



*The pre-eminent resource for
ALL Catholic Cemeteries*

CCCE

Certified Catholic Cemetery Executive

RE-CERTIFICATION

Date: _____

PLEASE TYPE

Name: _____ Date of Certification: _____

Date of last Re-certification (if applicable): _____

Current Title: _____

Cemetery Name: _____

(Arch)diocese: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

This form must be completed and returned to the Certification Committee, Catholic Cemetery Conference, no later than July 21 prior to re-certification date. CCCE's must re-certify every five years.

- 25 points are required to retain CCCE certification every five years.
- All programs and activities to be listed are only those since Certification date or last Re-certification, whichever is more recent.
- It is important that all relevant information be completed on the form and attachments be provided as requested.

There is no fee for CCC member Re-Certification.

CCCE CERTIFICATION COMMITTEE

Catholic Cemetery Conference

1400 South Wolf Road, Building 3 • Hillside, Illinois 60162

ph 708.202.1242 • fax 708.202.1255

dlabarre@catholiccemeteryconference.org

Maintaining Certification

Continual professional development activities are essential to enable Catholic cemetery executives to cope with rapidly changing conditions. Therefore, to retain the Certified Catholic Cemetery Executive designation, *a cemetery executive must accumulate twenty-five professional credits each five years*, and submit a completed CCCE Re-certification Report Form to the Certification Committee. Each CCCE first reaches re-certification date on the fifth day of January following the date appearing on the certificate attesting to certification. The CCCE Re-certification Report Form is due by July 21 prior to the date of re-certification.

Professional credits for re-certification may be accumulated anytime from the date appearing on the CCCE certificate (or from last date of re-certification) to the July immediately preceding re-certification date. Any Certified Catholic Cemetery Executive, who accumulates the required minimum of 25 points prior to the date of re-certification, may submit the completed Re-certification Report Form to the Certification Committee.

In the event re-certification has lapsed for failure to submit an application when required, twenty-five credits will be needed for each five year period and an additional five credits for each year beyond the needed twenty-five credits in order to re-activate the re-certification. For example, a lapse to twelve years would require sixty credits to re-certify.

Acceptable Professional Points for Maintenance Credit

The Certification Committee has identified a wide variety of educational endeavors and leadership activities through which a re-certification may be maintained. These are listed by categories, and the Certification Committee will continuously review other programs and activities to identify those that in its judgment merit inclusion.

POINTS

Per Evaluation 5

Points Per Year 1

Points Per Year 1

Points Per Year .20
(1 point maximum)

Points Per Year 1

Program or Activity

I. CATHOLIC CEMETERY EVALUATION SERVICE (last five years)

CCC designated consultant to conduct Catholic cemetery evaluation.

Name of Diocese for evaluation: _____

II. MEMBERSHIP (last five years)

1. Years of membership in Catholic Cemetery Conference: _____

2. Membership in State/Regional Catholic Cemetery organization.

Indicate organization and years of membership: _____

3. Years of membership in non-sectarian state cemetery organization: _____

III. AFFILIATED CATHOLIC CONVENTIONS (last five years)

Attendance at CCC Annual Convention:

• *Years attended* _____

Attendance at CCW Annual Convention:

• *Years attended* _____

2 Catholic Cemetery Conference

IV. SERVICE AS AN OFFICER, DIRECTOR, CHAIRPERSON OR COMMITTEE MEMBER OF CATHOLIC CEMETERY CONFERENCE OR STATE CATHOLIC CEMETERY ORGANIZATION

Office or position held: _____

Organization: _____

Date of Service: _____

Office or position held: _____

Organization: _____

Date of Service: _____

Office or position held: _____

Organization: _____

Date of Service: _____

Office or position held: _____

Organization: _____

Date of Service: _____

Office or position held: _____

Organization: _____

Date of Service: _____

Office or position held: _____

Organization: _____

Date of Service: _____

Office or position held: _____

Organization: _____

Date of Service: _____

Office or position held: _____

Organization: _____

Date of Service: _____

POINTS

The following indicates points per year that can be earned for each position.

Officer of CCC 6

Director of CCC 4

Chairperson of CCC
Advisory or Special
Committee 2

Member of CCC
Advisory or Special
Committee 1

State/Regional Catholic
Cemetery Organization
Officer 2
Director 2
Chair/Cmte Member 1

State Non-Sectarian
Cemetery Association
Officer 1
Director 1
Chair/Cmte Member 1

POINTS

Per 3-6 hours 1
 Per school 5
 Per 3-6 hours 1
 Per 3 credit hours 1
 Per 3-6 hours 1

TOTAL POINTS: _____

TOTAL POINTS: _____

TOTAL POINTS: _____

TOTAL POINTS: _____

Attach description, program outline, course description, etc. if other than CCC sponsored.

V. EDUCATIONAL PROGRAMS AND COURSES

- Attendance at CCC education seminars. *
- Attendance at CCC School of Leadership and Management Excellence.
- Attendance at education seminars of state Catholic cemetery association. *
- Successful completion of college management/finance/data processing course from degree granting institution.
- Attendance at educational seminar, state non-sectarian cemetery association. *

*** ANNUAL CONVENTION NOT INCLUDED.**

SPONSOR: _____

Title of Program or Course: _____

Number of Hours: _____

Location and Date: _____

SPONSOR: _____

Title of Program or Course: _____

Number of Hours: _____

Location and Date: _____

SPONSOR: _____

Title of Program or Course: _____

Number of Hours: _____

Location and Date: _____

SPONSOR: _____

Title of Program or Course: _____

Number of Hours: _____

Location and Date: _____

SPONSOR: _____

Title of Program or Course: _____

Number of Hours: _____

Location and Date: _____

VI. SPEECHES, INSTRUCTION AND OTHER PROGRAM PARTICIPATION
IN CATHOLIC CEMETERY MANAGEMENT

- Appearance as an instructor or speaker at a CCC general session, workshop or seminar.
- Appearance as an instructor or speaker at a state Catholic cemetery meeting.
- Speeches and/or workshops on Catholic cemetery management to Catholic organizations other than above.
- Appearance as moderator

POINTS

Per presentation 2
Per presentation 1
Per presentation 1
Per presentation .25

TITLE OF PROGRAM: _____

TOTAL POINTS: _____

Sponsor: _____

Length of Presentation: _____

Involvement (speaker, instructor, panel member, etc.): _____

Moderator: _____

TITLE OF PROGRAM: _____

TOTAL POINTS: _____

Sponsor: _____

Length of Presentation: _____

Involvement (speaker, instructor, panel member) _____

Moderator: _____

TITLE OF PROGRAM: _____

TOTAL POINTS: _____

Sponsor: _____

Length of Presentation: _____

Involvement (speaker, instructor, panel member, etc.): _____

Moderator: _____

TITLE OF PROGRAM: _____

TOTAL POINTS: _____

Sponsor: _____

Length of Presentation: _____

Involvement (speaker, instructor, panel member): _____

Moderator: _____

Attach copy or outline
of speech and copy of
program if other than
CCC sponsorship.

POINTS PER CONTRIBUTION **2**

VII. PUBLISHED ARTICLES AND OTHER LITERARY CONTRIBUTIONS PERTAINING TO CATHOLIC CEMETERIES, EXCLUDING YOUR OWN CEMETERY'S PUBLICATIONS OR "CCC PRESIDENT ARTICLES."

TOTAL POINTS: _____

TITLE OF PUBLISHED WORK: _____

Publication where appeared: _____

Publisher: _____

Date of Publication: _____

TOTAL POINTS: _____

TITLE OF PUBLISHED WORK: _____

Publication where appeared: _____

Publisher: _____

Date of Publication: _____

TOTAL POINTS: _____

TITLE OF PUBLISHED WORK: _____

Publication where appeared: _____

Publisher: _____

Date of Publication: _____

TOTAL POINTS: _____

TITLE OF PUBLISHED WORK: _____

Publication where appeared: _____

Publisher: _____

Date of Publication: _____

TOTAL POINTS: _____

TITLE OF PUBLISHED WORK: _____

Publication where appeared: _____

Publisher: _____

Date of Publication: _____

Attach copy if published by other than CCC.

VIII. FORMAL SERVICES PROVIDED FOR NATIONAL CONFERENCE OF CATHOLIC BISHOPS, UNITED STATES CATHOLIC CONFERENCE OR OTHER NATIONAL CATHOLIC ORGANIZATION'S PROGRAM OR ACTIVITY.

POINTS

Per contribution 2

ORGANIZATION: _____

TOTAL POINTS: _____

Summary of activity:

ORGANIZATION: _____

Summary of activity:

TOTAL POINTS: _____

TOTAL POINTS (pages 2-7)

I fully understand that this designation remains the property of the Catholic Cemetery Conference and upon leaving the employment with Catholic cemeteries I must relinquish this certification. Any unauthorized use of the designation shall automatically result in the withdrawal of this certification.

In making this application, I subscribe to the Creed of the Catholic Cemetery Conference with the knowledge that any false statement or misrepresentation that I may make in the course of applying for certification as a Certified Catholic Cemetery Executive may result in revocation of this application. I hereby acknowledge that the information on this form is accurate. I further acknowledge that to retain this designation I must continue participating in educational programs for re-certification every five years until the age of seventy (70).

Signature of Applicant

Date



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Our Creed

- We acknowledge that the Catholic cemetery is established to carry out the sacred religious function of the burial and care for the resting places of the deceased.
- We accept the responsibility of implementing this religious function under the direction and supervision of the local Church authority.
- We believe in and are firmly committed to the teachings and rich tradition of the Catholic Church with regard to the deceased and the sacredness of the cemeteries in which their bodies rest.
- We recognize the deep religious significance of the Corporal Work of Mercy involved in the burial of the dead and reverence for the deceased.
- We are dedicated to the respectful care of the people of God who even in death remain a part of the whole Christian community.
- We are committed to encouraging Catholic prayer and devotion for our deceased brothers and sisters especially in our cemeteries.
- We will promote efforts to strengthen and enhance Catholic teachings that relate to death, burial and reverence for the faithful departed.
- We will proclaim through our words, work and example the sacredness of the Human body, belief in the Resurrection and the Christian virtue of hope.