On-Site Courses

There is an additional opportunity to complete VLCFF courses on-site, here in the Archdiocese of Hartford, with professors approved by the Archdiocese of Hartford in collaboration with the University of Dayton. The schedule of fall on-site course is included in this packet. The schedule may always be viewed on a link from the monthly *Vision* newsletter, published online at the Archdiocese of Hartford Office of Catholic Schools website.

To register for an onsite course, contact Sister Mary Kolbe Heffern, F.S.E. at
Sr.Mary.Kolbe.Heffern@aohct.org
Or
860-242-5573 ext. 2652

To Register

For VLCFF

(University of Dayton)

Create a profile online at https://vlc.udayton.edu.

For VLCFF online courses, register for course online.

For on-site courses, do not register online. Contact Sr. Mary Kolbe Heffern and send payment to the Office of Catholic Schools.

For STEP

(University of Notre Dame)
Go to step.nd.edu and click on "Course Registration."
Click on "Catalogue of Courses," select course and click on "Register now."
On "options," select diocesan discount, and proceed to check-out.. Continue the registration process and don't forget to check your email for the receipt.

If a group of more than 5 participants from a school or geographical region register for a STEP course, you may have the option to have live conversations.

Adult Faith Formation
For Catholic School Educators

"Always be ready to give an explanation to anyone who asks you for a reason for your hope," (1 Peter 3:15).

Faith Formation: A Condition for Employment

Catholic education is a ministry of the Church and its primary purpose is to bring the joy of the Gospel to the young people whom we serve. Therefore, the Office of Catholic Schools of the Archdiocese of Hartford adopted a faith formation policy as a condition for employment for all educators of Catholic schools in the Archdiocese of Hartford.

CATHOLIC SCHOOLS
Believe ~ Learn ~ Excel

Policy 3,202 of the *Handbook of Policies and Procedures for Catholic Schools* states: **Full-time teachers except high school teachers of religion and campus ministers shall have or obtain a certificate of completion in a faith formation program or its equivalent as determined and approved by the Office of Catholic Schools, within five years of commencement of employment. Individuals who do not complete the program within the allotted time may be terminated.**

Course Requirements (total of 6)

Virtual Learning Community for Faith Formation (VLCFF) (University of Dayton)		*Satellite Theological Education Program (STEP) (Notre Dame)*
Catholic Beliefs	OR	Catholic Faith and Tradition for School Teachers
Sacraments *(Non-Catholics may opt to take Introduction to Prayer (VLCFF) in lieu of Sacraments)*	OR	Liturgy: A Guide for the Perplexed
Introduction to Christian Morality	OR	The Christian Conscience & Ethical Dilemmas: Guidance from Catholic Tradition
Survey of Catholic Social Teaching	OR	Catholic Social Teaching

And 2 of the following:

Virtual Learning Community for Faith Formation (VLCFF)		*Satellite Theological Education Program (STEP)*
Bible Basics		
Introduction to Scripture		
Old Testament	OR	Old Testament: options available
New Testament	OR	Introduction to the New Testament

You may be exempt if...

- You have a **bachelor's degree or higher in theology** or its equivalent from a regionally accredited **Catholic university**

- You attended a **Catholic university: any theology courses you took** that directly correspond to the faith formation requirements or if you begin work on a **Masters in Theology** from an accredited **Catholic college or university** and take courses that directly correspond to the VLCFF or STEP courses listed

The policy states the coursework must be completed in the **first five years of full-time employment**. If, for any reason, you encounter extenuating circumstances that prevent you from completing all six courses, you may be eligible for an extension.

Contact Sr. Mary Kolbe Heffern, F.S.E., Director of Faith Formation at the Office of Catholic Schools for more information regarding extensions and exemptions.