



# CATECHIST CERTIFICATION

## Roadmap to Catechetical Certification



### Step 1: Become Administrator

- Send email to [certification@archchicago.org](mailto:certification@archchicago.org) and request to have an account created as administrator.
- If you have not received your login information please request it at [certification@archchicago.org](mailto:certification@archchicago.org). If your account has not been created, we will use the email we receive from you to create your account.

### Step 2: Access your account

- Login to your account and become familiar with the online platform, tools, resources [formedcatholiconline.com](http://formedcatholiconline.com).
- Participate in the training for administrators scheduled through the year. For more information contact us at [certification@archchicago.org](mailto:certification@archchicago.org).

### Step 3: Identify levels of formation

- Identify your catechists and their level of formation, fill the **Catechist Registration Form** and send it to [certification@archchicago.org](mailto:certification@archchicago.org) to create accounts.
- Provide information for each of your catechists by completing the Excel spreadsheet. Please contact us at [certification@archchicago.org](mailto:certification@archchicago.org) to send you the file.

### Step 4: Online or on-site?

- Inform the Certification team if catechists are taking courses online or on-site. **Scholarships** are available only for **online courses**.
- Send email to [certification@archchicago.org](mailto:certification@archchicago.org) and submit **Scholarship Form** for catechists taking online courses. One scholarship form is required per catechist.

### Step 5: Plan your formation

- Plan on-site formation for each level at your parish or in multiple sites in collaboration with other parishes. Include the certification retreat in your plans. Consider the cost while planning.
- To implement on-site courses, please fill the **Live Sessions Form** (Level I and Level II) providing date, time, location and instructor/facilitator. Consider a budget for instructors and fees.

### Step 6: Get your instructors approved

- Instructors will fill and submit a form to the Certification Team to be approved and to have access to outlines and other available resources.
- For on-site courses, Catechetical Leaders can suggest instructors and facilitators. Part of the approval process requires the use of the **Instructor Form**. The Certification Team will communicate approval via email.

### Step 7: Submit payment

- Online courses will be available to catechists after payment is received.
- Catechists will have access to online courses upon receipt of payment. The quote amount will be included in the Archdiocesan monthly bill. Same payment method will apply for retreat and on-site admin fees.

### Step 8: Be strategic

- It is highly recommended to partner with parishes in your cluster to implement on-site courses for each level. Based on the number of catechists in each level, it may be beneficial to open levels in different sites.
- Contact the certification team and your Lifelong Formation Coordinator to find current and future sites for on-site formation. Publishers can also offer the course Methodology I as an in-service training for your parish.

### Step 9: Promote ongoing formation

- Certified catechists need to complete 15 hours of ongoing formation each year.
- The Department of Parish Vitality and Mission will provide webinars and other opportunities for ongoing formation.

### Ask for help

Contact the Certification Team to receive personalized support, general training, and guidance on the process and the online platform.