

## VOCARE INFORMATION GUIDE FOR TEACHERS

### Religion Teachers in Catholic Schools

	AY 2017/2018	AY 2018/2019	AY 2019/2020
New to AoC	Teach, Lead, Serve	Vocare 10 Credits	Vocare 10 Credits
Not New to AoC/Not Certified at any level in prior system	Vocare 10 Credits	Vocare 10 Credits	Vocare 10 Credits
Certified in prior system	0	0	Vocare 10 Credits

*Three of the 10 Vocare Credits each year can come from Outside Credits.*

### EXCEPTIONS GIVEN TO CURRENT RELIGION TEACHERS/PRINCIPALS

1. Anyone with active certification in the prior religion certification system can wait until July 1, 2019 to begin in Vocare.
2. Teachers who have not taken TLS can cover all of their 10-credit requirements by taking this in Vocare.
3. SOF: Those participating, who complete BOTH the reflection and survey will receive 10 credits.
4. New Principals taking part in the New Principal Discipleship Group will receive all 10 Vocare credits this year.

### TRANSFER STATUS

Those who are currently certified in the previous religion certification system are automatically granted 'TRANSFER STATUS'. Follow these steps to transfer your certification:

1. Start with Catechist Tool Kit
2. Purchase the appropriate Transfer course from the Vocare Store.
3. Transfer your previous certification by completing the Vocare lessons in the course.
4. You will receive 3-4 credits per Transfer course, depending on the level at which you were before. You can then choose credits to reach your required 10 by the end of the academic year.

### WHAT IS THE DEADLINE TO COMPLETE REQUIREMENTS?

Outside event requests must be submitted by June 15<sup>th</sup>, 2019. All courses must be completed by Sunday, June 30<sup>th</sup>, 2019. Please be aware that there will not be Vocare Support available to you on Saturday or Sunday of that weekend.

### FREQUENTLY ASKED QUESTIONS

1. **How do I get outside credit?**  
Login to Vocare and go to Resources > Library. Click "Vocare Forms New." Select 'Event/Conference/Workshop Submission Form.' Fill out this form and hit submit for it to be sent directly to Vocare Support.
2. **What if I'm not sure if I can count the outside credit in Vocare?**  
Complete an *Event Submission* form. Vocare Support will review the form and issue credit when appropriate. It is good to include as much information as you can in your description of the event.
3. **How do I find out how many credits I have?**  
Login to Vocare and go to your Dashboard. Look for the orange banner that indicates "\_\_ out of 10 credits."
4. **How long do I have to complete the courses I purchase?**  
You have exactly one year from the date of purchase to finish the course. Access to the course will be denied at that time. All courses must be finished by June, 30<sup>th</sup> to be used for that current academic year.

### SCHOOL OF FAITH

	AY 2017/2018	AY 2018/2019	AY 2019/2020
First-year Teacher	TLS & SOF	SOF	SOF
Not New to AoC/Not Certified in Prior system	SOF	SOF	SOF
Certified in Prior System	SOF	SOF	SOF

- SOF Participation will be given 10 credits in VOCARE if they complete both the reflection in January and the survey in May.
- If only one of the requirements is met, the SOF participant will receive 1 credit for what they completed, and then need to acquire their other 9 credits through courses.