

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, enroll in the **School of Christian Formation ... *Online*** - the second section under the home page image. (Enter through this division **ONLY!**)
- Review the policies and certification requirements.
- Next, choose the "Enrollment" button at the top of any page and follow the directions provided on that page.

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*. (Second section)
2. An overview is provided. Review the information, especially the "First Steps" and "After Enrollment" information.
3. Buttons for course ordering are available in the information for each course. 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 content for each course, or to order the required text for each course, click on the "Courses" button at the top of any page and navigate to the course of choice.

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*. (Second section)
2. An overview is provided. Review the information, especially the "First Steps" and "After Enrollment" information.
3. Buttons for course ordering are available in the information for each course. 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 "Courses" button at the top of any page and navigate to the course of choice.

Required Courses for the Advanced Certificate: Christology, Ecclesiology, History of the Church, and Spirituality.