

ARCHDIOCESE OF SAN ANTONIO
ACADEMY FOR LAY ECCLESIAL
MINISTRY
2718 West Woodlawn Avenue
San Antonio, Texas 78228



FOR OFFICE USE ONLY
Received: _____
Fee: _____
Reviewed _____

APPLICATION FOR CATECHIST CERTIFICATION

** Please PRINT as you wish your name to appear on your certificate. **

FULL NAME _____
First Middle Last

HOME ADDRESS _____
Street _____
City Zip

PHONE _____
Area Code + Day Area Code + Evening

PARISH/SCHOOL _____ EMAIL _____
(circle one)

DATE OF BIRTH ____/____/____

I hereby apply for the following Catechist Certification:

___ Basic (Level 1) ___ Intermediate (Level 2) ___ Advanced (Level 3) ___ Professional (Level 4)

Catholic School Teachers: ___ TCCED ___ Teachers Who Do Not Teach Religion

I hereby apply for Renewal of Catechist Certification:

Level _____ Date of Last Certification: _____

The following documentation is attached:

- _____ Formation Page, Level _____ -or- Renewal _____
- _____ Copies of attendance/participation certificates, college transcripts
- _____ Recommendation from Pastor DRE, Principal, Ministry Supervisor attesting to competence as a qualified catechist
- _____ For Level 3 or 4 – Evidence of familiarity with the cultural reality of the Archdiocese of San Antonio

I have _____ years of successful catechetical experience
number

Date Signature of Applicant

<p>A \$5 application fee must accompany this application. To be included in the annual Archdiocesan appreciation expressed in the Catechetical Sunday issue of <i>Today's Catholic</i>, this application must be submitted by June 30th.</p>
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Documentation is required to support all workshops and courses taken.

**TCCED Certification for
Elementary Teachers of
Religion
Formation Page**

FULL NAME

First

Middle

Last

DATE

SCHOOL

I – TCCED Certification for Elementary Teachers of Religion in Catholic Schools

CATHOLIC DISTANCE UNIVERSITY COURSES (ALL REQUIRED)

Date Completed

- _____ THEO N004 – Introduction to the Catechism of the Catholic Church
- _____ THEO N005 – The Profession of Faith
- _____ THEO N006 – The Celebration of the Christian Mystery
- _____ THEO N007 – Life in Christ
- _____ THEO N008 – Christian Prayer
- _____ SCRPT N004 – Introduction to Scripture and the Gospel Message
- _____ SCRPT N113 – The Way Catholics Use Scripture: Pope Benedict XVI's *Verbum Dei*
- _____ RELED N042 – Forming Disciples for Community and Mission: Basic Tasks of Catechesis

II – College Credit Hours (*at least 12 semester credit hours in theology from an accredited Catholic college or university*)

College Attended _____

Total Applicable Credits _____

Date(s) Earned _____

III – PRAYER AND RETREAT EXPERIENCES – Two Required

Type of Experience:

Location:

Date Attended:

Continued on Reverse

March 2018

IV – UPDATING

If any of the work listed above was done more than 5 years ago, please supply evidence that you have continued your formation since that time.

V – COMMENTS

VI – CREDIT BY EQUIVALENCY

A – Courses

Title	Location	Date	Clock Hours

B – Certification for Teachers of Religion in Catholic Schools from another Diocese (Subject to Review)

Diocese of _____

Date Earned _____

Total Clock Hours _____ or

Total Credit Hours _____

VII – Submit this form along with the *Application for Catechist Certification (A-1)* and *Recommendation for Catechist Certification (A-4)* forms and application fee.

Consult the Certification Process Manual for qualifying criteria for equivalencies.

This form replaces all previous versions.

March 2018



ARCHDIOCESE OF SAN ANTONIO
 Academy for Lay Ecclesial Ministry
 2718 West Woodlawn Avenue
 San Antonio, Texas 78228
 210-734-1638

RECOMMENDATION FOR CATECHIST CERTIFICATION

(to be completed by DRE, Principal, Pastor or Catechetical Ministry Supervisor)

Each catechist applying for certification needs a written recommendation attesting to competencies as a catechist.
 Please review this recommendation with the applicant.

NAME OF APPLICANT

First Middle Last

APPLYING FOR CERTIFICATION LEVEL (circle one) 1 2 TCCED 3 4 Renewal

PARISH OR SCHOOL _____

(circle one)

YES NO

_____ _____

(to be completed by ministry supervisor)

Is the applicant active in your parish/school catechetical program

_____ _____

Has the applicant had successful experience as a catechist?

- 1 years for Intermediate Certification
- 2 years for Advance Certification
- 3 years for Professional Certification

_____ _____

Does this applicant exhibit a familiarity with the cultural reality of the Archdiocese of San Antonio?

Please COMMENT on your experience of the applicant's skill and effectiveness as a catechist.

I recommend _____ for certification.

Applicant's Name

 Signature of Ministry Supervisor

 Date

I have read and discussed this completed form with the person recommending me.

 Applicant's Signature

 Date

A \$5 application fee must accompany this application.

This form replaces all previous versions – February 2018