



The United States Association of

The Catechesis of the Good Shepherd®

CGSUSA Course Registration Fee Information

The mission of the United States Association of the Catechesis of the Good Shepherd is to serve catechist formation at all levels in the Catechesis of the Good Shepherd. Therefore, the Office of Formation not only registers each course offered by CGSUSA-recognized formation leaders but also provides a service to each hosting site organization, the coordinator and formation leader in a variety of ways to ensure excellent adult formation in Catechesis of the Good Shepherd can be offered to adults who seek to serve children in the atrium. The Hosting Site organization for every CGS catechist formation course registered with CGSUSA pays a Course Registration Fee to the United States Association of The Catechesis of the Good Shepherd (CGSUSA).

- The **Course Registration Fee** is calculated based on the number of people *enrolled* at the beginning of the catechist formation. It is *not* based on the number of participants who complete the course and receive a certificate. This is *not* a Certificate Fee. The **Course Registration Fee** is the only fee paid to CGSUSA by the Hosting Site organization. It is \$35.00 per person enrolled in the course. If ten people are enrolled in the course, the fee invoiced will be \$350.00.
- It is the responsibility of the **Formation Leader and the Hosting Coordinator** to confirm your participants' previous CGS Formation experience. For those leading Levels II or III, it is important to ask on your registration application if your participant has completed the previous level of catechist formation. Catechists should have completed and received certificates at the previous level before taking on the next level of CGS Catechist Formation.
- It is the responsibility of the **Formation Leader and the Hosting Coordinator** to provide the **Registration Roster** of participants to the CGSUSA Course Registrar and pay the **Course Registration Fee** once it is invoiced to the Hosting Site organization. The Course Registration Fee is considered an expense of hosting CGS Catechist Formation and should be included in the course budget and part of the course tuition. Please do not ask participants to write individual checks to CGSUSA. The **Course Registration Fee** is invoiced to the Hosting Site organization and should be paid as one payment made by the Hosting Site organization.
- **There are a couple of exceptions of persons who will not be included in the enrollment count or pay the CGSUSA Course Registration Fee.**
 - **International Courses** - Courses led by CGSUSA Formation Leaders held in countries other than the United States are exempt from paying this fee.
 - **Auditors** - Participants who have previously completed the CGS Course

and received a certificate from CGSUSA who are taking the same course again are auditors. They are excluded from the enrollment count for the Course Registration Fee. Please use the **Participant Status column** to indicate if a participant is an **Auditor** and provide that person's previous catechist formation details (formation leader, location, year, and/or course number).

- **Participants taking Part 1 or Part 2 only of a course.** Participants who have only taken Part 1 or Part 2 of a course will need to be identified on the Roster. Those who are taking Part 1 will be included in the enrollment count. Those who are taking Part 2 of a course and who have taken Part 1 elsewhere will not be included in the enrollment count. Provide details if a participant is joining the Course at Part 1 or Part 2 only in the Notes Field.
- **Missionaries** – If tuition is waived for missionaries or members of religious orders, please designate **Missionary** in the Participant Status field and include the name of the religious order in the Notes field. The enrollment fee will be waived for such participants.

Thank you for your attention to this important aspect of hosting CGS Catechist Formation.

-Karen Maxwell, Director of Formation