

Guide for Completing the Application for Initial Certification

You are ready to apply for certification when you have:

- A. Completed the required educational background,
- B. Served at least one year as a parish catechetical leader, and
- C. Acquired some skill in each of the competencies

Below is a checklist to guide your completion of the process. Proceed step-by-step, checking off each item as you complete it.

___ STEP ONE. Read the entire document thoroughly.

___ STEP TWO. Complete #1-7 of the **Application Form**.

___ STEP THREE. Complete the self-assessment tool on page ____. Refer to the **Standards and Competencies** listed on pages 4-9.

- A. Next to each ***Competency number*** (ex. 1.1 or 2.4) listed below, write in ***your Indicators***. NOTE: You may use one of the “Possible Indicators” from pages 4-9, but you are not limited to these.
- B. For ***Core Standard Three***, name the six (6) out of the nine (9) areas of Theology which were included in your degree.
- C. At the end of your list of ***Indicators*** for each ***Core Standard***:
 - 1) Summarize how that ***Core Standard*** is being incorporated into your ministry, and
 - 2) Describe areas from that ***Core Standard*** in which you feel your need to grow.

___ STEP FOUR. Complete #9 and attach a copy of your **transcript(s)** to the Application Form.

___ STEP FIVE. Call your Regional Office of Evangelization and Catechesis to make an appointment for your interview.

Cincinnati: 513-421-3131

Dayton: 937-223-4075

Sidney: 937-498-1192

___ STEP SIX. As soon as you have set your appointment, sign and mail your Application, Worksheets, Transcript(s) and Application Fee to the person who will be conducting your interview.

___ STEP SEVEN. Complete your **Interview**.

The results of your application process will be communicated to you within four (4) weeks of your interview.