



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

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A CHECKLIST FOR ARCH/DIOCESES 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 arch/diocese. Detailed directions for each step can be found in the Certification for Ecclesial Ministry and Service Certification Handbook (*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 _____ Receive approval from your local ordinary to open a file with the USCCB Subcommittee on Certification for Ecclesial Ministry and Service (USCCB Subcommittee).
 - 1.2 _____ Contact the USCCB Office stating that your arch/diocesan office is seeking approval of its certification standards and procedures by the USCCB Subcommittee.
 - 1.3 _____ Receive certification resources and a link to the membership page from the USCCB Office. Create a profile for your arch/diocesan office.
 - 1.4 _____ Review the *Certification Handbook*. Complete the application form and submit after:
 - _____ Uploading a letter of approval from your local ordinary and
 - _____ Printing out an invoice for the fee to open a certification file with the USCCB Office. (*A list of fees for arch/dioceses can be found in section 5.1 on page 28 of the Certification Handbook.*)
 - 1.5 _____ Form a Certification Commission/Committee if one has not already been formed. (*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. **Submitting 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 arch/dioceses can be found in the Certification Handbook in section 3.2 on page 15.*)
 - _____ Part One (The Arch/Diocese)
 - _____ Part Two (Standards)

____Part Three (Handbook)

____Part Four (Appendices)

2.2 _____ Submit required documentation for USCCB Office review. *(A description of how to submit documentation can be found under section 2.2.2 on page 8 of the **Certification Handbook**; complete templates of each section are also on the membership website.)*

2.3 _____ Make the 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 and Presentation (**Certification Handbook** section 2.3, p. 8)

3.1 _____ Submit the USCCB Office staff approved documentation. *(Submittal deadlines can be found on page 8 of the **Certification Handbook** under section 2.3.2.)*

3.2 _____ Contact the USCCB Office, requesting to schedule a site review.

3.3 _____ Make a formal presentation to an appointed review group using online meeting technology. 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 8 of the **Certification Handbook** under section 2.3.3)*

4. Initial Approval – Approval, Recommendations and Response to Recommendations (**Certification Handbook** section 2.4, p. 9 & section 2.5, p. 10)

4.1 _____ After receiving notification that the standards and procedures are granted initial approval by the USCCB Subcommittee, send a check for the fee for review of certification documentation to the USCCB Office. *(A list of fees for arch/dioceses can be found in section 5.1 on page 28 of the **Certification Handbook**.)*

4.2 _____ Respond in writing, to any recommendations given by the USCCB Subcommittee with a plan for addressing recommendations made.

4.3 _____ Include a statement of USCCB Subcommittee approval of standards and procedures with the USCCB logo on certain arch/diocesan office publications. *(The statement of approval as well as a list of publications required to bear the USCCB Subcommittee logo and statement of approval can be found on page 10 of the **Certification Handbook** under section 2.5.1 and on the membership website.)*