



FOR OFFICE USE ONLY

Received:
Fee:
Reviewed

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

**APPLICATION FOR CERTIFICATION/RENEWAL
CATHOLIC SCHOOL EDUCATOR TCCB-ED**

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

FULL NAME

First Middle Last

HOME ADDRESS

Street

City Zip

PHONE

_____ DATE OF BIRTH ____/____/____

SCHOOL

_____ EMAIL _____

I hereby apply for ___ Certification ___ Renewal of Certification:

Date of Last Certification: _____

CREDIT BY EQUIVALENCY (*Workshops, Courses, In-Services*)

Title	Location	Date Attended	Clock Hours

The following documentation is attached:

- _____ Copies of attendance/participation certificates, college transcripts
- _____ Recommendation from Principal, Ministry Supervisor attesting to competence

Signature of Applicant

Date

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



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

APPLICATION FOR CERTIFICATION/RENEWAL
Catholic School Teachers Who Do Not Teach Religion

** 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 _____
 (circle one)

EMAIL _____

DATE OF BIRTH

_____/_____/_____
 / /

My Catholic Faith Delivered _____ *Faith Foundations* (25 lessons)
Date Completed (mm/dd/yyyy)

CREDIT BY EQUIVALENCY

A – Workshops, Courses, In-Services

Title	Location	Date Attended	Clock Hours

B – College Credit Hours (*Subject to Academy review*)

College Attended _____

Total Applicable Credits _____

Date(s) Earned _____

Date

Signature of Applicant

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



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

RECOMMENDATION FOR CERTIFICATION

(to be completed by a Principal or Supervisor)

Each Catholic School Teacher applying for certification needs a written recommendation attesting to competencies.

NAME OF APPLICANT

First Middle Last

APPLYING FOR CERTIFICATION (circle one) TCCED Non-Teaching Religion

Catholic School _____

(circle one)

NO *(to be completed by ministry supervisor)*

_____ _____ Is the applicant active in your school catechetical program ?

_____ _____ Has the applicant had successful experience as an educator?

_____ _____ 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 an educator

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 – October 2020