

To: Faith Formation Leaders  
From: Linda Porter  
Date: September 2, 2005  
Re: Online Instruction for Endorsement Credits

We are still experiencing problems with the online entering being done efficiently. I have put together some notes for you to review. Please review as you enter online credits for endorsement to facilitate our program and process working effectively. If you have any questions please email or call me. There will be an online instruction session on **Sunday, September 11, 2005 from 2:00 - 5:00 at the chancery for your additional help.**

1. **ENTERING DATES** - Entering dates for LIFE classes should be the date the class was held if there is only one session. If it is a series of sessions, enter the date the course was completed, and the total number of hours the person attended. This should be one entry unless the person is asking for the credits to be divided between two levels. I.e.

Intermediate Morality and Conscience - class offered at St. Mary's July, 2005 - 12 hours credit toward Intermediate or Advanced LIFE. They may need 7 hours for Intermediate Theology and 5 for Advanced LIFE. Credits for more than one level have to be understood when the class is offered. Ask the instructor if you doubt what level it is.

2. **TEACHING EXPERIENCE (TE) AND FAITH ENRICHMENT (FE)** These are annual experience credits. We are asking that as long as a catechist is teaching she/ he does one faith experience per year. List the number of hours as (1) - it refers to the experience not the hours. The TE experience should be listed for the number of years teaching, not the number of hours. Enter grade level for what grade they have taught. Enter the kind of Faith Enrichment - ie. Retreat, cursillo, marriage encounter, Lenten study series, mission, bible study group, etc.

3. **SUPPORTING DOCUMENTATION:** For those credits which require supporting documentation - i.e. Professional Teaching Certificates, LIFE Class Attendance sheets, Upper Level LIFE Homework assignments from Professors, Curriculum Guide Evaluations, Echoes or other Video Assessments, etc..

Please check with my office to see if the documents have been turned in before entering credits. If the credits are submitted online and the documentation is not here we deny it and it will have to be reentered. If in doubt contact me first.

4. **QUESTIONABLE CREDIT:** Books an individual reads, conferences attended, deanery meetings, teacher meetings generally do not count for credit. The credits are issued for systematic theology, systematic scripture, catechetical methodology. Conferences may count toward General Work toward PRE (Professional Religious Educator) or for Faith Enrichment, but not Theology, Scripture, or Catechetic hours.

5. **YOUTH MINISTRY:** Youth Ministry Training, i.e. LIFETEEN, Youth Ministry experience etc, does not count toward Catechist Endorsement.

6. When entering credits enter **the DATE** the training was done, not the day you are entering the credits.

7. **HOURS FOR CREDIT:** Our online entry cannot take partial hours. When you are entering the number of hours, you may round up to the nearest whole number, i.e. one hour and 30 minutes would be 2 hours credit.

If you have additional questions or concerns please let me know. This list is not to be exhaustive. I keep track of problems that occur to address with you, but I don't always know what problems you are experiencing and others may be having the same trouble.

You are doing an incredible job and the system is working much more effectively than our previous one.

Thank you.