



The United States Association of

The Catechesis of the Good Shepherd[®]

Catechesis of the Good Shepherd Catechist Formation

Process for Registering Courses and Obtaining Agreement between Hosting Site Coordinators and Formation Leaders

Dear Hosting Site Coordinator and Formation Leader (s): Important, please read.

Thank you for your interest in hosting and leading the Catechesis of the Good Shepherd Catechist Formation. Our Office of Formation looks forward to working with you on this catechist formation.

Changes in the Process of Registering Courses with CGSUSA

We have recently undergone changes in how we register and monitor CGS catechist formation, from the Course Registration Form to the Agreement between the Formation Leader and Hosting Site Coordinator to how we will monitor catechist formation, invoice registration fees, and send certificates. Please bear with us as we work through this transition to our systems.

Whether we receive your Course Registration Form through our website or, for the time being, a hosting coordinator or formation leader sends in the old paper version of the Course Registration Form, your Course Registration will be submitted on a "Jotform," and a copy of that form will be sent to the Hosting Site Coordinator or Formation Leader who has filled out the form, to Debbie Dobson, our CGSUSA Course Registrar, and to me, Karen Maxwell, Director of Formation. The course will be registered in our Course Registration Database. It will then post to the Course Listing on our CGSUSA website, www.cgsusa.org, unless you have indicated that you want the course unlisted. This Course Listing is also undergoing transition on the website, so please know if you do not see this listing immediately, you will soon.

Finalizing the Agreement between Hosting Site Coordinator and Formation Leader

To finalize the Agreement of the terms for this Catechist Formation between the hosting site coordinator and the formation leader, we will send an email with a copy of the completed Course Registration Form to the hosting coordinator and the formation leader (s). Depending upon who completed the Course Registration Form, the

Formation Leader or the Hosting Site Coordinator will need to review the Course Registration details provided in the email.

1. If the Hosting Site Coordinator was the person to fill out this form initially, then the Formation Leader (s) will need to REPLY ALL to the email and indicate ACCEPTANCE of the Course Registration details.
2. If the Formation Leader was the person completing the Course Registration Form, then the Hosting Site Coordinator will be the one to REPLY ALL to the email indicating acceptance of the Course Registration details. This information will be recorded in our database for this course.

Please communicate any change in the course details to our office (both to the Course Registrar and the Director of Formation).

Summary of Steps Following Course Registration and Agreement

Here is a brief summary of the steps following the initial Course Registration and Agreement between Hosting Site and Formation Leader will include the following:

1. Once the Course is registered with the Office of Formation, our Course Registrar will send you a confirmation email with a copy of the Course Registration form, the Course Number and a link to the Roster provided through Google Sheets **so you** can add a list of participants attending the course. *(Please also see the CGSUSA Course Roster Instructions on the Course Registration Form.)*
2. Once the Course begins, send the Roster to the Course Registrar. The Registration Fee will be calculated based on those **enrolled** in the Course. The CGSUSA Business Office will send the Hosting Site Coordinator an invoice to pay the **CGSUSA Course Registration Fee**. *(Please also see the CGSUSA Course Registration Fee information provided on the Course Registration Form.)*
3. Note: When participants complete their registration to attend CGS Formation at your church, school, or diocese, make sure to collect the information listed below as it is included on the CGSUSA Roster Google Sheet you will use for enrolled participants and auditors:
 - a. First and Last Name of the Participant
 - b. Mailing Address (street address, city, state, and zip code)
 - c. Email address
 - d. Telephone Number
 - e. Faith Tradition
 - f. Church or School Name
 - g. Church or School City, State

- h. Diocese
 - i. For Auditors, make sure to ask where they received their catechist formation and confirm that they received a CGSUSA certificate.
 - j. If you have a participant who has attended part of the course elsewhere, you will need to record where the participant took the other portion of the course.
4. **Important note: The Course Registration Fee is not connected to participants who finish the course and receive a certificate.** The CGSUSA Course Registration Fee is not a certificate fee. **The Course Registration Fee is based on the participants *enrolled* in the catechist formation.** It contributes to the greater work of CGS Catechist Formation and the services provided to you for this catechist formation.
5. Those attending your course who completed this level of catechist formation and received a certificate previously are called AUDITORS. They will not be included in the enrollment count for the Course Registration Fee. Please make sure you have determined the participants who are AUDITORS when participants register for the course with you and indicate who Auditors are on the Roster.
6. International courses – those held outside of the United States are exempt from the Course Registration Fee.
7. Four weeks before the Course concludes, contact the Office of Formation with the number of participants completing the catechist formation and receiving certificates so that certificates can be shipped to the formation leaders or hosting site coordinator in a timely manner.

CERTIFICATES CAN ONLY BE SIGNED BY FORMATION LEADERS WHO ARE OFFICIALLY RECOGNIZED BY The United States Association of The Catechesis of the Good Shepherd (CGSUSA).