

**Foundational Certification Courses
Responsibilities of Diocese, Instructor and Contact Person**



Duties of the Diocese of Green Bay

1. Accept applicants to teach the Components and to Train them.
2. Advertise on the Diocesan Website.
3. [Please note: The diocese cannot possibly be in charge of registration for the many courses being taught around the diocese.]

Duties of the Instructor

1. Submit "Request to Teach a Component" with the complete details and your signature to education@gbdioc.org
2. Give contact person the forms – course outline, assignments -- to have emailed ahead of time.
3. Give the contact person the handouts to be run off for the people attending.
4. Give the contact person the blank attendance sheet if you want to the names of the students ahead of time.
5. Send or deliver all the forms that are due to the diocese (after the course is finished):
 - a. Completion forms (only of those who have attended all five sessions)
 - b. Evaluation forms
 - c. Attendance chart
6. Negotiate with the contact person concerning mileage reimbursement. (The instructor is not taking a stipend for teaching the class itself, but should be given something for the mileage.)

Duties of the Contact Person (Parish/School) sponsoring the course

1. Responsible to promote class to school/parish.
2. Responsible to negotiate with the instructor concerning mileage reimbursement. (The instructor is not taking a stipend for teaching the class itself, but should be given something for the mileage.)
3. Responsible to take the registrations for the class.
4. Responsible to get the materials run off for each person in the class.
5. Responsible to give the Instructor the names of the people attending at least three days before the class begins.