

DIOCESE OF COLUMBUS

CATECHIST CERTIFICATION REQUIREMENTS

| COURSE I | |
|--------------------------------------|---------|
| INTRODUCTORY COURSE | Session |
| Catechesis & Evangelization | 1.1 |
| Religious Development of the Person | 1.2 |
| Catechetical Praxis | 1.3 |
| Revelation: God's Self Communication | 1.4 |
| Introduction to Scripture | 1.5 |
| Introduction to Prayer | 1.6 |
| Introduction to Liturgy & Sacraments | 1.7 |
| Introduction to Spirituality | 1.8 |
| Introduction to Catholic Morality | 1.9 |

| COURSE II | |
|---|---------|
| SCRIPTURE | Session |
| Old Testament 1: Pentateuch | 2.1 |
| Old Testament 2: Prophets & Writings | 2.2 |
| New Testament & Synoptic Gospels | 2.3 |
| Gospel of John & the Catholic Letters | 2.4 |
| Paul's Letters and Acts of the Apostles | 2.5 |

| COURSE III | |
|---|---------|
| CHRIST & CHURCH | Session |
| Christology & Creed | 3.1 |
| Church History I: Pentecost through the Middle Ages | 3.2 |
| Church History II: Reformation through the Eighteenth Century | 3.3 |
| Church History III: Nineteenth Century through Today | 3.4 |
| Ecumenism & Inter Faith Dialog | 3.5 |

| 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 |
| Morality and Conscience | 5.1 |
| Conversion and Moral Decision Making | 5.2 |
| Catholic Social Teaching | 5.3 |
| Decision Making Praxis | 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 OCEA, local workshops, parish missions and retreats, etc. The hours will be recorded beginning with one hour and then in half hour increments. | |

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 (64 hrs) = Completion of all courses.

METHOD FOR FULFILLING THE REQUIREMENTS FOR ADVANCED CERTIFICATION

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

1. Attend the courses offered by the Office of Religious Education and Catechesis (OREC) or attend courses offered by local parish communities.
 - a. Courses Two, Three, Four and Five do not need to be taken in sequence; however, the individual sessions within a specific course should be taken in sequence because they frequently build on each other.
 - b. If it is impossible to attend some sessions within 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 OREC's electronic newsletter *GOOD NEWS BYTES* and on the OREC internet site www.cdeducation.org/dre/certification.
 - d. OREC 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. If it is impossible for someone to attend certain certification sessions, the parish catechetical leader may work with OREC to explore alternative ways to meet the requirements.
2. Provide evidence of an undergraduate or advanced degree in religious studies, theology, or religious education from a Catholic institution.
3. Complete 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. Provide evidence of advanced certification in religious education or catechesis from a comparable program in another diocese in Ohio.

Teachers/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 parish catechetical leader will contact OREC to have the courses evaluated.
2. Alternative options – Programs described in the *Catechetical Administrative Handbook*, such as *Echoes of Faith* or *VLCFF* count toward certification.
3. Workshops/In-services – Some courses or workshops taken through Catholic institutions or parish communities may fulfill the objectives given for a specific course. Prior to the catechist's participation in the workshop, the parish catechetical leader should contact OREC for an evaluation of the content to determine if it meets requirements for certification credit.
4. Methods credit – Workshops in methods provided by local parish communities or conferences such as the Ohio Catholic Education Association Convention (OCEA) may qualify for credit in Course Six: Methods.

TIMELINE FOR THE CERTIFICATION PROCESS

1. According to Diocesan Policy #4113.08, all teachers in the schools of the Diocese of Columbus who do not teach religion are required to obtain Introductory Certification in Religion by the beginning of their second year of teaching.
2. All religion teacher/catechists are expected to attain Advanced Certification.
3. According to Diocesan Policy #4113.1, initiated in the 2000-2001 academic year, a certified teacher in the Catholic elementary school must have acquired Introductory Level Certification before beginning his/her second (2nd) year of teaching religion in the schools of the diocese. By the beginning of the fourth (4th) year, he/she must have acquired Basic Level Certification before teaching religion in the schools of the diocese. By the beginning of the sixth (6th) year, he/she must have acquired Advanced Level Certification before teaching religion in the schools of the diocese. It is highly recommended that the same timeline is followed in the parish programs.

MAINTAINING CERTIFICATION

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

ADMINISTRATION AND STAFF OF THE PROGRAM

The Office of Religious Education and Catechesis (OREC) administers the diocesan certification process. Courses are taught by OREC staff members and by others who hold Master's degree level training in theology, religious education or religious studies. Parish catechetical leaders with appropriate advanced training may facilitate alternative certification sessions.

FEES FOR THE PROGRAM

1. The parish where a teacher/catechist teaches determines how payment for the certification sessions will be completed, according to the revised "Fee Schedule" found in the *Appendix*.
2. Anyone may audit (attend without credit) a regular certification session for free. Parishioners who are not teachers/catechists are encouraged to attend certification sessions for their own ongoing faith formation.

RECORDS

1. Teachers/catechists are the primary keepers of their certification records. All teachers/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 parish catechetical leaders or school administrators who will distribute them to the teachers/catechists.
2. Religious education certification records are kept OREC and by the school administrators or parish catechetical leaders. These records are to be used to back up the personal records of the teachers/catechists.

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**



09/30/2018

| | | | | | |
|-----------------|----------------------|-------------------|----------------------|--------------|----------------------|
| Last Name: | <input type="text"/> | Address: | <input type="text"/> | ID: | <input type="text"/> |
| First Name: | <input type="text"/> | City: | <input type="text"/> | PS Code: | 2218 |
| Middle: | <input type="text"/> | Zip: | <input type="text"/> | Last PS: | <input type="text"/> |
| E-Mail: | <input type="text"/> | Phone: | <input type="text"/> | ETeacher: | X |
| Introductory: | <input type="text"/> | HS Certification: | <input type="text"/> | HS Teacher: | <input type="text"/> |
| Basic: | <input type="text"/> | HS Cert. Expires: | <input type="text"/> | Rel Teacher: | <input type="text"/> |
| Advanced: | <input type="text"/> | HS Renewal: | <input type="text"/> | Catechist: | <input type="text"/> |
| Renewal Issued: | <input type="text"/> | HS Renewal Exp: | <input type="text"/> | CLC: | <input type="text"/> |
| Certification | <input type="text"/> | CLC Date: | <input type="text"/> | CLS Date: | <input type="text"/> |
| Exp: | <input type="text"/> | Start Date: | 08/01/2018 | | |

| PERSONAL CATECHESIS COURSE (I) | DATE | LITURGY/SACRAMENTS COURSE (IV) | DATE |
|---|----------------------|----------------------------------|----------------------|
| Catechesis & Evangelization 1-1: | <input type="text"/> | Sacraments of Initiation 4-1: | <input type="text"/> |
| Religious Devt. of the Person 1-2: | <input type="text"/> | Eucharist 4-2: | <input type="text"/> |
| Catechetical Praxis 1-3: | <input type="text"/> | Sacraments of Healing 4-3: | <input type="text"/> |
| Revelation: God's Self Comm 1-4: | <input type="text"/> | Sacraments of Service 4-4: | <input type="text"/> |
| Introduction to Scripture 1-5: | <input type="text"/> | MORALITY COURSE (V) | |
| Introduction to Prayer 1-6: | <input type="text"/> | Morality and Conscience 5-1: | <input type="text"/> |
| Introduction to Liturgy/Sacraments 1-7: | <input type="text"/> | Conversion & Moral Decision 5-2: | <input type="text"/> |
| Introduction to Spirituality 1-8: | <input type="text"/> | Catholic Social Teachings 5-3: | <input type="text"/> |
| Introduction to Morality 1-9: | <input type="text"/> | Decision Making Praxis 5-4: | <input type="text"/> |
| | | METHODS (VI) | |
| SCRIPTURE COURSE (II) | | CR | |
| Old Testament I: Pentateuch 2-1: | <input type="text"/> | 6-1: | <input type="text"/> |
| Old Testament II: Prophets 2-2: | <input type="text"/> | 6-2: | <input type="text"/> |
| New Testament / Synoptic Gospels 2-3: | <input type="text"/> | 6-3: | <input type="text"/> |
| Gospel of John 2-4: | <input type="text"/> | 6-4: | <input type="text"/> |
| Paul and Acts of the 2-5: | <input type="text"/> | 6-5: | <input type="text"/> |
| | | 6-6: | <input type="text"/> |
| CHRIST AND CHURCH COURSE (III) | | 6-7: | <input type="text"/> |
| Christology & Creed 3-1: | <input type="text"/> | 6-8: | <input type="text"/> |
| | | 6-9: | <input type="text"/> |
| Church History I 3-2: | <input type="text"/> | 6-10: | <input type="text"/> |
| Church History II 3-3: | <input type="text"/> | Total: | <input type="text"/> |
| Church History III 3-4: | <input type="text"/> | Additional Information | <input type="text"/> |
| Ecumenism & Inter Faith Dialog 3-5: | <input type="text"/> | | |
| Enrichment | Hours | Date | |

The date "2000" indicates that certification credit was earned before we began keeping electronic records. It may also include 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."