



## 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**:

*\*The MA in Ministry is a stackable MA degree that stacks any specialization (Spiritual Direction, Catechetics, Pastoral Care, etc.) with the 18 credit certificate in Theology.*

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

**Admission Deadlines:** Fall: July 15, Spring: November 1, Summer: March 1

#### SPIRITUAL DIRECTION PROGRAMS

##### Certificate in Spiritual Direction (for-credit):

Completed Application   Undergraduate Transcripts   Two Academic 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.*)

##### Master of Arts in Ecclesial Ministry:

Completed Application   Undergraduate Transcripts   Two Letters of Recommendation (*Non permanent diaconate candidates only*)  
Minimum of 18 credits in Catholic Theology.   Diocesan Letter of Sponsorship (*Permanent diaconate candidates only*)  
Background Check (*Please see next page.*)

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

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

##### 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)   Two Letters of Recommendation   Pastor Recommendation (Catechetics LOC)  
Background Check (*Please see next page.*)

## Continuing Education:

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*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

## Required Clearances for all students

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*This section is waived for international students.*

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

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*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:

## FOR MORE INFORMATION CONTACT

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