



ARCHDIOCESE OF
CINCINNATI

VOCARE

Vocare Costs

Standard Course Costs:

- All courses are charged based on how many lessons are included at \$7 per lesson. See individual courses for total price.
- If a catechist takes credits through a Live Course format, the cost is \$15.

In order to offer maximum flexibility, Vocare courses may be engaged in numerous ways to accommodate for the needs of the individual and the local parish or school community. We anticipate the following uses and their implications regarding cost.

Individual Use:

Personal Online Course Engagement

Description: Individual students access online content independently.

Cost: Students pay full price for each course (see Standard Course Costs above).

Procedure:

- Students enroll on the Vocare website for the price of the course. They receive a confirmation receipt upon purchase.
- Students complete lessons and are credited in the system accordingly.
- Note that courses must be completed within one calendar year of starting. The license expires after one year, access to the course will be denied after that, and the course will need to be re-purchased to complete.

Live Group Courses:

1. Small Group Live Course – No Online Content

Description: The Instructor (see Vocare Policy on *Who Can Teach*) requests the course teacher manuals as a guide to teach the course live onsite.

Cost: The teacher manuals are free to the instructor upon request. Students pay \$15 for the total course taught within the Live Course format.

Procedure:

- The Instructor (see Vocare Policy on *Who Can Teach*) completes a *Live Course Request* form. Vocare Support assigns this person as an "Instructor" in the system for the Live Course. The Instructor requests access to the course teacher guides for free.
- The Instructor completes a *Live Course Payment of Multiple Catechists* form, and mails the form with a check (\$15 per person) to Archdiocese of Cincinnati, 119 E. Water St, Sidney 45365. The "Live Course" course is put in the user's Vocare account.
- Classes/sessions are setup by Instructor to allow the course to be completely covered. This becomes the attendance sheet that assists with course tracking and enrollment.
- The Instructor covers all the material in the course, and gives students credit for the course through attendance.
- The Instructor marks attendance online. Each student marked complete will receive credit for the course.
- There is no 'make-up' for a missed lesson. Students who miss a lesson/session within a course will have to purchase and complete the course on their own for credit.

2. Small Group Live Course – Instructor Has Online Course Content.

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

Cost: Instructor pays full price for course (see Standard Course Costs above). The student pays \$15 for the total course taught in the Live Course format.

Procedure

- The Instructor (see Vocare Policy on *Who Can Teach*) completes a Live Course Request form. Vocare Support assigns this person as an "Instructor" in the system.
- The Instructor completes a *Live Course Payment of Multiple Catechists* form, and mails the form with a check (\$15 per person) to Archdiocese of Cincinnati, 119 E. Water St, Sidney 45365. The "Live Course" course is put in the user's Vocare account.
- Classes/sessions are setup by Instructor to allow the course to be completely covered. This becomes the attendance sheet that assists with course tracking and enrollment.
- If the instructor wants the teacher guides, they request them from Vocare Support for free.
- The Instructor covers all the material in the course, and gives students credit for the through attendance.
- The Instructor marks attendance online. Each student marked complete will receive credit for the course.
- There is no 'make-up' for a missed lesson. Students who miss a lesson/session within a course will have to purchase and complete the course on their own for credit.