



## **What I should know when signing up for a University of Dayton *Equip for Ministry* equivalent course...**

Before you sign up, make sure to visit the VLCFF website and view the two videos, “An Overview of the VLCFF” and “Getting Started with the VLCFF” at <https://vlcff.udayton.edu/>

### **What is the time commitment?**

Plan for 5 hours per week for each week of the course. You should spread this time over the span of the week (plan to log on three times a week), to allow you to participate in the on going discussions.

### **When can I do the course?**

During each week of the course, you can do the work anytime during that 7 day period (at 3 AM if you like). There is no real-time requirement for the courses, i.e. you do not have to be online on Tuesdays at 4 PM.

### **Can I do all of the work in the last week?**

No, each week of the course must be completed during the designated week. There are no extensions for the online work.

### **Is there a textbook for the course?**

Most of the courses do require a textbook. When you register, make sure to allow enough time to acquire the textbook for the course.

### **Will I be in a class with people I know?**

You may have some online classmates that you know, or you may be online with people from around the world. Each class is restricted to 15 people per class to optimize your experience and feedback from the instructor.

**Should I have my course “scored” when I register?** The Archdiocese of Baltimore does not require you to have a course scored. If you want to earn a certificate from the VLCFF, your course should be scored. If you are scored, then you are given a

rating on a sliding scale, as opposed to a complete/not complete for those not being scored.

**Will I get CEUs for the course?** Yes, you get 1.5 CEUs for a three week course and 2.5 CEUs for a five week course.

**What are the Certificate Program exercises at the bottom of the sessions for the course?** These are only for those who want to get a certificate from the VLCFF in areas like in catechesis or special needs. These certificates are not a requirement in the Archdiocese of Baltimore for Catholic School teachers or parish volunteers. For more information on certificate programs: <https://vlcff.udayton.edu/certificates/>

**Can I receive undergraduate credit for this course?** You can register to have a VLCFF course count as 1.0 undergraduate credits. You need to pay \$300 for the course and there are further readings and a final paper. To register for undergraduate credit, contact Richard Drabik at [rdrabik1@udayton.edu](mailto:rdrabik1@udayton.edu).

**How do I pay?** You can pay for the course when you register by credit card, or click to pay by check and you will be emailed the payment information. You will not receive credit for a completed course until payment is received by the University of Dayton.

**Do I have to notify the Archdiocese of Baltimore when I complete a course?** No, we receive your completion certificates and track your progress in Equip for Ministry. You should receive an email with an updated transcript within 3 months of completing the VLCFF course.