

## **ELEMENTARY PRINCIPAL CERTIFICATION**

### **Archdiocese of Cincinnati**

#### **LEVEL ONE**

New elementary principals are expected to complete the following requirements within **three** years of employment.\*

Certificate expires four years after the date of issuance.

#### A. Course Requirements

- Basic Beliefs course (5 contact hours)
- Introduction to Scripture course (5 contact hours)
- Leading Prayer and Basic Liturgical Practices workshops (5 contact hours)

#### B. Skills Sessions (1 hour each)

- Orientation to school-related Archdiocesan policies and guidelines for Religious Education
- Introduction to the certification processes of the Archdiocese of Cincinnati/OEC.
- Introduction to curriculum development for catechesis and the implementation of the Archdiocesan graded course of study for religion.
- Training on meaningful articulation of Catholic Identity goals within contemporary culture.

#### C. Experience

- Minimum of one year experience as a Catholic Elementary School Principal or Assistant Principal and currently serving as a Catholic Elementary School Principal or Assistant Principal\*

#### D. Formation

- One personal spiritual growth experience

#### **LEVEL TWO**

Certificate expires four years after the date of issuance.

#### A. Theological

- Complete FOUR theology courses (minimum 1 CEU or 10 contact hours) from the theology requirements.

(Attained through completion of catechist certification courses, Catholic college courses or VLCFF courses)

#### B. Skills

- Complete ten contact hours in Spiritual Leadership Competencies (as identified by OEC) \*\* [Click here for examples](#)

#### C. Experience

- Presently serving as a Catholic Elementary School Principal or Assistant Principal\*

#### D. Formation

- One current or on-going personal spiritual growth experience

#### **Theology Requirements**

- + Jesus
- + Church History
- + Church: Vision, Mission, Ministry
- + Liturgy and Rites
- + Christian Morality
- + Sacraments
- + Hebrew & Christian Scriptures
- + Justice and Peace

**LEVEL THREE**

Certificate expires four years after the date of issuance.

**A. Theological**

- Complete the FOUR REMAINING theology courses (minimum 1 CEU or 10 clock hours) from the theology requirements.

(Attained through completion of catechist certification courses, Catholic college courses or VLCFF courses)

**B. Skills**

- Complete ten contact hours in Spiritual Leadership Competencies (as identified by OEC) \*\* [Click here for examples](#)

**C. Experience**

- Presently serving as a Catholic Elementary School Principal or Assistant Principal\*

**D. Formation**

- One current or on-going personal spiritual growth experience

**Theology Requirements**

+Jesus  
 +Church History  
 +Church: Vision, Mission, Ministry  
 +Liturgy and Rites  
 +Christian Morality  
 +Sacraments  
 +Hebrew & Christian Scriptures  
 +Justice and Peace

**MAINTAINING LEVEL THREE CERTIFICATION**

RENEW EVERY FOUR YEARS

Once coursework in all theological areas is complete:

**A. Update**

- Complete ten contact hours in theology and/or spiritual leadership competencies (as identified by OEC) \*\*

**B. Experience**

- Presently serving as a Catholic Elementary School Principal or Assistant Principal\*

**C. Formation**

- One current or on-going personal spiritual growth experience

\*NOTE: Assistant principals are not required to be certified. However, they may choose to do so if they aspire to be a principal in a Catholic elementary school in the future.

\*\*NOTE: Credit will be given for in service hours that lead to the development of competencies for principals.