



## OREC Procedures for Enrolling in Virtual Learning Community for Faith Formation (VLCFF)

### Preparation:

1. Courses are advertised on the University of Dayton [website](#).
  - a. A [correlation](#) between the VLCFF offerings and Diocesan certification courses may be found on the Office of Religious Education and Catechesis website.
2. Register for the chosen course by following the instructions on the VLCFF website – **Payment is due to the university before the course begins** .
3. The Diocese of Columbus is a partner diocese with VLCFF. As such, courses may be taken by individuals from the Diocese of Columbus at a reduced rate of \$50 per session.
  - a. Limited funds are available to help defray the cost of the courses, but individuals must seek financial assistance **prior** to registering for a course.
  - b. **Please submit the [Request for Reimbursement for On-line Certification Courses](#) form to apply for the course subsidy, prior to enrolling.**
  - c. **Contact Barbara Romanello–Wichtman at 614.221.4633 with questions.**
4. You will receive a letter/e-mail confirmation informing you about the status of your request.

### Follow-up:

1. Certificates of completion are sent from the University of Dayton to the Diocesan Office.
2. Certification credit is entered into the certification database and the signed original certificates will be given to the principal/parish catechetical leader of each respective student at the next leadership meeting.
3. If awarded a pre-approved scholarship the Office will process a reimbursement request on behalf of the participant.
4. Please allow three-four weeks from the time the certificate is received credit to be applied and a reimbursement check cut and mailed to the participant.