

THE ROMAN CATHOLIC DIOCESE OF PHOENIX



**APPLICATION AND SESSION TRACKER
FOR CATECHIST RECERTIFICATION – CATHOLIC SCHOOL EDUCATORS**

Name: _____

Address: _____

City: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

Email: _____

School where currently serving: _____

Position Title: _____

Date of Last Certification ____/____/____

Signature of Applicant: _____ Date: _____

Signature of Principal: _____ Date: _____

Application fee \$10.00 – must accompany the application made payable to the ‘Kino Catechetical Institute’.

Mail to:

Kino Catechetical Institute
400 East Monroe, Phoenix, AZ 85004

Please note that each educator is responsible for keeping and maintaining this application/session tracker. When completed, make copies of it for yourself and your school leader.

For Department Use Only:

Date Received: _____

Approved by: _____ Date: _____

Renewal to be completed by: _____

THE ROMAN CATHOLIC DIOCESE OF PHOENIX

Catechist Recertification Session Tracker – Catholic School Educator

Kino Catechetical Institute

Roman Catholic Diocese of Phoenix

Course/Workshop Title	Area of Formation*	Location	Date (Month/Day/Year)	Instructor	Session Clock Hours

Total Formation Hours: _____

(N.B. Total hours must be at least 24.)

*Based on the topic of the presentation, please insert one of the following numbers:

1. Divine Revelation, Scripture, and Christian Philosophy
2. Old Testament
3. New Testament
4. Principles of Evangelization and Catechesis
5. Catechetical Methods
6. Liturgy and Sacraments
7. Theology of the Body
8. Morality
9. Catholic Social Teaching
10. Prayer

Please see the next page for a list of approved recertification opportunities in the Diocese of Phoenix.

Revised October 2025

THE ROMAN CATHOLIC DIOCESE OF PHOENIX

Catechist Recertification Requirements

Hours: 24 hours of continuing education are needed every three years for Diocesan Catechist/Catholic School Educator Recertification. **Please note that if your certification has lapsed for over a year, you will need to contact your principal for the specific requirements. Any extensions, exemptions, or exceptions, must be pre-approved by the Catholic Schools Superintendent.**

Areas of Formation:

Topics for recertification **MUST** be taken from one of the following areas. The areas for recertification are intended to be a deepening of the themes presented in Catechist Certification:

- | | |
|---|-----------------------------|
| 1. Divine Revelation, Scripture, and Christian Philosophy | 6. Liturgy and Sacraments |
| 2. Old Testament | 7. Theology of the Body |
| 3. New Testament | 8. Morality |
| 4. Principles of Evangelization and Catechesis | 9. Catholic Social Teaching |
| 5. Catechetical Methods | 10. Prayer |

Approved recertification formation opportunities in the Diocese of Phoenix:

Recertification hours can be accepted from the following local institutions/programs:

1. *Adult Faith Formation or Parish Leadership* courses offered by Kino Catechetical Institute.
2. Workshops and Conferences offered by Kino Catechetical Institute.
3. Retreats and workshops led by priests, deacons, as well as Diocesan certified catechist trainers and master catechists, of the Diocese of Phoenix. **A maximum of 6 hours within a 3-year period will be accepted toward recertification.**
4. Catechetical workshops provided by the Catholic Schools Office of the Diocese of Phoenix.
5. Workshops through **Franciscan At Home** www.franciscanathome.com. Must complete the required tasks and include notes. A maximum of 4 hours per course will be granted.
6. Classes, both live and online, of the St. Thomas the Apostle *Institute of Catholic Theology*, www.instituteofcatholictheology.com.
7. **Parish Missions need to be pre-approved. Please call for more information.**

The following workshops cannot be used for recertification:

1. *Discipline with Purpose* training workshops.
2. *Meditation with children*.
3. Safe Environment, including Train the Trainer.

Other Formation Opportunities:

Other formation opportunities, both inside and outside of the Diocese of Phoenix, can be used for catechist recertification as long as the topic of the formation is in one of the areas listed above and the presenter is either:

1. A priest or deacon in good standing with his local bishop.
2. Meets the qualifications of a certified catechist trainer in the Diocese of Phoenix. These qualifications are listed at or www.kinoinstitute.org under 'Catechist Formation'.

For questions on whether specific formation can be applied to catechist recertification, please email the Kino Catechetical Institute at kinoinstitute@dphx.org.

THE ROMAN CATHOLIC DIOCESE OF PHOENIX

Acceptance of Online Formation:

Credit will be granted for online courses only if a typed copy of the participant's notes for each individual session/class is attached to this form. These notes must include the following:

1. Name/instructor/date of the Class/Workshop.
2. A one sentence summary of the Class/Workshop.
3. Your notes from the Class/Workshop.
4. One to two points of application for your catechetical work that you take away from the Class/Workshop.