

SEARCHLIGHT® VIRTUAL SCHOOL

Approved by the Office of Catechetical Leadership, Youth and Young Adult Ministry Formation • Anthony C. Marchica, Director
Diocese of Palm Beach • Prepared for use by the Diocese of Orlando

Diocese of Orlando - Searchlight® Virtual School

The first requirement is formal enrollment in the Searchlight® Virtual School. To do this, go to the Searchlight® Virtual School web site: <http://www.SearchlightVS.com>.

- For credit hours toward the Catechist/Learner Dimension, click on Basic/Intermediate Catechist Certification (Left section). This section contains the six courses available toward credit hours in the Catechist Dimension for the Diocese of Orlando.
- For credit hours toward the Content Dimension, click on School of Christian Formation...*Online* (Center section).
- On the landing page for either division, click on the "Enrollment" button at the top of the page and review the five steps.

To formally enroll in the Searchlight® Virtual School, you must submit the following:

1. The Enrollment Application
2. The \$5.00 Processing Fee

Note: When both the enrollment application and processing fee have been submitted, a confirmation e-mail with your Student Number will be sent to you. Enrollment is a "one time" process. You may order courses from the Basic/Intermediate Division or from the School of Christian Formation...*Online* Division (or both) without re-enrolling.

To Order Basic and Intermediate Courses (Catechist/Content/Learner Hours)

You must be formally enrolled in the Searchlight® Virtual School and have received a Student Number before taking these steps.

1. Go to the SVS web site (www.SearchlightVS.com) > Basic and Intermediate Catechist Certification. (Left section)
2. On the landing page, click on the "Subscriptions" button.
3. Follow the directions provided for purchasing the Basic or Intermediate Subscription. Cost: \$30 per subscription.
4. **The Basic Subscription covers the cost of four courses. Completing these four courses earns the following credit hours:**
 - Foundational Principles and Practices for Catechists - Catechist Dimension - 5 hours
 - Foundations Course 1: Getting to Know Vatican II - Content Dimension - 4 hours
 - Foundations Course 2: An Introduction to the Rite of Christian Initiation of Adults - Learner Dimension - 2 hours
 - Foundations Course 3: Catechesis - Passing on the Faith: An Overview of the GDC - Catechist Dimension - 2 hours
5. **The Intermediate Subscription covers the cost of two courses. Completing these two courses earns the following credit hours:**
 - Building a Culture of Life: The Church's Social Teachings - Learner Dimension - 8 hours
 - Living Vatican II Today - Content Dimension - 15 hours
6. When the Subscription Payment Notification is received, a PDF is sent to you as an attachment to an e-mail. All the worksheets needed for a particular group of courses — four courses in Basic and two courses in Intermediate — are contained in one electronic PDF document. Download this document out of your e-mail program into a folder on your local computer (different from your downloads folder) before accessing it and inputting data.
7. The course PDFs are equipped with text input fields. All reflections and answers to questions are to be entered into these electronic PDF documents. The completed PDF for each group of courses must be returned to the Searchlight Virtual School to receive the appropriate credit hours for that group of courses. Completion within one year per subscription is required, but many students complete the courses within weeks to several months.
8. The content for the Basic and Intermediate courses is delivered entirely online. To access the online content for each course, click on the "Courses" button at the top of the screen. Scroll down to the courses chart. Click on the title of each course to access an information panel for that course. (The first one is open by default). The information panel provides a course description and link(s) to the online content.
9. The Basic courses are in the first section of the chart. The Intermediate courses are in the second section of the chart. Although there are only two courses in the Intermediate group of courses, the content of these two is greater than the content of the four Basic courses. Thus, there is a difference in credit hours available through each group of courses.
10. It is highly recommended that you begin with the four Basic courses and proceed to the two Intermediate courses. The materials build upon each other, with the Basic courses providing a foundation for the Intermediate courses. To submit a completed course PDF, attach it to an e-mail. Send to: Michelle@SearchlightVS.com.
11. A documentation form for the completed work is sent to the Diocese of Orlando. A copy of this form is also sent to the student. Please save a copy of this form for your own records.

To Earn Content Dimension Hours Through the School of Christian Formation

You must be formally enrolled in the Searchlight® Virtual School and have received a Student Number before taking these steps.

1. Go to the SVS web site (www.SearchlightVS.com) > School of Christian Formation...*Online*. (Center section)
2. On the landing page, click on the "SCF Courses" button. **Eight of the SCF courses may be used for credit hours in the Diocese of Orlando. Each completed course earns 15 credit hours toward the Content Dimension. These courses are:**
 - **Bible: Old and New Testaments (Introduction to the Bible)**
 - **Christology**
 - **Ecclesiology**
 - **History of the Church**
 - **Liturgy and Sacraments**
 - **Morality**
 - **Spirituality**
 - **Pastoral Ministry**
3. Click on the title of each course to open an information panel. This panel provides the course description, course requirements, links to the online content, and links for ordering the required course text.
4. Review the course description and requirements for each course and decide which courses you would like to take.
5. To order a course, click on the "Order Courses" button at the top of the screen, or click the "Order Course" button from within the information panel itself. On the landing page, follow the directions provided for ordering the course of your choice. Cost: \$30 per course, plus the purchase of the required text. Students are responsible for purchasing the required text. The Searchlight® Virtual School does not supply the texts, but we have provided online purchasing links in the information panel for each course.
6. When an order for a course is received, the course PDF is sent as an attachment to an e-mail. Each course consists of two components: The online content (online tutorials) and the text content (required text). Each electronic PDF contains the entire set of worksheets for a particular course, both for the online content and the text assessment. Download this document out of your e-mail program into a folder on your local computer (different from your downloads folder) before accessing it and inputting data.
7. The course PDFs are equipped with text input fields. All reflections and answers to questions are to be entered into these electronic PDF documents. The completed PDF for each course must be submitted to the Searchlight Virtual School to receive the appropriate credit hours. There is a three to four month time requirement for course completion, depending on the course. Each course's time requirement can be found in the information panel for that course.
8. To submit a completed course PDF, attach it to an e-mail. Send to: Michelle@SearchlightVS.com.
9. A documentation form for each course completed is sent to the Diocese of Orlando. A copy of this form is also sent to the student. Please save a copy of this form for your own records.