



The United States Association of

The Catechesis of the Good Shepherd[®]

CGSUSA Checklist for Catechist Formation Registration and Agreement

Please read this document FIRST before completing the Catechist Formation Registration and Agreement form. Note: The CGSUSA Office of Formation staff office hours are: Karen Maxwell, Director of Formation, karenmaxwell@cgsusa.org Monday – Friday 9:00 – 5:00 ET, 404-580-2960. Debbie Dobson, Course Registrar, debbiedobson@cgsusa.org Tuesdays and Thursdays 8:30-4:00 ET. Should you have any questions about this registration process, please send an email to both of us.

TO REGISTER CGS CATECHIST FORMATION:

- Complete the Catechist Formation Registration and Agreement Form. **Copies should be saved for the Hosting Coordinator and Formation Leader(s).** Then either download and mail a copy to CGSUSA Office of Formation, 4771 Old Timber Ridge Road, Marietta, GA 30068, or scan and send by email to debbiedobson@cgsusa.org.
- If available, send a copy of the course brochure or a link where this information can be found on the church, school, diocesan, or organization website.
- Upon receipt of the Catechist Formation Registration and Agreement Form, the CGSUSA Course Registrar will register the course and notify the Hosting Coordinator and the Formation Leader(s) with the course reference number identified in the Catechist Formation Registration confirmation email. **Please refer to this number on all correspondence related to the course.**
- When participants register for your course, make sure to obtain the following information as this is included on the CGSUSA Roster spreadsheet you will complete and send to the Office of Formation. The CGSUSA Roster spreadsheet is provided with the Catechist Formation Registration confirmation email:
 - First and last name
 - Mailing address (street address, city, state, and zip code)
 - Email address
 - Telephone number
 - Faith Tradition
 - Church or School
 - Diocese

AFTER YOUR CGS CATECHIST FORMATION BEGINS:

- After the course begins**, the Hosting Coordinator will need to send the CGSUSA Roster spreadsheet of participants to the CGSUSA Office of Formation. It is important to use the CGSUSA Roster spreadsheet template sent with your Catechist Formation Registration confirmation email.
- The **Registration Fee is based upon the number of persons enrolled in your catechist formation and is paid once the course begins. Our office will invoice the Hosting organization with the payment due.** Since the Registration Fee is based upon participants enrolled at the beginning of the course, this fee will not change during the course should the number of participants change.

- **Auditors are those persons who want to attend the catechist formation for a second (or more) time.** They have previously completed CGS catechist formation at the course level being offered and received a CGSUSA certificate. **Auditors are not included in the enrollment count for the Registration Fee.**
- **The Registration Fee is not based upon participants who plan to complete the course and receive a certificate. There is no certificate fee paid to CGSUSA in addition to the Registration Fee.** The Registration Fee is paid by the hosting organization and only one check or credit card payment will need to be made by the hosting organization to CGSUSA for the Registration Fee. (Do not ask participants to pay individually for this Registration Fee. The fee can be included in the tuition as an expense of the course.)
- We would like to maintain communication with you during this CGS catechist formation. If you have any questions or pastoral concerns about the course, please contact the Director of Formation at 404-580-2960.
- At some point during the course or at its conclusion, our Office of Formation may be in touch with you concerning an evaluation of the catechist formation experience both from participants as well as from the host coordinator.

THREE TO FIVE WEEKS PRIOR TO THE CONCLUSION OF YOUR CGS CATECHIST FORMATION:

- Certificates will be awarded to all participants who fully participate in this CGS Catechist Formation or at the very least *attend 80%* of the course sessions. (Makeup of sessions missed is highly encouraged but will need to be addressed by the Formation Leader.) **Certificates can only be signed by Formation Leaders who are recognized by CGSUSA.** The Office of Formation monitors the status of all CGSUSA courses and will contact hosting coordinators and formation leaders to request an estimate of the number of certificates needed when the course concludes. This will be done three to five-weeks prior to the course conclusion. **If your dates change for the course, please let our office know so that we will be up to date with you regarding your course.** The Formation Leader or the Hosting Coordinator may also contact the Office of Formation approximately four weeks before the course ends with the number of certificates that will be needed. Provide a mailing address where certificates will be mailed. Typically, certificates are sent by Flat Rate Priority Mail and will take 3-5 business days to arrive.
- After the course has been completed and certificates awarded, the Hosting Coordinator in conjunction with the Formation Leader, will need to update the CGSUSA Roster spreadsheet indicating who received a CGSUSA certificate and then send the Roster to the CGSUSA Course Registrar, debbiedobson@cgsusa.org. This is important not only for your course but also, this information contributes to our ongoing CGSUSA work in knowing who CGS catechists are in this country and in some cases, other countries as well. **Your timely follow-up to this last step in hosting catechist formation is very appreciated.**
- **Please encourage course participants to become members of the United States Association of the Catechesis of the Good Shepherd, CGSUSA.**
We are committed to supporting our Formation Leaders and Hosting Coordinators as well as the catechists in Catechesis of the Good Shepherd formation. Registering courses with the United States Association of the Catechesis of the Good Shepherd is an important beginning and helps our office stay informed regarding how Catechesis of the Good Shepherd is being offered around the country. Our website offers wonderful resources such as the online materials manuals, the Store for ordering books and items for the atrium, various articles about CGS, and The Good Shepherd and the Child podcasts, to name a few of the resources available.
www.cgsusa.org

Thank you for joining us on this journey with children as we grow in love and knowledge of God.