



# Called to teach.

## Vocare Costs and Options for Use

### Standard Course Costs:

- All courses are charged based on how many lessons are included at \$7 per lesson. See individual courses for total price.
- If a catechist completes credits through a Live Class format, the cost is \$15.

### Use Options

In order to offer maximum flexibility, Vocare courses may be engaged in numerous ways to accommodate for the needs of the individual and the local parish or school community. We anticipate the following use cases and their implications regarding cost.

### Individual Use:

#### Personal Online Course Engagement

Description: Individual students access online content independently.

Cost: Students pay full price for each course (see *Standard Course Costs* above).

#### Procedure:

- Students enroll on the Vocare website for the price of the course. They receive a confirmation receipt upon purchase.
- Students complete lessons and are credited in the system accordingly.
- Note that courses must be completed within one calendar year of starting. The license expires after one year, access to the course will be denied after that, and the course will need to be re-purchased to complete.

### Live Group Classes:

#### **1. Small Group Live Class Event – No Online Content**

Description: The Instructor (see policy on *Who Can Teach*) requests the course teacher manuals as a guide to teach the live class onsite.

Cost: The teacher manuals are free to the instructor upon request. Students pay \$15 for the total course taught within the live class format.

#### Procedure:

- The Instructor completes a [Live Class Request](#) form found in the *Event/Credit Requests* tab of the Forms/Resources section of vocareonline.com. VocareSupport assigns this person as an “Instructor” in the system for the Live Class. The Instructor is given access to the course teacher manuals for free.
- The Instructor completes a [Payment for Individual and/or Multiple Vocare Users](#) form and mails the form with a check (\$15 per person) to: Archdiocese of Cincinnati, 119 E. Water St, Sidney 45365. The "Live Class" course is put in each user's Vocare account.
- Classes/sessions are setup to allow the course to be completely covered. This becomes the attendance sheet that assists with course tracking and enrollment.
- The Instructor covers all the material in the course, and gives students credit for the entire course through approving attendance.
- The Instructor marks attendance online. Each student marked complete will receive credit for the bundle.
- The Instructor informs Vocare Support when the last session is complete.
- There is no 'make-up' for a missed lesson. Students who miss a class/session within a course will have to purchase and complete the course on their own for credit.

#### **2. Small Group Live Class Event – Instructor Has Online Course Content.**

Description: The Instructor (see policy on *Who Can Teach*) uses the online course to display or as a guide to teach in the onsite setting.

Cost: Instructor pays full price for course (see *Standard Course Costs* above). The student pays \$15 for the total course taught in the live class format.

#### Procedure

- The Instructor completes a [Live Class Request](#) form found in the *Event/Credit Requests* tab of the Forms/Resources section of vocareonline.com. VocareSupport assigns this person as an “Instructor” in the system for the Live Class.
- The Instructor completes a [Payment for Individual and/or Multiple Vocare Users](#) form and mails the form with a check (\$15 per person) to: Archdiocese of Cincinnati, 119 E. Water St, Sidney 45365. The "Live Class" course is put in each user's Vocare account.
- Classes/sessions are setup to allow the course to be completely covered. This becomes the attendance sheet that assists with course tracking and enrollment.
- If the Instructor wants the teacher manuals, they request that VocareSupport give them access (free).
- The Instructor covers all the material in the course.
- The Instructor marks attendance online. Each student marked complete will receive credit for the bundle.
- The Instructor informs Vocare Support when the last session is complete.
- There is no 'make-up' for a missed lesson. Students who miss a class/session within a course will have to purchase and complete the course on their own for credit.