

APPLICATION FOR CERTIFICATION CATHOLIC SCHOOL EMPLOYEES DIOCESE OF SACRAMENTO

- I am a Roman Catholic applying for a Basic Catechist Certificate
 I am a non-Catholic applying for a Basic Certificate in Catholic Doctrine

Record of Courses Completed for:

Name _____ Month/Day of Birth: _____

Address _____

City _____ State _____ Zip Code _____

School _____ City _____

Home Phone _____ Cell Phone _____

E-Mail Address (please print) _____

Name as it should appear on Certificate: _____

A. COURSE OF STUDIES: Please complete the section that reflects your course of studies.

I.

STEP – Catholic Faith and Tradition for School Teachers Completed (mm/yy) _____
(Attach Certificate of Completion)

And

Nature of Catechesis and Ministerial Formation Date Completed: _____

Instructor: _____

Location of Course: _____

OR

II.

Courses at a Diocesan Formation Center

Profession of Faith Date Completed: _____

Instructor: _____

Location of Course: _____

And

Celebration of the Christian Mystery Date Completed: _____

Instructor: _____

Location of Course: _____

And

Life in Christ

Date Completed: _____

Instructor: _____

Location of Course: _____

And

Christian Prayer

Date Completed: _____

Instructor: _____

Location of Course: _____

And

Nature of Catechesis and Ministerial Formation

Date Completed: _____

Instructor: _____

Location of Course: _____

OR

III.

Alternate Course of Studies

Completed (mm/yy) _____

Alternate Courses of Studies must be pre-approved by the Department of Evangelization and Catechesis. Documentation of completion must accompany this application.

And

Nature of Catechesis and Ministerial Formation

Date Completed: _____

Instructor: _____

Location of Course: _____

B. SPIRITUAL DEVELOPMENT: *The Spiritual Development Component is completed through participation in an activity from two or more of the following categories:*

- *Full-Day or Weekend Retreat*
- *Ministry Days or another Region XI Diocesan Conference*
- *Full-Day Justice/Service Project*
- *Ongoing Spiritual Direction*
- *Ongoing Faith Sharing Group*

All retreats/spiritual direction/faith-sharing groups must be Catholic in nature. Activities not on this list may be submitted for approval to the Department of Evangelization and Catechesis. Please list activity, date/time, topic and presenter/facilitator.

C. TEACHER OBSERVATION:

Date of Observation: _____

Principal: Please indicate your observations of the Catechist in each area, with 5 indicating excellence:

Teacher knows content well and is prepared for class	1	2	3	4	5	N/A
Teacher creates a positive Christ-centered atmosphere	1	2	3	4	5	N/A
Teacher gathers students & enables them to pray	1	2	3	4	5	N/A
The Teacher is aware of the needs of each student and makes a good effort to involve all of the students	1	2	3	4	5	N/A
The main topic of the lesson is clearly communicated	1	2	3	4	5	N/A
Teacher makes connections between life and faith	1	2	3	4	5	N/A
Students have the opportunity to ask questions & explore	1	2	3	4	5	N/A
Teacher affirms the attention & participation of students	1	2	3	4	5	N/A
Doctrinal content of the lesson is explained well & in depth	1	2	3	4	5	N/A
Students are attentive & interested in learning the faith	1	2	3	4	5	N/A
Connections are made with Liturgy & the Liturgical Year	1	2	3	4	5	N/A
Lesson makes good use of Scripture and Bible passages	1	2	3	4	5	N/A
The Teacher is in communication with parents of students	1	2	3	4	5	N/A

Additional comments & suggestions for further development of skills in the catechetical ministry:

Signature of Observer: _____

Printed Name of Observer: _____

FOR CATHOLIC EMPLOYEES REQUESTING A BASIC CATECHIST CERTIFICATE:

EMPLOYEE: *Please read, date and sign.*

I have completed the coursework above and have met all requirements. I hereby request a Basic Catechist Certificate from the Diocese of Sacramento.

Date: _____ **Employee Signature** _____

PRINCIPAL: *Please initial each statement and sign at the end.*

I hereby attest that the candidate is an employee in our school _____, has at least one year of ministry experience and has been observed teaching _____.

Date of Hire: _____

Date: _____ **Approved By (Signature)** _____

PRINCIPAL

Print Name of Principal: _____ Phone # _____

PASTOR: *Please sign.*

I hereby attest that the above candidate is in good standing with the parish and I recommend him/her for Certification.

Date: _____ **Signature** _____

PASTOR

Print Name of Pastor: _____ Phone # _____

FOR NON-CATHOLIC EMPLOYEES REQUESTING A BASIC CERTIFICATE IN CATHOLIC DOCTRINE:

EMPLOYEE: *Please read, date and sign.*

I have completed the coursework above and have met all requirements. I hereby request a Basic Certificate in Catholic Doctrine from the Diocese of Sacramento.

Date: _____ **Employee Signature** _____

PRINCIPAL: *Please initial each statement and sign at the end.*

I hereby attest that the candidate is an employee in our school _____, has at least one year of ministry experience and has been observed teaching _____.

Date of Hire: _____

Date: _____ **Approved By (Signature)** _____

PRINCIPAL

Print Name of Principal: _____ Phone # _____

CERTIFICATION GRANTED:

- Basic Catechist Certificate**
- Basic Certificate in Catholic Doctrine**

Date: _____ **Approved By** _____

Completion of this form is the responsibility of the employee. The Principal should verify the accuracy of the records and send this completed form to: **Diocese of Sacramento, Department of Evangelization and Catechesis,** 2110 Broadway, Sacramento, CA 95818. When this form is received and reviewed at the Pastoral Center, a Basic Certificate will be issued and sent to the Principal to be awarded to the employee.