



NON-ORDINATION PROGRAMS APPLICATION CHECKLIST/ADMISSIONS REQUIREMENTS

Transcripts and letters of Recommendation are **ONLY** required for admissions to programs (Certificates or MA in Ministry) taken **FOR-CREDIT**:

All students applying for any for-credit programs **MUST** have a bachelor's degree from an accredited institution.

Admission Deadlines: Fall/Summer: March 1st Spring: October 28th

Certificate in Spiritual Direction (for-credit):

Completed Application Undergraduate Transcripts Two Letters of Recommendation Pastor Recommendation
Spiritual Director Verification (*Please see next page.*) Background Check (*Please see next page.*)

Letter of Completion/LOC (P/F) in Spiritual Direction (not for credit):

Completed Application Two Letters of Recommendation Pastor Recommendation
Spiritual Director Verification (*Please see next page.*) Background Check (*Please see next page.*)

All other Degree and Certificate Programs (for-credit):

Completed Application Undergraduate Transcripts Two Letters of Recommendation
Pastor Recommendation (*Catechetics Certificate*)

Letters of Completion/LOC (Pass/Fail):

*It is not necessary to have an undergraduate degree for LOC programs. LOC programs have their own academic and programmatic requirements but are **NOT** for credit.*

Completed Application Transcripts (optional) Pastor Recommendation (Catechetics LOC)

Continuing Education:

Courses can be taken as continuing education for credit or for no credit. Admission is open to anyone as long as class size permits.

Completed Application

FOR MORE INFORMATION CONTACT

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Required Clearances for all students (Certificate or Letter of Completion)

Child Abuse History – PA Child Abuse 34: must be renewed every 5 years. Available online at <https://www.compass.state.pa.us/cwis/public/home> (if a “State” option is presented, choose the state in which you live).

FBI Record Check and Fingerprints: must be renewed every 5 years. Available online at <https://uenroll.identogo.com/> ((1) log in using service code 1KG6RT; (2) choose the “Working with Children” clearance; (3) if a “State” option is presented, choose the state in which you live))

Mandated Reporter Training – Act 31: certificate required; must be renewed every 5 years. Available online at <https://www.reportabusepa.pitt.edu/>.

Pennsylvania State Police – PA Criminal Background Check Act 33: must be renewed every 5 years. Available online at <https://epatch.pa.gov/home> ((1) a fee is required; (2) if a “State” option is presented, choose the state in which you live)).

Students from outside the State of Pennsylvania are required to submit FBI Record Check and Fingerprints and copies of the following from the state in which you reside (State Child Abuse History, State Mandated Reporter Training, and State Police Background Check).

Verification of Spiritual Direction

Provide this form to your current spiritual director and have them return it to you with the following completed. If you have had more than one spiritual director in the past 12 months, you should submit additional verification forms to cover 12 months of spiritual direction. If there are gaps in your spiritual direction due to unusual circumstances, you should ask your spiritual director to note that on the form on the line after “other.”

I verify that (directee’s name) _____ has been meeting with me for spiritual direction

_____ monthly for 12 months or more (at least 10 meetings per year); or _____ (if less than 12 months) monthly for _____ months;
or other: _____

Name of spiritual director completing this form: _____

Signature: _____

Date: _____

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