



Memorandum

To: All Catholic School/Center Personnel

From: Mary Beth Scanlon, District Superintendent

Date: August 6, 2014

Re: Master In-service Procedures for Catechist Certification

These instructions apply only to Master In-service paperwork and not to documents required by the Office of Evangelization and Lifelong Faith Formation.

School faculty/staff who participate in the Diocesan Catechist Certification Program should be provided forms by the local Master In-service Coordinator for both parish based and school based training.

When a Module is being presented to a faculty group:

1. The Local MIP Coordinator will distribute individual attendance forms containing:

Component Title: *Catechist Certification Program*

Component Number: *1-006-001*

Event Title: *Orientation and/or Module Name*

Points Requested: *Equals the Number of Contact Hours*

- Participants will complete the **Individual Attendance Form** that has been prepared by the Local MIP Coordinator.
 - Each participant will complete an **Individual Evaluation Form** after the final session of the Module.
 - Each participant will submit the **Individual Attendance Form** and the **Evaluation Form** to the MIP coordinator who will enter points in the data base. The **Individual Evaluation Form** and the **Attendance Form** should be placed in the participant's personnel file. The participant should retain a copy of the **Individual Attendance and Evaluation Forms**.
2. When one or two faculty members attend a Module at a parish, or attend an event such as Catechist Enrichment Day, **they should request the appropriate forms from their Local MIP Coordinator.**
 3. The Local MIP Coordinator will provide each participant attending the event with an **Individual Attendance Form** and an **Individual Evaluation Form** with the same identifying information as #1 above. Forms are also available on the Office of CATHOLIC SCHOOLS web-site.
 - a. Go to the diocesan web-site: www.dosp.org
 - b. In the middle of the page, third column, click on Master In Service.

4. Upon completion of the Module/Event, each participant will return the forms, together with proof of attendance to the Local MIP Coordinator.
5. The MIP Coordinator will enter the Master In-service points in the data base. The participant should retain a copy of the individual attendance and evaluation forms.

Advanced Catechist Certification Courses: Once an individual faculty member completes the Diocesan Basic Level Catechist Certification modules, they are encouraged or may be required based on one's teaching assignment to participate in the Advanced Level Courses as they are available through the diocese and on-line through the SEARCHLIGHT VIRTUAL SCHOOL. To document this process, the same procedures as outlined above will be used. The same component name and number should be used.

A maximum of 60 points may be claimed during the five year eligibility period for either basic or advanced or both.

MASTER IN-SERVICE Points for On-line Religion Courses

1. Teachers may earn master in-service points for on-line religion courses.
- 2. The component name would be Topics/Subjects in Humanities/Religion.**
- 3. The component number is 1-006-001.**
4. Each hour spent online completing the course is considered a contact hour and may be counted.
5. If additional time is spent completing assignments, that time may also be counted.
6. Only six hours may be claimed on a single day.
- 7. A maximum of 60 master in-service points under this component name and number may be claimed during the five year eligibility period.**
8. An official verification furnished by the online provider should accompany the master in-service paperwork.

Outlined by Mary Beth Scanlon in the Office of Catholic Schools

Updated August 6, 2014