



## Subcommittee on Certification for Ecclesial Ministry and Service Committee on Catholic Education

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### A CHECKLIST FOR ORGANIZATIONS SUBMITTING STANDARDS AND PROCEDURES FOR INITIAL APPROVAL

**Directions:** Please use this checklist as a tool to track your progress while completing the steps to submit standards and procedures for initial approval for your organization. Detailed directions for each step can be found in the Certification for Ecclesial Ministry and Service Certification Handbook.

1. **Opening a File** - Establish a Relationship with the USCCB Office of Certification for Ecclesial Ministry and Service (USCCB Office) (*Certification Handbook* section 2.1, p. 6)
  - 1.1  Check to be sure that the following are completed before starting the process of opening a certification file with the USCCB Subcommittee:
    - The organization is listed in *The Official Catholic Directory* (P.J. Kennedy & Sons).
    - The organization is incorporated as a not-for-profit organization.
    - The Executive Director of the organization has obtained approval from the Board of Directors of the organization to open a file with the USCCB Subcommittee.
  - 1.2  Contact the USCCB Office stating that your organization is seeking approval of its certification standards and procedures by the USCCB Subcommittee on Certification for Ecclesial Ministry (USCCB Subcommittee).
  - 1.3  Receive certification resources and a link to the membership page from the USCCB Office. Create a profile for your national organization.
  - 1.4  Review the *Certification Handbook*. Complete the application form and submit after:
    - Uploading a letter of approval from the Executive Director or Chair of the Board of the organization
    - Printing out an invoice for the fee to open a certification file with the USCCB Office. (*A list of fees for national organizations can be found in section 5.2 on page 30 of the Certification Handbook*)
  - 1.5  Form a Certification Commission/Committee. (*A description of the purpose of the Certification Commission /Committee can be found on page 7 of the Certification Handbook under section 2.1.3*)
2. **Gathering Initial Documentation- *Certification Handbook* section 2.2, p. 7**
  - 2.1  Gather required documentation, including each of the following parts. (*A detailed description of what should be included in the four parts of documentation for national organizations can be found in the Certification Handbook in section 3.3 on page 19*).
    - Part One (The Organization)
    - Part Two (Standards) Please Note- *if the Diocese is simply adopting or adapting existing national standards already approved by the Subcommittee for the given role.*

\_\_\_\_ Part Three (Handbook for Candidates for Certification)

\_\_\_\_ Part Four (Appendices)

- 2.2 \_\_\_\_\_ Submit required documentation for the USCCB Office review. *(A description of submitting the documentation can be found under section 2.3 on page 9 of the Certification Handbook. Templates of each section are also available on the membership website).*
- 2.3 \_\_\_\_\_ Make any recommended changes from the USCCB Office staff to the documentation.
- 2.4 \_\_\_\_\_ Resubmit the updated documentation. Repeat steps 2.2 to 2.4 until the USCCB Office staff notifies your office that the documentation is ready for initial review by the USCCB Subcommittee.

**3. Subcommittee Review – Site Review/Presentation** (*Certification Handbook* section 2.3, p. 9)

- 3.1 \_\_\_\_\_ Submit the USCCB Office staff approved documentation to the USCCB Office. *(Submittal deadlines can be found on page 9 of the Certification Handbook under section 2.2.2.)*
- 3.2 \_\_\_\_\_ Contact the USCCB Office, requesting to schedule a site review- if it would be helpful.
- 3.3 \_\_\_\_\_ Be whether or not a site review is requested, the diocesan director should be available for questions from the peer review committee. The presentation should be made by the arch/diocesan director. *(A detailed list of what should be included in the presentation can be found on page 10 of the Certification Handbook under section 2.3.2).*

**4. Initial Approval – Approval, Recommendations, and Response to Recommendations** (*Certification Handbook* section 2.4, p. 10 & section 2.5, p.11)

- 4.1 \_\_\_\_\_ After receiving notification that the standards and procedures are granted initial approval by the USCCB Subcommittee, please send a check for the fee for review of certification documentation. *(A list of fees for national organizations can be found in section 5.2 on page 30 of the Certification Handbook.)*
- 4.2 \_\_\_\_\_ Respond in writing, to any recommendations given by the USCCB Subcommittee with a plan for addressing recommendations made - In the next annual report unless requested sooner by the Subcommittee.
- 4.3 \_\_\_\_\_ Include a statement of USCCB Subcommittee approval of standards and procedures with the USCCB logo on certain organization office publications.

**Notification of USCCB Subcommittee-Approval  
for Certificates**

*Upon recommendation of its Certification Commission  
[Name of Diocese/Diocesan Office or Organization]*

*Confers upon*

**CANDIDATE' S NAME**



*Under the authority of the United States Conference of Catholic Bishops  
and according to the National Certification Standards and Procedures for  
Lay Ecclesial Ministers approved by the USCCB Subcommittee on  
Certification for Ecclesial Ministry and Service from XXXX until 20XX.*



*Your logo here*

*USCCB logo*

*Given under the Seal of the [Name of Diocese/Diocesan Office or Organization] at the [City of Diocese  
or Organization] this [Date] of [Month, Year] valid until [Date] of [Month, Year].*