Event Credit Submissions in Vocare

Pre-Approved Events:

These events include completion with a passing grade of a semester-long Catholic university course in theology or catechetics as follows:
- A semester-long Ohio Catholic university course in theology or catechetics (outside Ohio university courses must be pre-approved)
- Any VLCFF course from the University of Dayton
- Any semester-long course from the Athenaeum of Ohio, including the LPMP program.

A transcript of the course must be submitted to the Vocare system by email scan to VocareSupport@CatholicCincinnati.org. The course will be posted in the CI system as completion of 10 credits for the *fiscal year the transcript is dated*. There will be no 'carry-over' of credits from one year to another. Regardless of the number of college courses taken, only 10 credits will be applied in the Vocare system annually.

Procedure: complete University/College Credit Submission Form; include transcript scan.

Seminars/Conferences:

These events include workshops within the conference that are on specific theological concepts or catechetical methodology that are at least one hour in length. The learner submits a completed 'event' in the Vocare system. This form includes a description (minimum 200 words) of the concepts learned in the workshop and how they will help the catechist. Each event/workshop will be given one credit per submission, *pending OED approval*. Regardless of the number of workshops attended/submitted, a maximum of three credits will be permitted per conference.

Procedure: complete Event Submission form.

Other Events:

Parish and/or school workshops and/or in-service opportunities that take place at the local level. These events are planned far ahead and must be submitted to the Archdiocesan Vocare support for *pre-approval* to ensure adequate content for credit. The learner is required to submit an Event Submission form, which includes a description (minimum 200 words) of the concepts to be learned in the workshop and how these will help form the catechist. Each event/workshop will be assigned credit, *pending OED pre-approval*.

Criteria for online topic-study groups:

1. The content should be from a consistent and recognizable source. Call VocareSupport if unsure of source.

2. The leader should be a DRE/CRE/PCL/PRIN.
3. The meeting time should be at least 60 minutes.
4. Prayer and group discussion must be included in the meeting format.
5. The Instructor should use leader materials, books and/or online materials to enhance the experience, including study materials for participants if available.

Procedure: Catechetical Leader or Principal completes Event Pre-Approval form in Vocare. Participants complete Event Submission form for credit.