



**ARCHDIOCESE OF CINCINNATI
CATHOLIC SCHOOLS OFFICE**

VOCARE CEU PROCESS

1. The school principal selects the date to submit the Vocare CEU Form.
(The form is submitted once each year.)
2. As you complete the form, follow the directions on the form to differentiate credits earned “inside” vs credits earned “outside”.
3. Submit CEU forms for anything earned “outside” of the Vocare system using the standard CEU form used for all other CEU requests.
4. We need to have one Vocare CEU Form per school.
 - Name the form with your school name and date.
 - Mail to Director of Certification.
 - 100 E. 8th Street, Cincinnati, OH 45202
5. WHY this form?
 - We want teachers/principals to earn the maximum number of hours/CEUs for their work.
 - We want the process of applying for CEUs to be as painless as possible for principals & teachers.
 - We need to be accurate and consistent.