

Process to request that the Office for Catholic Schools to certify your event:

1. Minimum qualifications for event certification:
  - a. All presenters are to be degreed and certified in their field and/or must have experience in working with and/or collaborating with educators.
  - b. The event should fall within the scope of the charted activities on the attached spreadsheet.
2. The school shall submit request to the Office for Catholic Schools at least three weeks before the event. Use the attached form to make the request. Please mail or email to the attention of the Superintendent.
3. The Office for Catholic Schools will issue you a certificate to use for your attendees of your activity. The schools section will keep a copy of your request and the certificate on file. The school will be responsible for maintaining their own files as well.