



CATHOLIC DIOCESE  
— OF YOUNGSTOWN —

Office of Catholic Schools  
Office of Faith Formation and Lay Ecclesial Ministry  
Directory for Catechesis

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## DIOCESAN CERTIFICATION FOR CATHOLIC SCHOOL PERSONNEL

### **I. Safe Environment Compliance**

All persons who work with children and youth must be in full compliance with the Diocese of Youngstown Safe Environment Policy before an application for diocesan certification will be processed.

### **II. Types of Certificates**

#### **A. Catholic School Elementary Catechist Certificate**

Completion of 100 clock hours of formation in: Sowing God's Word (10 hours), Elementary Catechesis (10 hours), Morality (10 hours), Catholic Social Teaching (10 hours), Introduction to Scripture (20 hours), Catholic Belief and Tradition (20 hours), and General (20 hours).

#### **B. Catholic High School Certificate**

Completion of 20 college semester credits in theology and religious education from a Catholic College or University including Catholic Scripture, Catechetics, Morality, Catholic Social Teaching, Catholic Belief and Tradition, Sacraments/Liturgy and General.

#### **C. Catholic High School Campus Minister Certificate**

A Master's Degree in Religious Education or an approved equivalent, e.g., a Master's Degree in Education with a minor in theology or a Master's Degree in theology with a minor in education.

### **III. Application for Certification**

#### **A. Obtaining a One Year Certificate**

Persons newly hired for the school year with no hours or less than the minimum for the one year certificate will be granted a Certificate valid until June 30 of the same school or ministry year. To acquire a One Year Certificate at the end of the first year, courses must be taken according to the ministry requirement.

**B. Renewal of a One Year Certificate**

1. All One Year Certificates are granted for one year or less. Persons unable to complete the requirements for renewal will maintain post dated certification status and will be ineligible for contract renewal.
2. Renewal minimums
  - a. Elementary Catechist Certificate: 20 clock hours
  - b. High School Religion Teacher Certificate: 3 semester hours
  - c. Campus Minister Certificate: 3 semester hours

**C. Obtaining a Four Year Certificate**

1. A Four Year Certificate can be achieved within a five year time span.
2. Persons on interrupted service will be granted extensions appropriate to their absence.

**D. Renewal of a Four Year Certificate**

Renewal of a Four Year Certificate is granted upon completion of 30 clock hours of formation preferably in a variety of topics pertinent to one's area of ministry.

**IV. Formation Options****A. Catholic Colleges and Universities**

1. Persons required to obtain a number of college credits with or without a degree matriculation, may obtain undergraduate or graduate hours from Catholic Colleges and Universities. Courses in the specific topics, and with the required objectives must be taken. Transcripts must accompany the application for certification.
2. Undergraduate and graduate college courses from Catholic colleges are accepted for diocesan certification. Approved college courses may be converted into clock hours at the ratio of 12 hours per semester credit or 8 hours per quarter credit.

**B. Diocesan Parishes, other Catholic Institutions**

1. Formation opportunities sponsored by the Diocese will be automatically recorded in the individual's record.
2. Formation opportunities provided at a parish or school may be applied to diocesan certification hours with prior approval from the Office of Faith Formation and Lay Ecclesial Ministry. Hours acquired in diocesan certification may be applied toward an Ohio Educator Professional License Renewal.
3. Programs/workshops taken in the area of theology and religious education from a Catholic institution outside the Diocese of Youngstown may be accepted for diocesan certification when a brochure or other descriptive information and certificate of completion is attached to the application form.