

Personal Faith Formation - Certification Program

When did new certification requirements go into effect?

New requirements became effective at the day of Personal Faith Formation held in Marshfield on April 11, 2008. Those attending earned 6 hours of credit toward Doctrine – Creed. Other hours earned from the Diocese since 1/1/05 may be applied toward Initial Advanced Certification or Advanced Renewal. All teachers, employed in Diocesan schools as of April 11, 2008 are expected to earn their Advanced Certification by Sept. 1, 2013.

What is the plan for Basic Certification?

The Basic Certification program has not changed. Basic Certification for all teachers is provided in the five sessions of new teacher faith formation (to be attained within two years of being hired). If an individual has not yet completed Basic Certification, he/she will be working on the Advanced Certification at the same time. The 6 hours of Theology (Doctrine) on the CREED received on Friday, April 11 are to be applied to Advanced Certification. Basic Renewal is being phased out for Catholic School Teachers.

What is the plan for Initial Advanced Certification?

Initial Advanced Certification will require 90 hours (82 for certified teachers) earned over a five-year cycle. Eight hours of methodology are waived for certified teachers resulting in the requirement of 82 hours. The hours are earned in three categories

Methods – 20 hours (12 for certified teachers)

Scripture – 30 hours

Doctrine (Theology) – 40 hours

All teachers, employed in Diocesan schools as of April 11, 2008 are expected to earn their Advanced Certification by Sept. 1, 2013.

How will I earn hours?

Opportunities will be provided at the diocesan, system/school level, and individual level:

- The Diocese of La Crosse will provide 6 hours of personal faith formation each spring. During the five year cycle, these formation opportunities will cover 24 hours of Theology (Doctrine) and 6 hours of Scripture.
- Catholic schools will provide 6 hours of ongoing faith formation each year at teacher trainings with approved materials from the Office of Catechesis and Evangelization.
- Each individual will be responsible for 6 hours of self-study annually using approved materials from the Office of Catechesis and Evangelization. The Certification resources are available from the curriculum library. Check the list at the Diocesan website: www.dioceseoflacrosse.com/ministry_resources/catechesis and click on Certification Resource.

What is the plan for Advanced Renewals for teachers who already have Adv. Cert.?

Advanced Renewals will require 60 hours over a five year period from annual diocesan and school level training opportunities. Individual self-study is not required for renewal, but is still encouraged as personal faith formation is a life-long process.

What if I have not yet gained my Advanced Certification?

If an individual has already begun (but not completed) the program for Advanced

Certification, he/she may use the pre-approved hours accumulated for this certification from the diocesan religious offerings along with the 6 hours of Doctrine (Theology) in the area of CREED obtained on 4/11/08.

What if my Advanced Religious Certification will expire soon?

Because this is now a 5 year program, the current 3 year certification will expire before a new one is issued. Diocesan personnel are aware that Advanced Renewal certificates will now be on a five year cycle and will automatically extend current expiration dates two years.

Why did we receive folders in Marshfield on April 11?

The folders are to record and keep evidence of hours you have earned and will earn. It is recommended that folders be kept on file by each building administrator for ease of access to teachers. Every teacher is responsible for keeping his/her own standards folder updated with pre-approved certification hours of personal faith formation in the areas of Methodology, Scripture, and Theology (Doctrine). When sufficient hours have been accumulated for a certificate or renewal, it is the teacher's responsibility to provide documentation to the administrator. The administrator will bring the folder to the Diocesan Office of Catechesis and Evangelization at the time of a regularly scheduled meeting.

How do I record information on the folders?

(Our suggestion:) When a teacher completes hours for certification, the teacher should ask his/her building administrator for the folder, update it, get the principal's verification (initials) and return it to the place it is kept in the school office.

Front Cover: Enter your name and teaching experience beginning with the 2007-2008 school year. Although you may have more experience, this record begins with the current 5-year certification cycle. Certification requirements - All 3 areas for Basic Certification will be completed at the same time and the date will be the date of the Basic Certificate. For Advanced Certification, date each area as completed. The Advanced Certificate will not be issued until all three sections are completed.

Other Panels: There are separate panels for recording personal faith formation provided by the Diocese, by the school, and individual studies. Each entry should be initialed by your administrator as verification.

What goes in the folder?

Any clock hour certificates received for participation/completion of a program and study reflections/answers to discussion questions through group or self study need to be placed in the folder.

Who do I contact if I have questions?

Contact your administrator with questions regarding the process. Contact Ann Lankford at the Office of Catechesis and Evangelization alankford@dioceseoflacrosse.com if you have questions regarding your efforts prior to April 11, 2008 to complete Advanced Certification. Contact Susan Skemp sskemp@dioceseoflacrosse.com if you would like to check out or purchase resources. Resources may be checked out under a time limit of one week per number of sessions on the DVDs or videos.