

PROCESS OF CERTIFICATION FOR HIGH SCHOOL RELIGION TEACHERS

1. Contact the Department for an application form or ask Principal to print from Administrative Handbook.
2. Return the completed form(s) with official transcripts. A process fee of \$50.00 is payable at this time.
3. Arrange an interview with the Director of Certification (30-45 minutes).
4. Interview will include:
 - a. Review of administrative handbook section on Religion
 - b. Plan a course of study using ACM Process
 - c. Explanation of Director's involvement in the process
5. The process will take two years and include monthly class attendance and two or three classroom observations.
6. Final interview with the Director of Certification.
7. The candidate will be certified as a high school religion teacher when the above process is successfully completed.



**CATHOLIC HIGH SCHOOL TEACHER OF RELIGION
APPLICATION FORM**

Full Name:
Home Address:
City, State, Zip:
Home Phone: ()
E-mail Address:
School:
Parish Where you Worship:
Pastoral Region:
Work Phone ()
Teaching Status: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time Please attach copies of all applicable: <input type="checkbox"/> BA <input type="checkbox"/> CRED <input type="checkbox"/> MA <input type="checkbox"/> Certificate Degree/Credential/Certificate Subject(s): College/Institution that granted Degree/Credential/Certificate:



Name of Applicant: _____

TEACHING EXPERIENCE

Years Teaching at Present High School:
Years Teaching at other Archdiocesan, Parish or Private High School:
Years Teaching at other schools (please specify):
Total Years of Teaching:

Areas / Subjects presently teaching:

Areas taught in past five years:

New areas slated to teach next year:

Check the program area(s) in which you have experiences as a religion teacher:

- Freshman Sophomore Junior Senior
- Campus Ministry



Name of Applicant: _____

EDUCATIONAL BACKGROUND

Please list the Religious Education Congresses, Liturgical Conferences and other enrichment programs you have attended in the past five years:

List any recent literature you have read in theology, spirituality, religious education, etc.



Name of Applicant: _____

TEACHING EXPERIENCE & PARISH INVOLVEMENT

INSTITUTION/PARISH	DATES	POSITION
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

OTHER EXPERIENCE

Describe any related job experience including the dates of these experiences:

PERSONAL DATA (OPTIONAL)

Please give a brief personal description of yourself, including your hobbies and interests:

What language(s) do you speak?



Name of Applicant: _____

RELIGION CERTIFICATION

Essay Questions

The following questions are an important part of the evaluation process. Please type/print your answers to the question on a separate sheet of paper and attach your responses to the application form.

1. What is your philosophy of catechesis? How would you implement it in your teaching or campus ministry?
2. What is your main reason for wanting to enter the master catechist formation program? What do you expect to give to as well as gain from this program?
3. What textbooks on the teaching of religion are you familiar with? How would you evaluate them?
4. What is your understanding of God's revelation? What impact does it have in your life? What implications does it have for teaching religion?

REFERENCES

Please list three references including: name, address, city, zip code and working relationship:

I give permission to contact the references and employers listed above.

Signature

Date

Return application form and essay question responses to:

Religion Supervisor
Department of Catholic Schools
3424 Wilshire Boulevard, 2nd Floor
Los Angeles, CA 90010

