



# CALLED BY NAME | Catechist Certification

## Roadmap to Catechetical Certification



Level I - Answering the Call



Level II - Witnessing the Call



Level III - Inspiring the Call

### YEAR 1 AND 2 REQUIREMENTS

**Spiritual Formation I** (YEAR 1)  
(3 online sessions)

**Ministerial Formation I** (YEAR 1)  
(7 online sessions)

**Theological Formation I** (YEAR 2)  
(12 online sessions)

**Methodology I** (YEAR 1 or 2)  
(3 sessions)

**Certification Retreat**  
(Completed in year 1 or 2)

### YEAR 1 REQUIREMENTS

**Spiritual Formation II**  
(5 online sessions)

**Theological Formation II**  
(12 online sessions)

**Certification Retreat**  
(Completed in year 1 or 2)

### YEAR 2 REQUIREMENTS

**Ministerial Formation II**  
(5 online sessions)

**Ministry Elective Sessions**  
(8 ministry elective sessions)

### REQUIREMENTS (3 year cycle)

**One Online Package**  
(7 online sessions each year)

**Ministry Elective Sessions**  
(8 ministry elective sessions each year)

**Certification Retreat**  
(Completed in year 1, 2 or 3)

### Elective Sessions for Level II-Year 2 and Level III

- Elective sessions are required to be faith-based formation experiences. One session is equivalent to one hour of full content.
- A variety of parish formation opportunities, online workshops and virtual retreats qualify as elective sessions.

### Certification Retreat for Catechists in 2021-22

- The Office of Lifelong Formation offers resources for parishes hosting certification retreats for catechists in their communities.
- Parishes can schedule on-site retreats following AOC safety protocols.
- The admin fee will apply. For more details, please contact the Certification Team.
- More information about retreats will be announced through the monthly newsletter and posted in the formedcatholiconline dashboard.

### Contact Us:

- For more information or support please contact us at **312.534.8606** or **certification@archchicago.org**

### Register / Update list of Catechists

- Fill the excel form with your catechists name and email address. Identify which level your catechists are. We can assist you by filling the form based on previous formation and any other special circumstance your catechist may fall into. Please include yourself in the form as Admin. We will use the email we receive from you to create your account.
- Login to your account and become familiar with the online platform, tools and resources. We can train you on how to navigate and use the platform.
- Please contact us at [certification@archchicago.org](mailto:certification@archchicago.org) to send you the form.

### Plan your Formation

- To implement on-site courses, consider date, time, location and instructor/facilitator.
- For on-site courses, Catechetical Leaders can suggest instructors and facilitators. Part of the approval process requires the use of the Instructor/Facilitator Form. OLF will communicate approval via email.
- Online courses will be available to catechists after payment is received. Payment is processed through the Archdiocesan monthly bill. Same method will apply for retreat and on-site admin fees.
- Partial scholarship is available for online courses. Please contact the Certification Team to apply for the scholarship.

### Ask for Help

- Contact the Certification Team to receive personalized support, general training, and guidance on the process and the online platform.
- Phone: 312-534-8606
- Email: [certification@archchicago.org](mailto:certification@archchicago.org)