

Diocesan Institute for Catechetical and Pastoral Formation

Certificate Application

(Please type or print clearly)

Name: _____
Last First M.I.

Address: _____

City State Zip

Phone #: _____

Parish/Institution/School: _____

Pastor: _____ C/DRE or Principal: _____

Please check the certificate for which you are applying:

Non-Catholic Certificate:

***Non-Catholics are required to complete **Overview of Catholic Doctrine: The Creed** and **Introduction to Scripture** to earn this certificate.

Basic Catechetical Certificate

Advanced Catechetical Certificate or Renewal of Certificate

Certificate for Catechist of Adults or Renewal of Certificate

Certificate for Leaders of Scripture Study or Renewal of Certificate

Master Catechist Certificate or Renewal of Certificate

Certificate for Coordinator of Adult Religious Education or Renewal of Certificate

Certificate for Coordinator of Religious Education

Directions:

1. On the following page(s), indicate the courses you have completed in fulfillment of the requirements for the certificate you are seeking.
2. Include with your completed application photocopies of all course/workshop certificates required for the catechetical certificate you are seeking. *Please do not send original course/workshop certificates.*
3. If you are applying for the *Basic Catechetical Certificate*, include with your application a completed *Pastor's Recommendation for Catechetical Certificate* form, which can be downloaded from the Diocesan Institute webpage at www.hbgdiocese.org. (Note: *Pastor's Recommendation* form is not required for Catholic school teachers.)
4. *Please note:* All teachers, catechists and volunteers with parish and school programs need to have on file, at the parish/school where they are serving, all required background clearances.

Signature of applicant

Date

Please return completed application and all related materials to:
Diocesan Institute for Catechetical and Pastoral Formation
Diocese of Harrisburg
4800 Union Deposit Road
Harrisburg, PA 17111

Basic Catechetical Certificate

Academic Course Requirements	Dates Completed
Teaching Methodology, Part I (5 hours) **Waived for those with an education degree who provide a copy of their teaching certificate	
Teaching Methodology, Part II (5 hours)	
Overview of Catholic Doctrine: The Creed (10 hours)	
Introduction to Scripture (10 hours)	
Introduction to the Sacraments (10 hours)	
Introduction to Morality (10 hours)	
Introduction to Prayer (10 hours)	
Introduction to the Church (10 hours) **10 hours of approved elective coursework may be substituted for the <i>Introduction to the Church</i> course. List electives below.	
Formation Requirement	
<i>Pastor's Recommendation</i> form **Waived for Catholic school teachers	

Advanced Catechetical Certificate

Pre-requisite	Date Issued
Basic Catechetical Certificate (please provide a copy)	
3 Years Teaching Experience	Dates of teaching experience
Academic Course Requirements	Dates Completed
Christology	
Advanced Scripture (Old Testament or New Testament course)	Course title: Dates:
Advanced Morality	
Electives (15 hours required) (list course titles):	
Pastoral Formation Requirement	Date Completed
Retreat/Day of Reflection/Spiritual exercise	

Certificate for Catechist of Adults

Introductory Program Requirements	Dates Completed
Overview of Catholic Doctrine: The Creed	
Introduction to Scripture	
Introduction to the Sacraments	
Introduction to Morality	
Introduction to Prayer	
Introduction to the Church	
Courses of Specialization Requirements	Dates Completed
Adult Methodology I	
Adult Methodology II	
Pastoral Formation Requirements	Dates Completed
Retreat or two annual days of prayer	

Certificate for Leaders of Scripture Study

Introductory Program Requirements	Dates Completed
Overview of Catholic Doctrine: The Creed	
Introduction to Scripture	
Introduction to the Sacraments	
Introduction to Morality	
Introduction to Prayer	
Introduction to the Church	
Courses of Specialization Requirements	Dates Completed
Adult Methodology I	
Adult Methodology II	
Facilitation of Groups	
Advanced Program Requirements	Dates Completed
Advanced Scripture: Old Testament course	Course title: Dates:
Advanced Scripture: New Testament course	Course title: Dates:
Writings of Saint Paul	
Introduction to the Church Fathers	
Pastoral Formation Requirements	Dates Completed
Retreat or two annual days of prayer	

****For those seeking the Master Catechist Certificate, the Coordinator of Adult Religious Education Certificate, or the Coordinator of Religious Education Certificate, please complete this section:**

Educational Background

High School Diploma or Equivalent: _____
School Year

University/College(s)	Years Completed	Major	Degree	Date Received

Catechetical Experience: *(State the parish name and describe your responsibilities. Use additional sheets if necessary.)*

Master Catechist Certificate

Pre-requisite	Date Issued
Advanced Catechetical Certificate (please provide a copy)	
Advanced Program Requirements	Dates Completed
Sacramental Theology	
Ecclesiology	
Church History	
Liturgy and Worship	
Catechetical Documents of the Church	
Scripture	
Pastoral Formation Requirements	Dates Completed
Retreat day	
Workshop/Practicum Methodology	

Certificate for Coordinator of Adult Religious Education

Pre-requisite	Date Issued
Certificate for Catechist of Adults (please provide a copy)	
Introductory Program Requirements	Dates Completed
Introduction to Canon Law	
Introduction to Philosophy	
Courses of Specialization Requirements	Dates Completed
U.S. Bishops' Pastoral Plan	
Facilitation of Groups	
Program Planning	
Advanced Program Requirements	Dates Completed
Ecclesiology	
Church History	
Christology	
Introductory to Spirituality	
Pastoral Formation Requirements	Dates Completed
Retreat or two annual days of prayer	
Project in Adult Religious Education	

Certificate for Coordinator of Religious Education

Pre-requisites	Date Issued
Advanced Catechetical Certificate (please provide a copy)	
Courses of Specialization Requirements	Dates Completed
Catechetical Documents of the Church	
Catechetical Leadership (including Legal Issues for the C/DRE)	
Adolescent Development and Catechesis	
Pastoral Formation Requirements	Dates Completed
Two-Day (one overnight) Retreat	
Paper on Assigned Book	

Renewal of:
(Please check one)

Advanced Catechetical Certificate

Certificate for Catechist of Adults

Master Catechist Certificate

**Certificate for Coordinator of Adult Religious
 Education**

Course Titles (25 Hours required)	Dates Completed

(06/09)