

OFFICE OF LIFELONG FORMATION AND EDUCATION
CATECHIST CERTIFICATION REIMBURSEMENT

Eligibility

- Parish/school catechists who are enrolled in the archdiocesan catechist certification program.
- Reimbursement in the amount of \$50.00 upon completion of the Associate Catechist course or completion of another 15-hour OLFE-sponsored catechist certification course including a course completed through the Video Option or a Virtual Learning Course completed through the University of Dayton. (An OLFE sponsored catechist course is one that is scheduled by OLFE and is listed in the Professional Development Opportunities Calendar that is published three times a year.)
- The maximum annual reimbursement per catechist is \$100.00 for two required 15-clock hour courses.
- Reimbursement may be claimed **ONLY FOR COURSES TAKEN OVER AND ABOVE INSERVICE REQUIREMENTS FOR SCHOOLTEACHERS.**
- A reimbursement of up to \$200.00 may be claimed each semester for a college course fulfilling catechist certification requirements.
- Registration and fees for courses (with the exception of the fees for any Dayton University course) are handled through OLFE.
- Any other class beyond those mentioned may receive certification credit upon request but the stipend reimbursement is not offered.

Application Process

- Requests for reimbursement must come from the appropriate parish administrator (pastor, principal, DRE).
- They **MUST** be made within three months of the individual catechist's completion of the 15-clock hour course.
- Submission deadlines: **8/31; 11/30; 2/28; 5/31. Checks are issued quarterly.**
- **Copies of completion sheets for courses taken must accompany any requests for reimbursement.**

The parish is asked to assume responsibility for catechist reimbursement if at all possible.

<u>NAME OF CATECHIST</u>	<u>TITLE OF COURSE</u>	<u>DATE OF CLASS</u>	<u>AMOUNT OF STIPEND ASSUMED BY PARISH</u>	<u>BALANCE DUE CATECHIST</u>

TOTAL: _____

PARISH _____ SIGNATURE _____ REC'D _____

Return to Denise Puckett, Office of Lifelong Formation and Education, 1935 Lewiston Drive, Louisville, KY 40216.

