



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

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 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 _____ 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.
 - _____ If there is a national ministry organization resourcing the area of ministry for which you are seeking approval of standards, that you have a relationship with the national organization that facilitates their acceptance of the standards (*Details can be provided in the initial consultation noted above.*)

- 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 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 after:

_____ Uploading a letter of approval from the Executive Director and/or Chair of the Board of the organization

_____ 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. (*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. Gathering Initial 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 national*

organizations can be found in the **Certification Approval Handbook** in section 4.3 on page 26).

____ Part One (The Organization)

____ Part Two (Standards)

____ Part Three (Handbook for Candidates for Certification)

____ Part Four (Appendices)

- 2.2 _____ Submit required documentation for the 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 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 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@uscpcb.org or via phone at 202-541-3349.