


Roman Catholic Diocese of Albany – Vicariate of Catholic Education & Faith Formation | Catholic School Office

Request Form for Catechist, Youth Minister & C.S. Religion Teacher Certification

(Return by July 31 of each year)

See Page 2 for Instructions

| | | |
|---|---|---------------------|
| <input type="checkbox"/> Parish / <input type="checkbox"/> School <i>(check one)</i> |  | Parish/School Name: |
| Address | | |
| Title & Name of person completing this request | <input type="checkbox"/> Catechetical Leader / <input type="checkbox"/> Youth Minister / <input type="checkbox"/> School Principal <i>(check one)</i> Name: | |
| Phone Number | | |
| Email Address | | |

LEVELS OF CERTIFICATION

Levels of certification are **Provisional** (first four Basic courses), **Basic** (all 8 basic topics), **Intermediate I** (four courses) **Intermediate II, III, IV, V** (four additional courses each), **Full** (all basic and intermediate courses taken), **Full Renewal** (twenty-four additional hours of courses), **Advanced/Advanced Renewal** (see guidelines). This form is for new certification only; please do not list certification previously granted.

TYPES OF CERTIFICATION

Certification Tracks or Specializations are: **Catechist** (of children), **Youth Minister** (catechist of teenagers), **Adult Catechist**, **Intergenerational Catechist** or **Catholic School Religion Teacher** (indicate elementary/secondary).

Please type or print clearly.

| Name | Level | Type | Year |
|------|-------|------|------|
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Certification requests are usually processed in August.

Please send this form to
 Stephen Mawn, Catholic School Office, 40 North Main Avenue, Albany, NY 12203.

2010 Edition, Revised 9/18/15

Directions for Processing Catechist/Youth Ministry/Religion Teacher Certification Requests

This form is for requesting certification for catechists (Grades 1-5), youth ministry catechists (those working with Grades 6-12), catechists working with adults, catechists in intergenerational programs and Catholic school religion teachers (at either the elementary or secondary level).

1. **Record all course work.** Be sure that all certification courses taken by catechists, youth ministers & school religion teachers since the last certification request are recorded on their *Certification Transcript*. If you have not already done so, transfer courses previously recorded on the *Catechist/Youth Minister Certification Record Card* to the new (2010) *Certification Transcript* for the proper track or specialization.
2. Professional teachers may be given competency for the Basic Certification topics: “Catechetical Techniques”, “Creative Discipline with Children” and “Adolescent Discipleship” and the Intermediate topics: “Learning Styles”, “Adolescent Development” and “Psychology of the Learner”. See *Compendium of Certification Topics for additional competencies*.

Download additional *Certification Transcripts* from the OCFSS’ Catechist & Youth Minister Formation & Certification section of the diocesan website (www.rcda.org/catform).

3. **Review catechist, youth minister or Catholic school religion teacher certification transcripts.** Make note of any person who has completed the requirements for certification since the time of your last request. For a summary of certification requirements, see the overview “2010 Certification Tracks & Requirements for Catechists, Youth Ministers and Catholic School Religion Teachers” on the Diocesan website or the detailed requirements in the 2010 release of the OECFL’s *Guidelines and Policies for Formation and Certification of Catechists, Youth Ministers and Catholic School Religion Teachers*. If you have further questions contact Stephen Mawn at the CSO.
4. **Fill out the request form** for everyone who has completed a level of certification since your last request. List name, level and type of certification and year requested. Levels of certification are Provisional, Basic, Intermediate I, II, III, IV, V, Full, Full Renewal, Advanced, and Advanced Renewal.
5. Make sure to indicate which type of certification is being requested. Is it for a “Catechist” (of children), a “Youth Minister” (catechist of teens), an “Adult Catechist”, an “Intergenerational Catechist” or a “Catholic School Religion Teacher”.

Please note that you do *not* need to complete a request for provisional certification for catechists of children or youth ministers who attended a full, day long basic catechist or youth minister certification retreat conducted by the OECFL between September 1, 2010-December 31, 2014.

6. **Create a paper trail** by keeping a copy of your *Certification Request* and make a note of when the request was submitted in the appropriate line on the *Certification Transcript*.
7. **Mail the request** to Stephen Mawn at the Catholic School Office. Completed *Certification Request Forms* are due back to the CSO by July 31st of each year.
8. Catechist/youth ministry/Catholic school religion teacher **certification cards & certificates** will be sent to the parish/school by the Catholic School Office after the certification requests have been processed. When certificates are returned, **publicly recognize the accomplishment** through announcements in the parish bulletin, a formal presentation at a weekend liturgy, or another appropriate venue. Also record when the certification was received back by you on each individual’s *Certification Transcript*.

*If you need help or clarification please contact Stephen Mawn
at (518) 453-6602 or email – stephen.mawn@rcda.org*

September, 2010, Rev. 6/2017 – Phone Number & Electronic Version

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