

# SEARCHLIGHT® VIRTUAL SCHOOL

Approved by the Office of Catechetical Leadership, Youth and Young Adult Ministry Formation • Anthony C. Marchica, Director

## CATECHIST CERTIFICATION

**Basic • Intermediate • Advanced**

**The first requirement is formal enrollment in the Searchlight® Virtual School.** To do this, go to the Searchlight® Virtual School web site: <http://www.SearchlightVS.com>.

- For Basic and Intermediate Certification, click on the button under Basic and Intermediate Catechist Certification. (First section under the home page image)
- For Advanced Catechist Certification, click on the School of Christian Formation ... *Online* button. (Second section)
- Review the policies and certification requirements.
- Next, use the "Enrollment" button at the top of any page and follow the directions provided.

**To formally enroll in the Searchlight® Virtual School, you must submit the following:**

1. The Enrollment Application
2. The \$5.00 Processing Fee

When both your enrollment application and processing fee have been submitted, you will receive a confirmation e-mail providing your Student Number and further instructions.

### To Earn Basic or Intermediate Catechist Certification

**You must be formally enrolled in the Searchlight® Virtual School and have received a Student Number before taking these steps.**

1. Go to the SVS web site ([www.SearchlightVS.com](http://www.SearchlightVS.com)) > Basic and Intermediate Catechist Certification. (First section)
2. On the landing page, click on the "Subscriptions" button.
3. Follow the directions provided for purchasing either the Basic or Intermediate Subscription, depending on which you need. Purchase the Basic Adult Subscription for the Basic Catechist courses and the Intermediate Adult Subscription for the Intermediate Catechist courses. Cost: \$30 per subscription. The subscription covers all courses for that level.
4. When the Subscription Payment Notification is received, the course materials are sent to you as an attachment to an e-mail. All the course materials needed for a particular level are contained in one electronic PDF document. Save this document into a folder on your local computer before accessing and inputting data.
5. To access the online portion of each course, roll over the "Courses" button at the top of any page in the web site. Read and follow the directions provided on that page.

### To Earn Advanced Catechist Certification

**You must be formally enrolled in the Searchlight® Virtual School and have received a Student Number before taking these steps.**

1. Go to the SVS web site ([www.SearchlightVS.com](http://www.SearchlightVS.com)) > School of Christian Formation ... *Online*. (Second section)
2. An overview is provided. Review the information, especially the "First Steps" and "After Enrollment" information.
3. Cost: \$30 per course plus the purchase of the required text. Students are responsible for purchasing the required text. The Searchlight® Virtual School does not supply the texts, but we have provided online purchasing links.
4. Courses are ordered on the "Courses" page. An ordering button is available for each course. When an order for a course is received, the course materials are sent as an attachment to an e-mail. Each electronic PDF contains all the worksheets for the course, both for the online tutorials and the text assessment.
5. For information regarding each course, to access the online tutorials for each course, or to order the required text for each course, click on the "Courses" button at the top of any page in the SCF Online division of the web site.
6. Those students who have previously earned Basic and Intermediate Catechist Certification through the Searchlight® Virtual School are awarded auto credit for both Social Doctrine and Vatican II upon enrollment in the School of Christian Formation Online. Also, any SCF courses previously taken in the classroom are credited to online students. Documentation required.