Vocare Communications

Welcome back to what we pray will be a wonderful school year! You are getting your first look at Vocare Communications, your monthly newsletter that will help you navigate through all things Vocare, as well as answer questions you may have about your religious certification. This issue is intended to get all Vocare users comfortable with the system and answer the most common questions you may have. If you have any questions throughout the year, please email our support team at vocaresupport@catholiccincinnati.org.

> *"Therefore, if anyone is in Christ, the new creation has come: The old has gone, the new is here!"*
> *2 Corinthians 5:17*

Purchase Codes Available!

We have been working with the Vocare programmers to bring schools and parishes the ability to purchase courses for their teachers and catechists so that the principal or catechetical leader does not have to physically purchase courses themselves (or have to reimburse a teacher). Codes can now be purchased in the Store, and then the codes can be given to the catechist/teacher to complete purchases themselves. The codes are purchased in denominations of $7, $14, $20, and $33 – and these can be combined to make purchases. Combinations will allow people to purchase every course currently in the Store.
*Please allow 5-7 business days after purchase to receive your codes.
*These purchase codes are different from the grant codes available to parishes.

CATECHIST TOOLKIT AND RESOURCE GUIDE

If you have not completed the *Catechist Toolkit and Resource Guide* yet, this is the place to start using Vocare. It can be found in your Learn Tab. If you have completed the *Toolkit*, please review the section 'Navigating Vocare' under "The Certification Process." This toolkit will help you understand how to use the Vocare program and answer many of your questions as you go through the program.

PRE-ASSESSMENT QUIZ

All the courses under *Call, Witness,* and *Proclaim* have pre-assessment quizzes. When you click 'Submit' at the end of these assessments, please wait 10-15 seconds before continuing the course. Some people are continuing immediately and the program does not have enough time to attach the score. When this happens, you might get to the end of the course and find that it will not give you credit. This is because the course does not recognize that you completed the assessment.

Where Do I Start?
Need some help accessing the Vocare online platform for the first time? Go to http://www.catholiccincinnati.org/wp-content/uploads/2017/10/Vocare-Quick-Start-Guide.pdf **for step-by-step directions on how to begin.**

TEACH, LEAD, SERVE

Just a reminder, that for a religion teacher to earn Vocare credit for *Teach Lead Serve*, they must complete the course *online in Vocare*. TLS not completed online will fulfill the Archdiocesan requirement for the course, but will not be issued Vocare credit.

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.
**To get outside credit you must complete the entire form, including the 200-word minimum reflection, or it will be returned to you without credit.

2. *What if I'm not sure if I can count the outside credit in Vocare?* Complete a Pre-Approval Event form (found under Forms). Vocare Support will review the form. If it is approved, then you will complete the Event Submission Form after the event to receive your credit.

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, 30th to be used for that current academic year.