

## Renewal of Certification

Candidates must be currently serving in the role of Parish Catechetical Leader in order to renew their certification. The professional nature of their role and the ever-developing fields of catechetics and faith formation require that Parish Catechetical Leaders engage in continuous learning and formation for their ministry. For this reason, initial certification as a Catechetical Leader in the Archdiocese of Cincinnati is granted for three years and must be renewed every five years thereafter. When certification expires, the Catechetical Leader is required to apply for renewal, submitting evidence<sup>1</sup> of one **new** activity or experience (since previous application) in each of these five areas:

- ❖ Personal/spiritual formation (Core Standard One)
- ❖ Ministry identity formation (Core Standard Two)
- ❖ Theological preparation (Core Standard Three)
- ❖ Pastoral Praxis (Core Standard Four)
- ❖ Professional Practice (Core Standard Five)

## Guide for Completing the Application for Renewal of Certification

It is time to apply for Renewal of your DRE or CRE certification when:

- A. Your current certification is about to expire [three (3) years after initial certification; five (5) years after renewed certification]
- B. You are continuing in service as a parish catechetical leader
- C. You have attained additional competency/skill in each of the five (5) **Core Standard** areas.

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

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\_\_\_ STEP ONE. Fill in your information for **#1-7** of the **Application for Renewal Form** (Go to [www.catholiccincinnati.org/oec/office\\_forms.htm](http://www.catholiccincinnati.org/oec/office_forms.htm) to download the form.)

\_\_\_ STEP TWO. Refer to the list of **Standards and Competencies** on pp. 4-9 of the *Ministry of the Catechetical Leader* ([www.catholiccincinnati.org/oec/MCL2005.pdf](http://www.catholiccincinnati.org/oec/MCL2005.pdf)). From the list of **competencies** under each **Core Standard**, identify one **competency** which you have developed further **since your previous application**.

\_\_\_ STEP THREE. Check **#8** on the form. Then list the **competency #** (e.g., 1.1 or 2.4) and your **indicator** under each of the five **Core Standards**. **Please include dates or years.**

\_\_\_ STEP FOUR. Complete **#9** on the application form.

\_\_\_ STEP FIVE. Mail your completed form and check for \$5 to your Regional Office of Evangelization and Catechesis

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<sup>1</sup> See *Application for Catechetical Leader Certification Renewal*