

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 St. Augustine

Diocese of St. Augustine - 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 Level 2 or Level 3 Certification for the Diocese of St. Augustine, click on the **School of Christian Formation ... Online** button - the section in the center. (Enter through this division **ONLY!**)
- On the landing page, click on the "SCF Enrollment" button at the top of the page.
- When the "Enrollment" page opens, follow the directions provided. Pay close attention to the "Five Steps" of the Enrollment Process.

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 your enrollment application and processing fee have been submitted, you will receive a confirmation e-mail providing your Student Number. To earn certification, follow the appropriate steps as outlined below.

To Earn Level 2 Certification in Catechesis

You must complete Level 1 before taking online courses. You must have enrolled in the Searchlight® Virtual School and have a Student Number before ordering Searchlight's online courses.

1. Go to the SVS web site (www.SearchlightVS.com) > Click on School of Christian Formation ... *Online*. (Center section)
2. On the landing page, click on the "Order Courses" button.
3. Follow the directions provided for ordering the course of your choice. Cost: \$30 per course. Students are responsible for obtaining the required text. The Searchlight® Virtual School does not supply the texts, but your diocese has provided copies at many parishes and schools. If your parish or school does not have the texts available, the DRE or Principal should request copies through Erin McGeever, Director of Christian Formation for the Diocese of St. Augustine.
4. When an order for a course is received, the course materials are sent as an attachment to an e-mail. Each electronic PDF contains all the worksheets for the course, both for the online tutorials and the text assessment.
5. For course requirements and to access the online tutorials for each course, click on the "SCF Courses" button at the top of any page in the SCF Online division of the web site.

Required Searchlight Courses for the Level 2 Certification: Introduction to the Bible, Liturgy and Sacraments, History of the Church, Morality, and Spirituality; **Plus one** of the following: Christology, Ecclesiology, or Social Doctrine

To Earn Level 3 Certification in Catechesis (Level 1 and 2 Required)

You must have enrolled in the Searchlight® Virtual School and have a Student Number before ordering Searchlight's online courses. (However, if you enrolled previously, do not re-enroll. Order your Level 3 courses using the Student Number previously issued.)

1. Go to the SVS web site (www.SearchlightVS.com) > Click on School of Christian Formation ... *Online*. (Center section)
2. On the landing page, click on the "Order Courses" button.
3. Follow the directions provided for ordering the course of your choice. Cost: \$30 per course. Students are responsible for obtaining the required text. The Searchlight® Virtual School does not supply the texts, but your diocese has provided copies at many parishes and schools. If your parish or school does not have the texts available, the DRE or Principal should request copies through Erin McGeever, Director of Christian Formation for the Diocese of St. Augustine,.
4. When an order for a course is received, the course materials are sent as an attachment to an e-mail. Each electronic PDF contains all the worksheets for the course, both for the online tutorials and the text assessment.
5. For course requirements and to access the online tutorials for each course, click on the "SCF Courses" button at the top of any page in the SCF Online division of the web site.

Required Searchlight Courses for the Level 3 Certification: Any of the School of Christian Formation Courses for which you have not previously received credit.