



The pre-eminent resource for
ALL Catholic Cemeteries

CCCE

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APPLICATION

Must be actively employed in a
Catholic Cemetery ministry for a period
of not less than three years.
Re-certification must occur every five years.
Upon reaching seventy (70) years of age,
no re-certifications is required.

Date: _____

PLEASE TYPE

Name: _____

Current Title: _____

Time in Present Position (Years/Months): _____ Total Years in Cemetery Management: _____

Cemetery Name: _____

(Arch)diocese: _____

Business Address: _____

City: _____ State: _____ Zip: _____

Business Phone: _____ Email: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Please enclose \$225 fee with your completed application and signature of your Diocesan Delegate.

~~CCCE~~
~~CCCE~~

CCCE CERTIFICATION
COMMITTEE Catholic Cemetery Conference
1400 South Wolf Road, Building 3 • Hillside, Illinois 60162
ph 708.202.1242 • fax 708.202.1255

POINTS

In determining point totals, the Certification Committee may score each response from zero to the full amount.

MAXIMUM POINTS = 250

The following indicates points per year in each

- Diocesan Director or Equivalent 20
- Executive Director or Equivalent 20
- Assistant Executive Director or Equivalent 10
- Superintendent/ Department Head 7
- Other Management Personnel 4

MAXIMUM POINTS = 35

The following indicates points per year in each

- All Positions 4

Catholic Cemetery Management Full Time Positions Held

CURRENT CATHOLIC _____

City/State: _____ (Arch)diocese: _____

Positions Held (Include dates): _____

Responsibilities: _____

CATHOLIC _____

City/State: _____ (Arch)diocese: _____

Positions Held (Include dates): _____

Responsibilities: _____

CATHOLIC CEMETERY: _____

City/State: _____ (Arch)diocese: _____

Positions Held (Include dates): _____

Responsibilities: _____

Other Management Experience (other than Catholic Cemetery Ministry)

Briefly explain how each position contributed to abilities in cemetery management.

COMPANY _____

City/State: _____

Positions Held (Include dates): _____

Responsibilities: _____

Explanation: _____

COMPANY: _____

City/State: _____

Positions Held (Include dates): _____

Responsibilities: _____

Explanation: _____

COMPANY _____

City/State: _____

Positions Held (Include dates): _____

Responsibilities: _____

Explanation: _____

Service

Years of service to the Church as a dedicated Catholic Cemeterian: _____

Points per year 3

Education Credit will be given only for the highest degree earned.

Education beyond high school. Degrees/credits earned from degree-granting college.

<u>INSTITUTION</u>	<u>DATE</u>	<u>DEGREE</u>	<u>MAJOR</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Credit and non-credit educational programs such as Deacon programs. List number of credit hours, date, title and sponsoring organization of credit and non-credit programs. Proof of completion is required.

<u>COURSE</u>	<u>CREDIT HOURS</u>	<u>ORGANIZATION</u>	<u>COURSE</u>
_____	_____	_____	_____
_____	_____	_____	_____

MAXIMUM POINTS = 115

Doctorate Degree 115

Master's Degree 90

Bachelor Degree 65

Associate Degree 40

MAXIMUM POINTS = 40

2 points per 3 credit hours

MAXIMUM
POINTS = 75

Points per year
— CCC
— Non-CCC

$\frac{4}{2}$

CCCConventions

List conventions and years attended.

1	4
2	5
3	6

List any additional CCC Conventions or non-CCC Convention participation on a separate sheet.
Proof of attendance may be requested.

School of Leadership and Management Excellence

List school and year of sessions. To receive credit for all 5 years, one year's session must be Theology.

MAXIMUM
POINTS = 375

Points per
completed school

75

School: _____	Date: _____
School: _____	Date: _____
School: _____	Date: _____
School: _____	Date: _____
School: _____	Date: _____

CemeteryWorkshops/Seminars

List attendance at CCC workshops/seminars. Since
Smaller Cemetery Seminar is 2.5 days of class time, 25 points are allotted for participation.

MAXIMUM
POINTS = 50

Points for each full
day session (6 hours
of class time)

10

Program Title: _____

Date: _____ Number of Hours: _____

Sponsoring Organization: _____

Program Title: _____

Date: _____ Number of Hours: _____

Sponsoring Organization: _____

Program Title: _____

Date: _____ Number of Hours: _____

Sponsoring Organization: _____

Non-CCC Workshops/Seminars

Credit for non-CCC workshops/seminars is subject to approval by the Certification Committee and proof of participation.

MAXIMUM
POINTS = 50

Points for each six
hour workshop
/Seminar

2.5

Program Title: _____

Date: _____ Number of Hours: _____

Sponsoring Organization: _____

Program Title: _____

Date: _____ Number of Hours: _____

Sponsoring Organization: _____

Positions Held in CCC

Positions held as an Officer, Board Member, Committee Chairman, Committee Member of the Catholic Cemetery Conference. (May not claim simultaneous positions as officer and Director, or as Chair and member of same committee.)

OFFICE OR POSITION HELD: _____

Committee Name: _____ Date of Service: _____

OFFICE OR POSITION HELD: _____

Committee Name: _____ Date of Service: _____

OFFICE OR POSITION HELD: _____

Committee Name: _____ Date of Service: _____

Positions in State/Regional Catholic Cemetery Organizations

Positions/Offices held in state/regional Catholic cemetery organizations

ORGANIZATION: _____

Office or Position Held: _____

Committee Name: _____ Date of Service: _____

ORGANIZATION: _____

Office or Position Held: _____

Committee Name: _____ Date of Service: _____

Non-Sectarian Allied Cemetery Organizations

Positions/Offices held in allied cemetery organizations (i.e., ICCFA, CANA, CCFW, state cemetery associations etc.)

ORGANIZATION: _____

Office or Position Held: _____

Committee Name: _____ Date of Service: _____

ORGANIZATION: _____

Office or Position Held: _____

Committee Name: _____ Date of Service: _____

CCC

MAXIMUM POINTS = 150

POINTS PER YEAR:

Officer	<u>20</u>
Director	<u>15</u>
Committee Chair	<u>10</u>
Committee Member	<u>6</u>

ALLIED CATHOLIC

MAXIMUM POINTS = 65

POINTS PER YEAR:

Officer	<u>10</u>
Director	<u>8</u>
Committee Chair	<u>6</u>
Committee Member	<u>4</u>

NON-SECTARIAN

MAXIMUM POINTS = 65

POINTS PER YEAR:

Officer	<u>6</u>
Director	<u>4</u>
Committee Chair	<u>2</u>
Committee Member	<u>1</u>

Education Program Speaker or Moderator

MAXIMUM
POINTS = 200

Speaker or Moderator at CCC Education Programs (seminars, workshops, conferences)

SPEAKER
points per seminar
or workshop

50

Program: _____ Number of Hours: _____

Subject: _____ Date: _____

Location: _____ Speaker: _____ Moderator: _____ Panel Member _____

MODERATOR
points per seminar
or workshop

10

Program: _____ Number of Hours: _____

Subject: _____ Date: _____

Location: _____ Speaker: _____ Moderator: _____ Panel Member _____

Panel Member

15

Program: _____ Number of Hours: _____

Subject: _____ Date: _____

Location: _____ Speaker: _____ Moderator: _____ Panel Member _____

MAXIMUM
POINTS = 100

Speaker on Catholic cemetery management for (a) other dioceses, (b) state or regional entities, or (c) other diocesan entities. Does not include presentations made to promote or highlight cemeteries as part of your assigned job responsibilities. If you give the same presentation more than once, partial points may be applied to subsequent sessions.

Points per session

20

Presentation To: _____

Location: _____ Number of Hours: _____

Subject: _____ Date: _____

Presentation To: _____

Location: _____ Number of Hours: _____

Subject: _____ Date: _____

Presentation To: _____

Location: _____ Number of Hours: _____

Subject: _____ Date: _____

Presentation To: _____

Location: _____ Number of Hours: _____

Subject: _____ Date: _____

Community/Public Service

Leadership positions in national, parish, diocesan or community organizations.
Outreach during local, community and natural disasters and emergencies.

<u>Organization</u>	<u>Position/Title</u>	<u>Date</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

MAXIMUM
POINTS = 35

Points per year
of service
Points for each
day of outreach
during disaster
or emergency

5

CCC Approved and Sponsored Extraordinary Community/Public Service Projects

Assistance with Natural Disasters (i.e. Katrina) and extraordinary events
as approved by the CCCE Committee.

MAXIMUM
POINTS = 75

Maximum points
per day

15

Publications

ARTICLES WRITTEN AND PUBLISHED IN CATHOLIC CEMETERY

Title: _____ Date: _____

Title: _____ Date: _____

Title: _____ Date: _____

Title: _____ Date: _____

Title: _____ Date: _____

MAXIMUM
POINTS = 225

Maximum points
per published article.
Duplicate articles can
only receive credit in
one publications.

15

ARTICLES PUBLISHED IN ALLIED OR OTHER PROFESSIONAL MAGAZINES. Submit copy of article.

Title: _____ Date: _____

Title: _____ Date: _____

Title: _____ Date: _____

Maximum points
per published article

10

PUBLISHED CEMETERY BOOKS, MANUALS AND BROCHURES THAT HAVE BEEN PERSONALLY
CREATED. Submit photocopy cover page of work done.

Title: _____ Date: _____

Publisher: _____ Type: _____

Title: _____ Date: _____

Publisher: _____ Type: _____

Title: _____ Date: _____

Publisher: _____ Type: _____

Points per book

75

Points per manual

30

Points per brochure

5

