

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 Venice

Diocese of Venice - 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 Basic or Advanced Certificate in Catechesis for the Diocese of Venice, 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 Basic Certificate in Catechesis

You must complete Steps 1, 2, and 3 of your Diocesan Basic Certificate Requirements before taking online courses. You must enroll in the Searchlight® Virtual School and have a Student Number before ordering SCF online courses.

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 "Order Courses" button.
3. 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 online purchasing links have been provided.
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 information regarding each course, to access the online tutorials for each course, or to order the required text 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 Courses for the Basic Certificate: Introduction to the Bible, Liturgy and Sacraments, Catholic Social Doctrine, Morality, and An Introduction to the RCIA. (Scroll to the very bottom of the course list to access this course.)

To Earn Advanced Certificate in Catechesis (Basic Certificate in Catechesis Required)

Advanced online courses may be taken before, after, or simultaneously with the Rice School Courses. You must enroll in the Searchlight® Virtual School and have a Student Number before ordering SCF online courses. (However, if you enrolled previously, do not re-enroll. Purchase your advanced courses using the Student Number previously issued.)

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 "Order Courses" button.
3. 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 online purchasing links have been provided.
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 information regarding each course, to access the online tutorials for each course, or to order the required text 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 Courses for the Advanced Certificate: Christology, Ecclesiology, History of the Church, and Spirituality.