



SEAT OF WISDOM
Diocesan Institute

Parish Catechist Certificate Tracking Sheet

Name _____
 Address _____
 Phone _____ Email Address _____
 Parish _____ Circle one: Parish Catechist RCIA Team Member
 Start Date _____ Other _____

Year 1 (6 Hrs)	Year 2 (6 Hrs)	Year 3 (6 Hrs)	Year 4 (6 Hrs)	Year 5 (6 Hrs)
Date Completed _____	Date Completed _____	Date Completed _____	Date Completed _____	Date Completed _____
Course(s): _____ _____ _____ _____	Course(s): _____ _____ _____ _____	Course(s): _____ _____ _____ _____	Course(s): _____ _____ _____ _____	Course(s): _____ _____ _____ _____

Basic Parish Catechist Certificate (30 Hours) Date of Completion*: _____

Year 1 – Renewal (6 hrs)	Year 2 - Renewal (6 hrs)	Year 3 – Renewal (6 hrs)	Year 4 – Renewal (6hrs)	Year 5 – Renewal (6 hrs)
Date Completed _____	Date Completed _____	Date Completed _____	Date Completed _____	Date Completed _____
Course(s): _____ _____ _____ _____	Course(s): _____ _____ _____ _____	Course(s): _____ _____ _____ _____	Course(s): _____ _____ _____ _____	Course(s): _____ _____ _____ _____

*Instructions to Apply for a Parish Catechist Certificate: see the back cover

Keeping Records and Tracking Your Progress

In the *Seat of Wisdom Diocesan Institute* certification program, each person is responsible for keeping track of his or her own record of courses that have been completed. The methods of tracking Seat of Wisdom coursework are on the Tracking forms (folders & binders) along with maintenance of personal student accounts in the Diocesan data system. Each person attending Seat of Wisdom Courses has or is expected to have a Login and Password for the Diocesan data system. The Diocesan data system allows us to see the progress that each person has made in the program. Each student in the program should maintain the paper records that confirm the information in the data system. Although the data system is “up and running” we ask for your patience with the Diocese as we continue to update and develop the system along with the various protocols for the wide variety of participants to ensure accuracy. To establish a login and password please visit the Diocesan Seat of Wisdom page at www.madisondiocese.org/seatofwisdom . Simply “click” on the “*Register for Available Courses*” button and begin the process of registration.

The folder / binder with tracking information is provided by the *Office of Evangelization and Catechesis (OEC)* for personal tracking and storage of course paperwork. Tracking forms are also available on the *Seat of Wisdom Diocesan Institute* web page (shown above). Each course will provide a basic questionnaire (Course Credit Form) which can be retained for the participant’s future reference and provide administrative verification of the course’s successful completion. Course instructors or facilitators will be directed to indicate his or her successful completion of the course by signing the Course Credit Form. These forms are to be appropriately stored in the participant’s *Seat of Wisdom* folder/ binder. As has been the option in the past, DREs, CREs or school principals may keep the respective documents of their own teachers or catechists. Individual records will not presently be kept by the *OEC*. However, as mentioned earlier, the *OEC* will be maintaining these records electronically available via the Diocesan data system.

Applying for Certification

When a person has completed a level of certification, he or she submits their well organized packet to the *OEC* according to the directions below. The documents are reviewed by the *OEC*, and if the requirements have been fulfilled, the *OEC* recommends certification to the bishop and the certificate is issued. The applicant’s packet is then returned to them with their new certificate. A record of certification level achieved is maintained by the *Office of Evangelization and Catechesis*.

Directions for Certification Application

1. If you are completing the *Parish Catechist certificate*: Thoroughly and legibly complete the respective Tracking Sheet. If you have chosen to complete the *Core Basic Curriculum &/or Intermediate and Advanced*: please complete the participant identification card in the binder and all corresponding tracking sheets.
2. Compare the Course Credit Forms, Tracking Sheets to the Seat of Wisdom Database and be sure it is up to date and accurate. If all of your credits are not listed online, proceed with submitting the packet, the OEC will work with you to adjust your online account when we receive your packet.
3. Make a copy of the Tracking Sheet (s) and include a copy of all the Course Credit Forms for each class listed *in the order* they appear on the tracking sheet. It is our recommendation that you do not send the original copies to the OEC (These tasks may also be completed by the parish Seat of Wisdom Coordinator).
4. Slide it into a 9 X 12 or 10 X 13 inch envelope and mail it to:
Seat of Wisdom Diocesan Institute
Office of Evangelization and Catechesis/ Diocese of Madison
(At the time of this printing the Diocese of Madison was in the process of relocating offices with the outcome uncertain.
Please check the Diocesan website at www.madisondiocese.org For the current mailing address and phone number.)
5. Certification applications will be reviewed and approved in the months of July and August. Please submit your application by July 1st of the respective year.

NOTE: All needed forms for such applications can be located in the Documents section on the left panel of the *Seat of Wisdom* home web page.