



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

3211 FOURTH STREET NE • WASHINGTON DC 20017-1194 • 202-541-3132 • FAX 202-541-3390

### A Quick Guide for the Subcommittee Approval for Arch/Dioceses and Ministry Organizations

#### Step 0: Have an initial discussion with our office.

- **Contact us-** the USCCB Office for Certification for Ecclesial Ministry and Service ([certification@usccb.org](mailto:certification@usccb.org) or 202-541-3349) to discuss the process and how your program generally aligns with national certification standards and which particular roles in ministry leadership you are hoping to certify.

#### Step 1: Open a File (*Certification Handbook*, Section 3.0 – visit <https://usccb.org/certification> for a copy of the handbook or contact [certification@usccb.org](mailto:certification@usccb.org))

- **Review the *Certification Handbook*** – Visit our website for the latest version.
- **Formal request (letter)** is needed from the local ordinary (arch/diocesan offices) or board of directors (national organization). Submit to the USCCB Office for Certification for Ecclesial Ministry and Service.
- **Establish your file profile-** the USCCB Office will share an online document repository and send a document to complete your profile for our file.
- **Submit Application** – The application documentation will be provided by our office.
- **Submit \$350 payment to open a file** – an invoice will be generated by our office and sent. This fee covers the administrative costs to our office.
- **Form a Certification Committee/Commission.** A description of the purpose of the Certification Committee/Commission can be found in the *Certification Handbook*, Section 3.1.3.

#### Step 2: Gathering Initial Documentation (*Certification Handbook*, Section 3.2)

- **Required documentation** is submitted with four distinct sections (can be all one document or multiple documents).
  - *Part I-* Arch/Diocese or National Organization Info
  - *Part II-* Standards
  - *Part III-* Handbook for Candidates
  - *Part IV-* Handbook or Resources for those who guide the certification process

- **Update the USCCB Office of Certification at regular intervals** for guidance and follow up. When you are nearing completion, alert the office so that we can provide dates of meetings of the Subcommittee so that you can determine when to submit your materials for initial office review.

### **Step 3: Office & Subcommittee Review** (*Certification Handbook*, Sections, 3.2 and 3.3)

- **Submit materials** to the office in correspondence with the Office of Certification. These are placed in the online repository.
- **Office review** includes feedback for arch/diocese or organization review in order to make any recommended edits or updates so that the documentation is in its best shape for submission to the subcommittee.
- **Review team** from the Subcommittee on Certification reviews the materials in conversation with the program representatives and produces a report for the subcommittee.
- **Final submission** of written materials by the deadline required for consideration by the subcommittee.

### **Step 4: Subcommittee Review & Decision on Approval** (*Certification Handbook*, Section 3.4)

- **Full Subcommittee on Certification** will review the reports submitted by the review team and make a recommendation for approval, conditional approval or denial of approval.
- **Notice is sent** to the applicant with any commendations, required changes or recommended changes.

*Updated: May 2021*