



# Diocese of Santa Rosa Department of Religious Education

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## CHECK LIST

### INSTRUCTIONS FOR CANDIDATE SEEKING TO OBTAIN THE CALIFORNIA CATECHIST CERTIFICATE

Thank you for your interest in catechetical certification through the Diocese of Santa Rosa. This form will assist you in meeting the requirements to obtain the California Catechist Certificate. Submit all paper work to the address above with "ATTN: Carmen Aanenson" in a timely manner.

#### TO BE FILLED OUT BY CANDIDATE:

Name: \_\_\_\_\_

Parish/School: \_\_\_\_\_

Email & Tel#: \_\_\_\_\_

| For Candidate<br>(Check here) | FOR BASIC & MASTER CANDIDATES   | For Office Use Only<br>(Check here if on file) |
|-------------------------------|---|--|
| X                             | Form 1: Checklist   | X  |
|                               | Form 2: Application for Certification (optional: photo)   |  |
|                               | Form 3: Completed Certification Record of Attendance<br>(courses must be pre-approved by Dept. of Religious Education)  |  |
|                               | Form 4: Observation of a class session (basic candidate only)<br>(only one observation by a Master Catechist is needed) |  |
|                               | Form 5: Reference Letter(s)<br>(from pastor/priest, principal, DRE/CRE or Master Catechist)                             |  |
|                               | Candidate fingerprinted (should be completed immediately)   |  |
|                               | Copy of Online Certificate of Completion<br>Safe Environment Training   |  |
|                               | OPTIONAL: Other paper work submitted (e.g., copies of diplomas)   |  |
|                               | FOR MASTER CATECHIST CANDIDATES ONLY (in addition to above)   |  |
|                               | Copy of Basic Certificate   |  |
|                               | Other Advanced Course Work (non-diocesan course work)   |  |
|                               | Multiple Teaching Observations of Candidate Teaching Adults   |  |
|                               | Teaching Practicum Paper Work (diocesan course work)  |  |

|   |                   |
|---|-------------------|
| Approval Signature of Diocesan Director of Religious Education: _____ | Date:     /     / |
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