

Searchlight® Virtual School

Serving the Diocese of Palm Beach ... and Beyond

P.O. Box 690295, Vero Beach, FL 32969

Phone: (772) 563-9457 • E-mail: info@SearchlightVS.com • Web Site: www.SearchlightVS.com

What We Offer

Online Catechist Certification

Basic • Intermediate • Advanced

Online Adult Faith Formation

Personal Spiritual Growth • Enhanced Preparation for Lay Ministry

Online Religious Education for Youth

Grades 7 and Up

Online Character Education

Grades 5-6

Benefits to Dioceses and Parishes Who Use the Searchlight® Virtual School

1. **Flexibility:** Online training is flexible and easy to manage, even for those with demanding family and work schedules.
2. **Convenience:** Individuals can enroll and complete their online training from home. This is especially helpful when distance prohibits easy access to certification training sessions.
3. **Availability:** Students of all ages can log on and access their courses after work or school, after social activities, during a lunch break, on the weekends, or at night when the kids are in bed. The online tutorials are available 24/7.
4. **Consistency:** Online training provides a consistent message across the board and eliminates gaps in catechist training and faith formation.
5. **Year-round Enrollment:** New recruits can enroll and begin their online training at any time of the catechetical year -- at the beginning, middle, end, or during the summer.
6. **Less Hassle:** By using the Searchlight® Virtual School for catechist training, parish catechetical leaders are freed up from lengthy training sessions.
7. **More Options:** Online training can also provide an optional venue for those unable to attend catechist certification sessions.
8. **Cost Effective:** The Searchlight® Virtual School is an inexpensive and economical way for dioceses and parishes to provide online catechist certification and faith formation without having to develop it themselves.
9. **Minimal Student Fees:** Individual enrollees pay only an average of \$10 to \$30 per course, and everything a student needs is available online.
10. **Active Learning:** Our interactive programs use audio and on-screen visual learning techniques which actively engage students of all ages in the learning process.
11. **User Friendly:** Our electronic course materials are easy to download and ready to use.
12. **Service:** The Searchlight® Virtual School does all the work. We review the course work and send you the results. Quick and easy!
13. **Support:** Our staff is available to assist participants in a timely manner by e-mail or phone.

Independent and Affiliate Diocesan Participation Plans

Independent Participation Plan: \$450.00 per year	Affiliate Participation Plan: \$600.00 per year
<p>Allowances: This plan permits individuals of a participating diocese to make use of all of the Searchlight® Virtual School’s web-based instructional programs.</p> <p>Note: Individual enrollees from a participating diocese are subject to the school’s fees, policies, and practices as outlined on the Searchlight® Virtual School’s web site.</p>	<p>Allowances: This plan permits individuals of a participating diocese to make use of all of the Searchlight® Virtual School’s web-based instructional programs.</p> <p>Note: Individual enrollees from a participating diocese are subject to the school’s fees, policies, and practices as outlined on the Searchlight® Virtual School’s web site.</p>
<p>Record Keeping: The participating diocese maintains records of course completion and certification through its appropriate diocesan office. A records coordinator is designated and receives documentation for course completion and certification directly from the Searchlight® Virtual School.</p>	<p>Record Keeping: The Diocese of Palm Beach maintains all records of course completion and certification.</p>
<p>Certificates: The participating diocese issues all certificates for course completion and certification.</p>	<p>Certificates: The Diocese of Palm Beach issues all certificates of course completion and certification electronically. These are sent directly to the enrollee by attachment to an e-mail. The participating diocese agrees to officially recognize all levels of Catechist Certification issued through the Diocese of Palm Beach.</p>
<p>Yearly Fee: The Independent Participation Plan is renewable once a year on the date of initial enrollment in the plan.</p>	<p>Yearly Fee: Affiliate Participation Plan is renewable once a year on the date of initial enrollment in the plan.</p>
<p>Promotion: It is the responsibility of the participating diocese to inform its parish catechetical leaders and others about the Searchlight® Virtual School and the online options that diocesan participation makes possible.</p> <p>Note: Dioceses and parishes are welcome to access and use the electronic promotional materials available on the Searchlight® Virtual School’s web site. These materials are downloadable and “copy-ready.” Visit the “Diocesan Affiliates” page to access these materials.</p>	<p>Promotion: It is the responsibility of the participating diocese to inform its parish catechetical leaders and others about the Searchlight® Virtual School and the online options that diocesan participation makes possible.</p> <p>Note: Dioceses and parishes are welcome to access and use the electronic promotional materials available on the Searchlight® Virtual School’s web site. These materials are downloadable and “copy-ready.” Visit the “Diocesan Affiliates” page to access these materials.</p>
<p>Payment Methods:</p> <ul style="list-style-type: none"> • Electronic Recurring Payments through PayPal® in which everything is handled online. • Electronic Invoice: Print the invoice and pay by check. 	<p>Payment Methods:</p> <ul style="list-style-type: none"> • Electronic Recurring Payments through PayPal® in which everything is handled online. • Electronic Invoice: Print the invoice and pay by check.

To initiate an Independent or Affiliate Diocesan Participation Plan:

1. Download the Diocesan Participation Plan Enrollment Application by clicking on the “Diocesan Enrollment Application” button.
2. An electronic form will open. Save this PDF document to a local computer using the “File > Save As” feature, not the “Save as a copy” feature.
3. Access the saved form and fill it out electronically. The form may also be printed and filled out by hand.
4. Be certain that all the requested diocesan contact information is complete before submitting.
5. To submit the Enrollment Form electronically: Use the auto-submit button on the form, or attach the saved and completed form to an e-mail. Send to: info@SearchlightVS.com.
6. To submit the Enrollment Form by mail: Print the form, fill it out, and mail it to Searchlight® Virtual School, P.O. Box 690295, Vero Beach, FL 32969.
7. When the enrollment form is received, the Searchlight Virtual School Director will contact by phone the person designated on the Enrollment Form as the “Diocesan Contact.”
8. Details of the Affiliate Diocesan Participation Plan as it applies to a particular diocese will be discussed and finalized at this time, including payment options and methods.

Note: If you have any questions, feel free to contact the Searchlight® Virtual School Director or the Director of the Office of Catechetical Leadership and Youth Ministry Development, Diocese of Palm Beach prior to submitting an application. We welcome your questions and concerns.

Searchlight® Virtual School Contact: Michelle Willis, Director

Phone: 772-563-9457

E-mail: Michelle@sSearchlightVS.com

Office Hours: Monday through Friday 10:00 a.m. - 7:00 p.m. and Saturday 10:00 a.m. - 4:00 p.m.

Diocese of Palm Beach Contact: Anthony C. Marchica

Phone: (561) 775-9548

E-mail: amarchica@diocesepb.org

Office Hours: Standard Business Hours