

# RENEWAL OF CERTIFICATION

## STEPS FOR MAINTAINING CERTIFICATION THROUGH RENEWAL

In order for persons to keep their diocesan certification current and in good standing, teachers, catechists, youth ministers, and other parish ministers need to accrue a minimum of twenty (20) contact hours every three years in at least two of the following areas of study. (Spiritual Formation, Scripture, Theology Foundations, Liturgy/Sacraments, Christian Morality and Methodology).

All parish leaders who have received their Level One certification should maintain their own records and keep track of workshops, courses, etc., they participate in over the three year renewal period. A renewal record form (blue in color – attached) has been created to assist in keeping track of courses taken and hours accumulated.

Once the twenty hours have been completed for certification renewal, parish leaders should send copies of this documentation to the appropriate diocesan office (listed below). The form should also have the signature of the person's ministry supervisor (i.e. DRE, pastor, Catholic school principal, etc). Leaders should always keep a copy of all record forms in their own files. After review by diocesan office(s), a certificate of renewal will then be sent to the individual.

Renewal forms should be sent to either:

Office of Formation  
P.O. Box 31  
Tucson, AZ 85702

Department of Catholic Schools  
P.O. Box 31  
Tucson, AZ 85702