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

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 Approval Handbook***.

0. Initial Consultation with the USCCB Office of Certification (USCCB Office)

    0.1 _____ Contact us at certification@usccb.org or 202-541-3349 to discuss the needs of your program, how your program generally aligns with national certification standards and the overall process.

1. Opening a File - Establish a formal relationship with the USCCB Office (cf. ***Certification Approval Handbook*** section 3.1, p.11)

    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 access to shared online file repository of certification resources from the USCCB Office.

    1.4 _____ Review the *Certification Approval Handbook*. Complete the application form and other materials provided by the USCCB office and submit with:

        _____ A letter of approval from your local ordinary and

        _____ Payment of invoice for the fee to open a file with the USCCB Office. *(A list of fees for arch/dioceses can be found in section 6.1 on page 37 of the **Certification Approval 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 12 of the **Certification Approval Handbook** under section 3.1.3)*

2. Submitting Documentation (***Certification Approval Handbook*** section 3.2, p. 12)

    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 Approval Handbook** in section 4.2 on page 23.)*

        _____ Part One (Details about the Arch/Diocese and overseeing office(s))

_____Part Two (Standards) *Please indicate if the Diocese is simply adopting or adapting existing approved 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 USCCB Office review. *(Instructions for submitting the documentation can be found under section 3.2.2 on page 14 of the Certification Approval Handbook.*

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 peer review team.

3. Subcommittee Review – (*Certification Approval Handbook* section 3.4, p. 15)

3.1 _____Submit the USCCB Office staff approved documentation. *(Submittal deadlines can be found on page 14 of the Certification Approval Handbook under section 3.2.2)*

3.2 _____Assist in scheduling and participating in virtual meeting(s) with the peer review team designated by the USCCB subcommittee. *(Details of the virtual meeting(s) can be found on page 15 of the Certification Approval Handbook under section 3.3.1).*

3.3 _____Be available at a time provided by the USCCB subcommittee for its meeting to join via virtual means or phone call to respond to questions or comments about the standards and procedures submitted. *(Details of the approval process by the USCCB subcommittee can be found on pages 15-16 of the Certification Approval Handbook under section 3.4.1).*

4. Initial Approval – Approval, Recommendations and Response to Recommendations (*Certification Approval Handbook* section 3.4, p. 15 & section 3.5, p. 17)

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 6.1 on page 37 of the Certification Approval Handbook.)*

4.2 _____Respond in writing, based on a scheduled worked out with the USCCB Office, to any recommendations given by the USCCB Subcommittee with a plan for addressing recommendations made. *(Details about the follow-ups related to approval, delay, or denial of approval can be found in sections 3.4.3 and 3.5 of the Certification Approval Handbook on pages 16-17, and also in sections 3.6 and 3.7 on pages 18-19.)*

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 17 of the Certification Approval Handbook under section 3.5.2.)*

Questions? Please contact our office at certification@usccb.org or via phone at 202-541-3349.