



# ARCHDIOCESE OF PHILADELPHIA

## SECRETARIAT FOR CATHOLIC EDUCATION

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### OFFICE FOR CATECHETICAL FORMATION

**TO:** Elementary School Administrators

**FROM:** Ann M. Menna  
Deputy Secretary

**DATE:** March 11, 2020

**RE:** Annual update credit for Catechetical Certification

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The Catechetical Certification policy requires all teachers who have attained certification to earn an annual update credit each year to keep the certification current.

In recognition of this achievement as well as their dedication to the mission of Catholic education, faculty members who hold catechetical certification may earn an annual update credit via the annual faculty retreat if the following requirements are met, that is, the retreat schedule/details must:

- be a minimum of 5.5 hours.
- include elements of a full day retreat: Mass, spiritual conferences with a presenter, time for personal reflection, confessions and/or adoration of the Blessed Sacrament.
- occur on the date noted on the annual school calendar and during the school day hours.
- name the location which may be the parish, a Shrine or a retreat center.
- be submitted to and approved by the Office for Catechetical Formation (OCF) as meeting the above criteria.

Upon approval by the OCF, the principal will be notified.

After the retreat is conducted, a letter which notes fulfillment of the annual update credit will be sent to the principal for the teacher's personnel file.

This change in policy becomes effective for the 2020-2021 school year.

Our local Shrines will continue to provide retreats. Information is follows.

Thank you for all you do for Catholic Education.

**The Miraculous Medal Shrine** provides a simple morning snack and lunch. Cost is \$30 per person. There is an additional \$2.50/person fee to tour the museum if you choose. To schedule, contact Paulette Mican at [pmican@cammonline.org](mailto:pmican@cammonline.org) or 215-848-1010 x 252.

**St. Rita Cascia Shrine, Philadelphia**—provides simple morning refreshments and lunch. Cost is \$25/person. To schedule a retreat, contact Jonathan Jerome at 215-546-8333 or [office@saintritashrine.org](mailto:office@saintritashrine.org)

**St. John Neumann Shrine, Philadelphia**- offers morning refreshments and lunch for \$35/person. Visit website at <https://stjohnneumann.org/wp-content/uploads/2018/10/2018-2019-Teacher-Retreat.pdf> For more information or to schedule contact Deborah Binder at 215.627.3080 x 115 or email the Shrine at [sjnooffice@comcast.net](mailto:sjnooffice@comcast.net)

*Only annual update credits will be earned at the Shrines. Elective credits have been discontinued.*