



RCAN eLearning portal- Frequently Asked Questions

1. What classes am I required to take as a catechist in a parish? A beginning catechist for children and youth completes introductory training via the RCAN eLearning portal. The catechist formation process is broken into three inter-connected dimensions that focus on Why, How and What a catechist witnesses.
 - a. **WHY:** Classes can be taken in any order, however, we recommend catechists start initial formation with *Vocation of the Catechist* (live class) or *Catechesis 101*.
 - b. **HOW:** Once the initial formation is complete, catechists must employ strategies that will resonate with young people and adults today. *Methodology* classes focus on equipping catechists with the skills and techniques (the “how”) necessary for the mission of catechesis.
 - c. **WHAT:** To be convincing witnesses, catechists must know *what* to teach. Doctrinal courses aim to help the catechist grow in the understanding of faith in various areas. These include the *Spotlight* series (Faith; Prayer; Sacraments; Morality; Old and New Testament) and *Foundation* series (Creed; Prayer; Liturgy & Sacraments; Morality).
2. What classes am I required to take as a teacher of catechism in a Catholic school? A beginning catechist or religion teacher for children in a Catholic school completes introductory training via the RCAN eLearning portal. The catechist formation process is broken into three inter-connected dimensions that focus on Why, How and What a catechist witnesses.
 - a. **WHY:** Classes can be taken in any order, however, we recommend catechists start initial formation with *Vocation of the Catechist* (live class) or *Catechesis 101*.
 - b. **HOW:** Catholic school catechists will take the *Methodology* or *Methodology for Teachers* series. This series of classes focus on equipping catechists with the unique skills and techniques (the “how”) necessary for the mission of catechesis- not only imparting knowledge, but rather, forming disciples.
 - c. **WHAT:** To be convincing witnesses in Catholic schools, religion teachers must know *what* to teach. Doctrinal courses aim to help the catechist grow in the understanding of faith in various areas. These include the *Spotlight* series (Faith; Prayer; Sacraments; Morality; Old and New Testament) and *Foundation* series (Creed; Prayer; Liturgy & Sacraments; Morality).
3. I am an adult learner and want to deepen my knowledge of the faith. What classes can I take?
 - a. There are several classes available on the RCAN eLearning portal that will guide you. *Living as Missionary Disciples*; the *Foundation* and *Spotlight* series are all appropriate for ongoing and adult faith formation.



4. I have an account on the RCAN eLearning portal but have course certificates from classes taken at another venue. Can I upload my certificate to get credit?
 - a. Yes! For instructions to receive credit for courses taken outside the RCAN eLearning portal, contact Sarah Gordon at sarah.gordon@rcan.org.
5. I do not remember my username or password. How can I reset?
 - a. To retrieve or change the username, contact support@cftechnologies.com.
 - b. To reset a password, click on the "Forgot Password" link on the login page.
6. I have been locked out of my account? What do I do?
 - a. For technical support, contact support@cftechnologies.com.
7. Once I begin a course, do I need to complete it in one session? Can I stop and start?
 - a. Learners can go through a lesson at their own pace. Progress is tracked and saved in the eLearning portal. Learners can review their progress by logging in to their account and viewing the dashboard.
8. I am not connected to parish, but I would like to sign up for a class. How can I sign up?
 - a. All learners are welcome! Simply choose a class and follow the prompts to register for a class.
9. We are getting married and need to sign up for Marriage Preparation. How do we get started?
 - a. The marriage preparation process begins by calling your parish to inquire about being married in the Catholic Church. Call as soon as you get engaged! A member of the parish staff will assist with arrangements for meeting with a pastoral minister (a priest or deacon). A date for the wedding cannot be scheduled until this meeting takes place.
 - b. At the time of your first meeting, the pastoral minister will explain the marriage preparation process and provide information about the available marriage programs the engaged couple is required to attend. Course are offered in-person and online on the RCAN eLearning portal. (*God's Plan for a Joy Filled Marriage* and *Life Skills Marriage Preparation Session* (i.e., Pre Cana).
 - c. The engaged couple will complete a premarital inventory (for example, the [Archdiocesan Marriage Survey](#) or [FOCCUS](#)). The inventory should be taken prior to attending the marriage preparation classes.
 - d. Marriage preparation classes are held in 2 parts, and both classes are offered on the RCAN eLearning portal and in-person. Each class is \$100. Information about in-person sessions can be found on the Archdiocese of Newark Family Life/Marriage Preparation web page: <https://archdioceseofnewark.regfox.com/pre-cana-online>
 - e. Optional: Options for Natural Family Planning seminars can be found here: <https://www.usccb.org/topics/natural-family-planning/nfp-distance-learning>
 - f. Continue meeting with the pastoral minister to present necessary forms, review the marriage inventory results and choose liturgical options.