



Criteria to Receive Elective Credit for Non-Diocesan-Sponsored Courses

Non-diocesan-sponsored courses/workshops include:

- those sponsored by a particular parish, school, district or vicariate
- those sponsored by a particular group or organization, such as NCEA, NCCL, NPCD, St. John Bosco Conference, a college/university, or religious community
- those sponsored by a publisher or textbook company, such as Sadlier Summer Program

1. Non-diocesan-sponsored courses may be eligible for ELECTIVE credit only.
2. Request to receive such credit must be submitted in writing to the Department for Marriage, Family & Catholic School Ministries **a minimum of 6 weeks prior** to the scheduled course.

3. The following information/documentation must be provided:

- A. Course name: _____
- B. Comprehensive course outline & content (attach to this form)
- C. Course date/s: _____
- D. Length (total number of hours): _____
- E. Name and background of presenter/s (attach resume, curriculum vitae or other credentials for each speaker)
- F. Location name & address where course will be held: _____

4. The non-diocesan course must not conflict with a scheduled Diocesan-sponsored course.
5. If the course is approved for credit, *Course Roster for Elective Credit* must be completed in its entirety and submitted to the Department for Marriage, Family & Catholic School Ministries immediately upon conclusion of the course.

Name: _____ Parish/School/Other: _____

Email address: _____ Phone: _____

Address: _____

Signature: _____ Current date: _____

Mail this form, including all required documentation, to:

Marriage, Family & Catholic School Ministries
2900 Noblestown Rd., Pittsburgh, PA 15205