

To: Faith Formation Leaders  
Date: October 5, 2007  
From: Linda Porter  
Re: Change in Procedure for Entering Credits Online

Dear FFL,

I am asking that you stop submitting credits for endorsement as soon as you receive this memo. We have been trying to resolve certain problems with submission of credits online both from a technical standpoint and category selection. Since Cecilia does all the evaluating using documentation sent in, and she surfaced this as a possible solution, I have decided to change our procedure for submitting credits for endorsement. If you have someone you want us to enter credits on immediately to qualify them for service, let us know.

Please read over the items listed and if you have any questions call or email myself or Cecilia. I hope this change will allow training to be credited more efficiently.

**1. Submission of credits:**

A. Individuals continue to enter credits, hours, descriptions, dates, etc. for ONLY THREE categories: Teaching Experience, PRE (General Work Toward PRE), and Personal Faith Enrichment.

B. Office of Faith Formation staff will enter credits for training for all diocesan events, parish sponsored events, or individual independent formation requests for all other categories with the exception of those three categories.

**2. Documentation is still required:**

A. Assessment Tools for Echoes are still required to be submitted. Professional Teacher's Certificate copies are still required. When the Assessment Tools are submitted PLEASE INDICATE ON THE SHEET which category you wish the credits to be issued toward: i.e. E1, E2, E3, E4, E5, Foundation LIFE (topic), or C2. Include complete address.

B. Application for LIFE and Catechetical Credits are to be submitted for classes held in parishes or for individuals doing independent work as we are currently doing indicating complete addresses on each individual requesting credit. Forms are located in the *Handbook for Adult Faith Formation and Ministry Endorsement*.

C. All parish courses, classes, or independent formation for LIFE or Catechetical must be pre-approved before credits will be issued. Forms for instructors are located in the *Handbook for Adult Faith Formation and Ministry Endorsement*.

D. Video assessments for videos other than Echoes are still to be submitted. Forms are located in the *Handbook for Adult Faith Formation and Ministry Endorsement*.

**3. Credits will not be entered until all paperwork is satisfactorily completed.** The general rule is unless we have documentation for training of some kind it will not be entered. No emails or phone calls accepted. Please use correct forms for this documentation. No credits will be entered for individuals without complete addresses.

Give us some time to try to "catch up" on formation days that have occurred and Assessment Tools for Echoes that have not been entered. This will take some time as we will have to go through each catechist folder. Thanks for your patience and cooperation.