



ARCHDIOCESE OF  
**CINCINNATI**

**VOCARE**

## Vocare Live Courses

Live Courses are group opportunities for learning. Catechetical Leaders and Principals are encouraged to create opportunities for group learning of the Vocare online content. This can be done through teacher manuals or through the use of the online content itself. The Catechetical Leader or Principal desiring to facilitate such a group must submit a request to [VocareSupport@CatholicAoC.org](mailto:VocareSupport@CatholicAoC.org) so a Live Course may be set up. There are two ways to conduct these Live Courses and earn credits within Vocare.

### Option 1: SMALL GROUP LIVE COURSE – NO ONLINE CONTENT

Description: The qualified instructor (as described in the Vocare policy 'Who Can Teach') requests the course teacher manual as a guide to teach the Live Course on site, covers all the materials, and marks students' attendance online.

Cost: The teacher manuals are free to the instructor upon request; student pays \$15 for the course taught within the Live Course event.

#### Procedure:

- The Instructor requests that Vocare Support create a Live Course using the *Live Course Request Form*. Vocare Support will assign this person as an "Instructor" in the system for the Live Course and give them access to the teacher manuals. Classes/sessions must be set-up to allow a course to be completely covered.
- Using the *Live Course Payment of Multiple Catechists* form, the Instructor sends the names of participants *along with a check for \$15 per person* to Archdiocese of Cincinnati, Vocare Support, 119 E Water St, Sidney OH 45365. Live Courses will *not be set up* until payment is received.
- The Instructor covers all the material in the course, and gives students credit by approving their attendance.
- It is important to understand that all lessons within a course need to be completed as part of the Live Course process for the student to receive credit. Credit for partial completion is not possible.
- The Instructor marks attendance online. Each student marked complete will receive credit for the course.
- No refunds are given for those who are signed up and do not complete the course.
- The Instructor emails Vocare Support when the course is completed.
- Live Course sessions are NOT permitted between June 15 and July 1 of each year in order to ensure credits are attributed to that current fiscal year.

## Option 2: SMALL GROUP LIVE COURSE – INSTRUCTOR ONLY HAS ACCESS TO ONLINE CONTENT

Description: The Instructor uses the online course to display, or as a guide to teach, in the onsite setting. Instructor purchases the course.

Cost: Instructor pays full price for course. The student pays \$15 for the total course taught within the Live Course process.

### Procedure:

- The Instructor requests that Vocare Support create a Live Course for the course using the *Live Course Request Form*. Vocare Support will assign this person as an “Instructor” in the system for the Live Course.
- The Instructor purchases the course to be taught from the Vocare Store. If the Instructor desires, Vocare Support will give them access to the teacher manuals in case the Instructor cares to use them in addition to the online format.
- Classes/sessions must be set-up to allow a course to be completely covered.
- The Instructor sends the names of participants along with a check for \$15 per person to Archdiocese of Cincinnati, Vocare Support, 119 E Water St, Sidney OH 45365. Live Courses will not be set up until payment is received.
- The Instructor covers all the material in the course, and gives students credit by approving attendance.
- All lessons within a course must be completed as part of the Live Course for the student to receive credit. Credit for partial completion is not possible.
- The Instructor marks attendance online. Each student marked complete will receive credit for the course.
- The Instructor emails Vocare Support when the course is completed.
- Live Courses are NOT permitted between June 15 and July 1 of each year in order to ensure credits are attributed to that current fiscal year.