

# SEARCHLIGHT® VIRTUAL SCHOOL

Approved by the Office of Catechetical Leadership, Youth and Young Adult Ministry Formation • Anthony C. Marchica, Director

## Catholic School Teachers Foundation Certificate • Levels 1, 2, and 3

**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 the Foundation Certificate or Level 1 Certification, click on the button under the section for Foundation Certificate and Level 1 Certification for Catholic School Teachers. (Left section)
- For Level 2 or 3 Certification, click on the School of Christian Formation ... *Online* button. (Center section)
- On the landing page for either division, click on the “Enrollment” button at the top of the page.
- When the “Enrollment Process” page opens, 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

When both your enrollment application and processing fee have been submitted, you will receive a confirmation e-mail providing your Student Number and further instructions.

### To Earn The Foundation Certificate or Level 1 Certification

**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](http://www.SearchlightVS.com)) > click on the button under the section for Foundation Certificate and Level 1 Certification for Catholic School Teachers (the left section).
2. On the landing page, roll over the "Subscriptions" button.
3. Follow the directions provided for purchasing either the Basic or Intermediate Subscription, depending on which you need. Purchase the Basic Adult Subscription for the Foundation Certificate courses and the Intermediate Adult Subscription for the Level 1 courses. Cost: \$30 per subscription. The subscription covers all courses for that level.
4. When the Subscription Payment Notification is received, the course materials will be sent to you as an attachment to an e-mail. All the course materials needed for a particular level are contained in one electronic PDF document. Save this document into a folder on your local computer before accessing and inputting data.
5. To access the online portion of each course, roll over the "Courses" button at the top of any page in the web site.

### To Earn Level 2 or Level 3 Certification

**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](http://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 we have provided online purchasing links.
4. To earn Level 2, you must already have the Foundation Certificate and Level 1, then complete four School of Christian Formation courses. To earn level 3, an additional four courses must be completed.
5. 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.
6. 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.