

Archdiocese of Philadelphia

Office for Catechetical Formation

Catechetical Certification

Approval Request Form for Workshops/Seminars

Archdiocesan Vicariates, Clusters, Offices & Institutions are invited to submit an *Approval Request Form* (below) to the Office for Catechetical Formation for the review of seminars or workshops which may qualify for one elective credit for Religion Certification. The completed form must be received by the Office for Catechetical Formation at least **two months prior** to the scheduled event. The contact person will be notified of the Office for Catechetical Formation's decision.

Please type.

| | |
|----------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Vicariate, Cluster, Office or Institution | |
| Contact Name | |
| Parish | |
| Phone | |
| Email | |
| Date(s)/Time | <i>One elective credit is equal to 10 hours.</i> |
| Presenter(s) | <i>Presenters should be a Master Teacher of the Archdiocese of Philadelphia. A Presenter(s) who is not a Master Teacher must submit curriculum vitae.</i> |
| Topic/Title | |
| Description | <i>Please give a full description of this catechetical event. Include books, Church documents, Audio Visual, or other resources. An additional page may be attached. A flyer or brochure may be submitted if it includes this information.</i> |

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| Participants | <i>Describe the target audience.</i> |
| | <i>How will catechists receive information about the event?</i> |
| | <i>Would the Vicariate/Cluste allow catechists from other vicariates/clusters to attend?</i> |
| Registration | |
| Registration Contact | |
| Parish | |
| Phone | |
| Email | |
| <i>N.B. It is the responsibility of the event planning committee to print course cards (example attached) for participants and send their office copy to the Office for Catechetical Formation. The catechist retains the "catechist copy" for personal records. Course cards are distributed at registration and collected at the end of the workshop/seminar.</i> | |
| Name of Person Seeking Approval | |
| Title/Position | |
| Parish | |
| Address | |
| City/Zip Code | |
| Phone/Email | |

Please mail completed form to:
Miss Elizabeth A. Riordan, Director
Office for Catechetical Formation
222 N. 17th Street
Philadelphia, PA 19103