ARCHDIOCESE OF CHICAGO

CATECHIST CERTIFICATION

Elective Form for Level II and III School Catechists

Complete the following form with your list of electives.

Name:		
Level of Formation (check one):	**Level II** ☐	**Level III** ☐
Name of School:		
Email Address:		

Date(s)	Title or short description	Instructor	# of Hours

How to upload completed elective form (make sure you save it to your computer first):

- Log on to your www.formedcatholiconline.com account
- Under “Reports” and “My Certifications”, click on your current certification [ex. (Teacher Certification - Level II) - Witnessing the Call or (Teacher Certification - Level III) - Inspiring the Call - Year 1]
- From there, click on “Send Approval Request” next to either, “Lvl 2 (Year 2) - Elective” or “Level III - Electives 8 sessions - Upload Elective Form”
- Fill out the request form with very basic information
- Under “Description” click on “Select Files” and upload this form
- Once you have uploaded this form, click on Submit

The Office of Lifelong Formation will receive and review the request for approval.