in Ohio.

Teacher/catechists can fulfill partial requirements for advanced certification in the following manner:

1. College Courses – Courses in theology or religious studies can count toward certification. The catechetical leader will contact the Office of Religious Education and Catechesis to have the courses evaluated.
2. Alternative Options – Sessions described in the Catechetical Administrative Handbook, such as Echoes of Faith, count toward certification.
3. Workshops/In-service – Some courses or workshops taken through Catholic parishes and/or institutions may seem to fulfill requirements as outlined in each of the courses. Leaders will contact the Office of Religious Education and Catechesis for an evaluation of the content that can be applied for certification credit.
4. Methods Session – Methods workshops at the local parish, the Faith Formation Congress, OCEA Convention and other opportunities qualify for Methods Course VI in the certification process.

TIMELINE FOR THE CERTIFICATION PROCESS

1. All teacher/catechists are expected to attain Advanced Certification.
2. According to Diocesan Policy #4113.1, beginning with the 2000-2001 school year, state certified teachers in Catholic elementary schools must have acquired Introductory Certification before beginning his/her second (2nd) year of teaching religion in the schools of the diocese. At the beginning of the fourth (4th) year, he/she must have acquired Basic Certification before being hired to teach religion in the schools of the diocese. At the beginning of the sixth (6th) year, he/she must have acquired Advanced Certification before being hired to teach religion in the schools of the diocese. It is highly recommended that parish catechists follow the same time line.

MAINTAINING CERTIFICATION

Advanced Certification is maintained by attending one of the following in catechetically related areas, every two years: (a) one college course; (b) the Faith Formation Congress; (c) lectures or in-services totaling six contract hours.

ADMINISTRATION AND STAFF OF THE PROGRAM

The Office of Religious Education and Catechesis administers the diocesan certification process. It is taught by staff members of the Office of Religious Education and Catechesis and by others who have master's degree level training in theology, religious education or religious studies. Catechetical leaders who have attended appropriate training sessions facilitate alternative certification sessions.

FEES FOR THE PROGRAM

1. Individual teacher/catechists are not asked to pay for attending certification sessions. An exception to this policy may occur when certification sessions are part of a larger event like the Faith Formation Congress. Even then the parish may pay for parishioners who attend.
2. The parish where a teacher/catechist teaches pays for the certification sessions according to the revised "Fee Schedule" found in the *Appendix*.
3. Anyone may audit (attend without credit) a regular certification session for free. Parishioners who are not teacher/catechists are encouraged to attend certification sessions for their own faith formation.

RECORDS

1. Teacher/catechists are the primary keepers of their certification records. All teacher/catechists are encouraged to keep their certification records in a professional development portfolio. After each certification session, a *Personal Attendance Record* will be issued for all participants and sent to the catechetical leaders who will distribute them to the teacher/catechists.
2. Religious education certification records are kept by the Office of Religious Education and Catechesis and by the school principal or parish catechetical leader. These records are to be used to back up the personal records of the teacher/catechist.

AWARDING OF CERTIFICATES

When a catechist completes the requirements for each level of certification, the appropriate certificate will be issued and sent to the catechetical leader in the parish or school.

**DIocese OF COLUMBUS
CERTIFICATION RECORD**

7/7/2009



Last Name: _____
 First Name: _____
 Maiden: _____
 E-Mail: _____

Address: _____
 City: _____
 Zip: _____
 Phone: _____
 SSN: _____
 CLS: _____
 CLS Date: _____
 Protecting God's Children

ID: 4233
 PSCode: 0
 Last P/S C: _____
 ETeacher:
 HSTeacher:
 RelTeacher:
 Administrator:
 Catechist:

Introductory: _____ HS Certification: _____
 Basic: _____ HS Cert. Expires: _____
 Advanced: _____ HS Renewal: _____
 Renewal Issued: _____ HS Renewal Exp: _____
 Certification Ex: _____ Start Date: _____

PERSON AS CATECHIST COURSE (I)

		DATE
Catechesis	1-1:	_____
Religious Dvmt. of the Person	1-2:	_____
Catechetical Praxis	1-3:	_____
Revelation	1-4:	_____
Introduction to Scripture	1-5:	_____
Prayer	1-6:	_____
Introduction to Liturgy/Sacrament	1-7:	_____
Spirituality	1-8:	_____
Introduction to Morality	1-9:	_____

LITURGY/SACRAMENTS COURSE (IV)

		DATE
Liturgy	4-1:	_____
Catholic Initiation	4-2:	_____
Sacraments of Healing	4-3:	_____
Sacraments of Service	4-4:	_____

MORALITY COURSE (V)

		DATE
Conscience and Conversion	5-1:	_____
Christian Decision Making	5-2:	_____
Catholic Social Teachings	5-3:	_____
Contemporary Moral Issues	5-4:	_____

SCRIPTURE COURSE (II)

		DATE
Old Testament I	2-1:	_____
Old Testament II	2-2:	_____
New Testament	2-3:	_____
Synoptic Gospels	2-4:	_____
John	2-5:	_____
Paul and Acts of the Apostle	2-6:	_____

METHODS (VI)

	CR	DATE
	6-1:	_____
	6-2:	_____
	6-3:	_____
	6-4:	_____
	6-5:	_____
	6-6:	_____
	6-7:	_____
	6-8:	_____
	6-9:	_____
	6-10:	_____
Total:		0

CHRIST AND CHURCH COURSE (III)

		DATE
Christology	3-1:	_____
Creed	3-2:	_____
Church History I	3-3:	_____
Church History II	3-4:	_____
Church History III	3-5:	_____
Ecumenism	3-6:	_____
World Religions	3-7:	_____

Additional Information

Enrichment	Hours	Date
_____	_____	_____
Total:	_____	_____

The date "2/22/22" indicates that certification credit was earned before we began keeping electronic records. It may also indicate earned credit from a source other than the certification program. Examples are college theology courses or credit from another diocese. Since it is sometimes impossible to know the exact date of an entry, we use this "common date."