

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. Competencies

- 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 VLCCFF courses)

B. Competencies

- 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.