



Called to teach.

Event Credit Submissions in Vocare

Pre-Approved Events:

These events include completion with a passing grade of a semester-long Catholic university course in theology or catechetics as follows:

- A semester-long Ohio Catholic university course in theology or catechetics (outside Ohio university courses must be pre-approved)
- Any VLCFF course from the University of Dayton
- Any semester-long course from the Athenaeum of Ohio, including the LPMP program.

A transcript of the course must be submitted to the Vocare system by email scan to VocareSupport@CatholicCincinnati.org. The course will be posted in the CI system as completion of 10 credits for the *fiscal year the transcript is dated*. There will be no 'carry-over' of credits from one year to another. Regardless of the number of college courses taken, only 10 credits will be applied in the Vocare system annually.

Procedure: complete Event Submission form; email to VocareSupport with scan

Seminars/Conferences:

These events include workshops within the conference that are on specific theological concepts or catechetical methodology that are at least one hour in length. The learner submits a completed 'event' in the Vocare system. This form includes a description (minimum 200 words) of the concepts learned in the workshop and how they will help the catechist. Each event/workshop will be given one credit per submission, *pending OED approval*. Regardless of the number of workshops attended/submitted, a maximum of three credits will be permitted per conference.

Procedure: complete Event Submission form email to VocareSupport.

Other Events:

Parish and/or school workshops and/or in-service opportunities that take place at the local level. These events are planned far ahead and must be submitted to the Archdiocesan Vocare support for pre-approval to ensure adequate content for credit. The learner is required to submit an Event Submission form, which includes a description (minimum 200 words) of the concepts to be learned in the workshop and how these will help form the catechist. Each event/workshop will be given one (1) credit per submission, *pending OED pre-approval*.

Criteria for online topic-study groups:

1. The content should be from a consistent and recognizable source. Call VocareSupport if unsure of source.

2. The leader should be a DRE/CRE/PCL/PRIN or working on or completed the INSPIRE badge.
3. The meeting time should be at least 60 minutes.
4. Prayer and group discussion must be included in the meeting format.
5. The Instructor should use leader materials, books and online materials to enhance the experience, including study materials for participants if available.

Procedure: Catechetical Leader or Principal completes Event Pre-Approval form and emails it to VocareSupport. Catechist or teacher completes Event Submission form and emails it to VocareSupport.

Regardless of the number of workshops attended/submitted, a maximum of three (3) credits will be permitted for events outside the Vocare system annually.