

ELEMENTARY

POLICY

SECONDARY

REGULATION

BOTH

**PERSONNEL**

**PRESCHOOL DIRECTORS AND TEACHERS**

All teachers in state-licensed preschool programs in the Diocese of Columbus are required to obtain diocesan Introductory Certification in Religious Education by the beginning of their second year of teaching.

Directors of Preschools and Preschool Teachers of Religion in state-licensed preschools of the diocese must achieve diocesan Advanced Certification in Religious Education from the Office of Religious Education and Catechesis.

Beginning with the 2012 school year, a preschool director or preschool teacher of religion must acquire Introductory Certification (Course I) before beginning his/her second year of administration or teaching religion in the diocese. At the beginning of the fourth year, all preschool directors and preschool teachers of religion must acquire Basic Certification (40 hours total). At the beginning of the sixth year, all preschool directors and preschool teachers of religion must acquire Advanced Certification (64 hours total).

Preschool directors and preschool teachers who possess a bachelor’s or advanced degree in religious education, theology, or related subjects shall be considered to possess Advanced Certification solely by reason of such education.

The preschool director and preschool religion teacher must maintain Advanced Certification by attending classes, lectures, in-services, or institutes for a total of six (6) contact hours in the area of religion or the teaching of religion every two years.

Preschool directors and preschool teachers of religion can be given credit toward certification or renewal for attendance at classes, workshops, or institutes taken under the auspices of an organization or school other than the Office of Religious Education and Catechesis. Hours of credit for such attendance shall be reviewed, determined and recorded by the Office of Religious Education and Catechesis.

**Office of Catholic Schools  
Catholic Diocese of Columbus**

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