



Division of Education and Evangelization  
 THE ROMAN CATHOLIC DIOCESE OF PHOENIX

## CERTIFICATION RENEWAL

FOR CATECHIST TRAINERS AND MASTER CATECHISTS

### REQUIREMENTS FOR CERTIFICATION RENEWAL

Certification is valid for three (3) years and must be renewed.

Renewal is dependent upon accumulation 60 clock hours\* earned during the three (3) year period.

- Clock hours can be earned from graduate courses in an appropriate field at a recognized university, college or seminary.
- Clock hours can be earned from courses in an appropriate field at a recognized university, college or seminary.
- Clock hours can be earned for each workshop, seminar, resource day or lecture, etc. attended during the period following receipt of certification.

A maximum of 20 clock hours can be earned for the preparation and presentation of workshops, seminars, and courses that are pertinent to catechetical ministries.

Due to the crucial nature of their service, parish catechetical and youth evangelization leaders are required to have a renewal experience or retreat at least once every year.

#### ***Personal Information***

*Please print or type information clearly.*

Name:		Phone:
Address:	City, State, Zip:	
Supervisor:		Your Work Email:
Parish Name:		Phone:
Address:	City, State, Zip:	
Parish Start Date (mm/dd/yy)	Years of Service	Job Title:

For Department Use Only:

Date Received: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Renewal to be completed by: \_\_\_\_\_

**Based on your current certification, please choose one of the following:**

- |  |  |
|--|--|
| <input type="checkbox"/> Master Catechist                              | <input type="checkbox"/> Catechist Trainer                             |
| <input type="checkbox"/> Master Catechist/Children's Catechesis        | <input type="checkbox"/> Catechist Trainer/Children's Catechesis       |
| <input type="checkbox"/> Master Catechist/Youth Evangelization         | <input type="checkbox"/> Catechist Trainer/Youth Evangelization        |
| <input type="checkbox"/> Master Catechist - RCIA/Adult Faith Formation | <input type="checkbox"/> Catechist Trainer- RCIA/Adult Faith Formation |

**Continued Education & Formation**

A point system has been developed to measure educational work required of each applicant is measured on a point system.

Twenty (20) Continuing Education Units (CEU's) for each three-year period that has elapsed since completion of the degree/certificate are required. It is not necessary for the continuing education units to have been completed during any particular time period since the degree/certificate was awarded.

<b>Educational Activity</b>	<b>CEU's</b>
Graduate level academic course in appropriate field at recognized university, college, or seminary	10 CEU's per credit hour
Undergraduate level academic course in appropriate field at recognized university, college, or seminary	5 CEU's per credit hour
Workshop, seminar, study, etc.	1 CEU per three hours (60 workshop hours in total)

List significant workshops, training programs, seminars, etc., that demonstrate your ability to perform as a Parish Leader. Exact dates and number of hours are not absolutely necessary.

Workshops could include the Kino Catechetical Institute Leadership Conference or equivalent formation program.

**Course Title:**

<b>Facilitator:</b>	<b>Clock Hours/CEUs</b>	<b>Date(s) mm/dd/yy</b>
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**Name of Institution**

**Course Title:**

<b>Facilitator:</b>	<b>Clock Hours/CEUs</b>	<b>Date(s) mm/dd/yy</b>
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**Name of Institution**

**Course Title:**

<b>Facilitator:</b>	<b>Clock Hours/CEUs</b>	<b>Date(s) mm/dd/yy</b>
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**Name of Institution**

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**Course Title:**

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**Facilitator:**

**Clock Hours/CEUs**

**Date(s) mm/dd/yy**

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**Name of Institution**

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**Name of Institution**

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**Course Title:**

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**Facilitator:**

**Clock Hours/CEUs**

**Date(s) mm/dd/yy**

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**Name of Institution**

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## ***Ongoing Human and Spiritual Development***

Due to the crucial nature of their service, parish catechetical and youth evangelization leaders are required to have a **renewal experience or retreat at least once every year.**

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**Retreat Title:**

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**Facilitator:**

**Clock Hours/CEUs**

**Date(s) mm/dd/yy**

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**Name of Institution**

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**Retreat Title:**

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**Facilitator:**

**Clock Hours/CEUs**

**Date(s) mm/dd/yy**

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**Name of Institution**

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**Retreat Title:**

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**Facilitator:**

**Clock Hours/CEUs**

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**Retreat Title:**

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**Facilitator:**

**Clock Hours/CEUs**

**Date(s) mm/dd/yy**

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**Name of Institution**

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