

# Continuing Formation

## ***What is Continuing Formation***

Continuing Formation is the hours of additional religious education needed to maintain a level of certification.

## ***Who Must Complete Continuing Formation Hours***

All individuals who have reached their level of certification required by Diocesan Standards are to continue to participate in adult formation events leading towards renewal of their certificate.

## ***How Many Hours are Needed***

The number of Continuing Formation hours needed is based on the role an individual fills within a Catholic school or parish religious education structure.

### *Catechetical Leaders*

After achieving Elevated certification, 45 clock hours or 3 semester credits in religious studies or related field every five years is required.

### *School Catechist*

After achieving Elevated certification, 15 clock hours or 1 semester credit in religious studies or related field every five years is required.

### *Religious Education Catechist*

After achieving Foundational certification, 15 clock hours or 1 semester credit in religious studies or related field every five years is required.

### *Teacher*

After achieving Foundational certification, 15 clock hours or 1 semester credit in religious studies or related field every five years is required.

## ***What Can be Used for Continuing Formation Hours***

The overriding requirements for all Continuing Formation hours are:

- The event is Catholic.
- The event is designed for adults only.
- The event is educational in nature.
- The approved event is a minimum of one hour in duration.

Below are simple lists of what will count and what will not. Neither list is considered comprehensive. Before offering or suggesting an event for Continuing Formation hours, please contact diocesan staff.

### *Events That Count Toward Continuing Formation*

- Parish adult formation events (This requires a Local Inservice Record. See next page.)
- Diocesan adult formation events – number of hours available will be listed on promotional materials
- Catholic college courses in religious studies or related field
- University of Dayton VLCFF courses (courses = 15 hours, seminars = 10 hours)
- Other university online courses with prior diocesan approval
- Events from other dioceses, parishes outside the Diocese of Superior, and Catholic organizations may count. Interested individuals are advised to contact diocesan staff with information about the event.
- Retreats (One day retreat = 3 Continuing Formation hours, Multiple day retreat = 5 Continuing Formation hours)

### Events That Do Not Count Toward Continuing Formation

- Mass, prayer services, devotionals
- Meal/social time associated with adult formation events
- Travel time to get to adult formation events
- Non-Catholic events
- College courses from a non-Catholic university
- College courses from a Catholic university that are not religious studies or a related field
- Parish and diocesan activities intended for children and youth
- Solitary activities (books, viewing DVDs, etc)
- Business meetings (parish staff/volunteer meetings, diocesan leadership meetings)
- Service on parish or diocesan committees or groups
- Service as catechist/teacher or youth activities
- Sacramental preparation meetings for parents
- Events that are less than one hour in duration

*To count for Continuing Formation, an event must be a minimum of one hour in duration. After that, hours will be counted in half-hour increments.*

*Examples: 35 minute presentation = no hours  
60 minute presentation = 1 hour  
90 minute presentation = 1.5 hours  
50 minute DVD + 35 minutes of discussion = 1.5 hours*

### **How to Document Continuing Formation Hours**

There is an application specifically for Continuing Formation. Participants should be offered the opportunity to transmit their hours to the Diocese each year. When the appropriate number of hours has been met, a certificate of renewal will be sent. The renewal will be valid for five years.

### **Renewing a Certification in Less than Five Years**

Some individuals attend many events that will count for Continuing Formation. Each time the required number of hours is documented with the Diocese, a renewal will be issued and will be valid for five years into the future.

### **Local Inservice Record**

Many parishes and schools provide adult formation events that may generate Continuing Formation hours. To receive points for local events, catechetical leaders must complete a Local Inservice Record (sample on next page) for each event sponsored by their parish or school. Completed Local Inservice Record forms are to be sent to the Diocese with the completed applications each spring. Only one copy is needed.

The information on the Local Inservice Records will help the Diocese to fairly and accurately determine if an event qualifies for Continuing Formation hours and if so, the number of hours. Local Inservice Records will be kept on file and will be used as reference for future applications.