

Keeping Records and Tracking Your Progress

In the *Seat of Wisdom Diocesan Institute* certification program, each person is responsible for keeping his or her own record of courses completed. A binder and forms will be provided for this purpose by the *Office of Evangelization and Catechesis (OEC)*. These forms are usually available from each parish and school program administrator as well and can be downloaded from *Seat of Wisdom Diocesan Institute* web page.

Each course will provide a basic questionnaire or learning tool 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 evaluate the student's learning tool upon completion of the course, and to indicate his or her successful completion by signing the Learning Tool / Course Credit Form. These forms are to be appropriately stored in the participant's *SOWDI* 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 resources allow, the *OEC* will be investigating means of maintaining these records and having them electronically available via the internet in the future.

Applying for Certification

When a person has completed a level of certification, he or she submits their well organized summary 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. The applicant's packet is then returned to them with their new certificate, or it may be reserved for the purpose of being awarded by the bishop at a special celebratory mass.

A record of certification level achieved is kept by the *Office of Evangelization and Catechesis*.

Directions for Certification Application

1. Thoroughly and legibly complete all respective Course Summary Sheets.
2. Beneath each respective Course Summary Sheet include the Learning Tool and / or Course Credit Form for each class listed on the summary sheet *in the order* they are listed collectively. You may stack several sets of these summary sheets with their respective course credit forms together in one mailing.
3. On the top of this packet, place your Participant Identification Sheet, slide it into a 9 x 12 or 10 x 13 inch envelope and mail it to:

Office of Evangelization and Catechesis
Diocese of Madison
702 S. High Point Rd.
Madison, WI 53719

4. The applicant's packet will be returned to them with appropriate certification results.