

For Office Use ONLY

Ready to certify:

Student ID#:

 Catechist Catholic School Educator

Last Certification Date:

 Basic Certification Basic Recertification**BASIC RECERTIFICATION APPLICATION**

Recertification is the process of renewing basic certification after the initial four year period. All are encouraged to participate in continual formation in Catholic Theology. The recertification process may begin on the first date that a valid certificate was granted. Hours can be accrued solely for the next certification period. Accrual of time beyond this four year period will not be accepted towards recertification. Basic Certificates will be issued at the end of April, August and December.

The Basic Recertification Guidelines can be found at: www.rcbo.org/emmausinstitute.

Please note: All hours and observation in religion must be submitted on the Emmaus Student Portal for review. Hours must be submitted for approval within three (3) months of the completed event. In addition to the application form, there is a **\$10.00 processing fee**.

First:	Middle:	Last:
<input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth (mm/dd/yyyy):	
Home Address:		City & Zip:
Phone:	<input type="checkbox"/> Home	<input type="checkbox"/> Cell <input type="checkbox"/> Work
Parish:	Email:	
Catechist: <input type="checkbox"/> Yes <input type="checkbox"/> No	Catholic School Educator: <input type="checkbox"/> Yes <input type="checkbox"/> No	
<i>If yes, name of school:</i>		
Upon the completion of my requirements, I would like my certificate mailed to:		
<input type="checkbox"/> My home address above		
<input type="checkbox"/> Parish/School:	<input type="checkbox"/> School – Specify name of school:	
	<input type="checkbox"/> Parish – Specify name of parish and ministry coordinator:	
<input type="checkbox"/> Other location - specify institution and address:		
<i>If your address changes, please notify our office as soon as possible.</i>		

I hereby certify that the information given in this application is correct and complete to the best of my knowledge and belief. I agree to observe and conform to all rules and regulations that apply to students of the Institute.

Actual signature required.

Signature of Applicant:

Date:

Submit application via fax to (714) 282-4242 or email to emmausinfo@rcbo.org
or mail to:

Emmaus – ReCertification
13280 Chapman Ave.
Garden Grove, CA 92840



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CURRENT RECERTIFICATION STATUS – Requirements Completed:

Updated:

Content:

Total Required:

Database total hours:

Total Completed:

Methods:

Total Required:

Database total hours:

Total Completed:

Spirituality:

Total Required:

Database total hours:

Total Completed:

Observation:

Religion

Does not teach religion

CSJ formation hours:

Notes:

Contacted regarding Certification Completion

Email-Date:

Phone-Date:

In person-Date:



Diocese of Orange ♦ Emmaus Institute

13280 Chapman Ave. Garden Grove, CA 92840 ♦ Ph.: (714) 282-3078 ♦ Fax: (714) 282-4242

Email: emmausinfo@rcbo.org ♦ www.rcbo.org/emmausinstitute