

crtis

certification and recertification tracking interactive system

Online certification tracking is finally here! But how do you use it? Hopefully the following pages will help you navigate through our new certification tracking system, crtis.

Type “www.crtis.org” into your browser’s URL field (at the very top of the browser window). It will take you to the page below, which is the home page. Once you’ve reached the site, and you’ve been viewing other pages, you can also reach this page by clicking on the “crtis home” button on the navigation bar at the top of the page.



Once you’re at the main page, take a look up in the URL field of your browser. At the left hand side, you may see a tiny flower. This is called a “favicon”, and when you bookmark the crtis page in your browser, most current browsers will also save that little icon, so you can easily find the site again. You can also save this icon to your desktop by clicking, holding, and dragging the favicon in the URL field with your mouse pointer to your computer desktop. At first, it may look like your default browser’s icon. Double-click the icon, and a nice little flower should show up in its place.




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Welcome!

- [Workshop Registration](#)
- [Certification Tracking](#)
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To save a link to this page on your desktop, in most current browsers, you can click and hold your mouse button on the "favicon" in the URL bar (for this site, it looks like this =>  but the one you want to grab is up there ^ at the top!) Drag it to your computer desktop, double-click the link, and the crtis flower will appear to help you find this site next time you need it!

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Let’s start by taking a look at the Workshop Registration feature of the site. This part of the site requires no login, and allows anyone to register a teacher or teachers for workshops, as long as they’re in the crtis database. Please contact the Dept. of Catholic Schools if a current teacher isn’t showing up, or if there’s someone in your list who shouldn’t be there. You’ll also be able to see who’s already signed up for a workshop by viewing a roster (which you can reach by clicking a link next to each workshop in Event View after one or more registrations have occurred), and if there’s a description available, you can view it by clicking on the “Info” link next to each Event Name.

You can reach the Workshop Registration index page by either clicking on the link (as shown above) or by clicking the “workshop registration” button on the navigation bar at the top.

The default page for Workshop Certification is the “Event View” page. Very likely this will be sufficient for your needs - all you need to do is click on the “Register” button (this will look different if you’re using a Mac) for the workshop you want to sign (a) teacher(s) up for, and proceed with registration. For Basic certification workshops, two registrations are required. This is to allow for those teachers who only need one of the offered types of workshops, or who can only stay for one session.

Date	Session	Time	Location	Click To Register	Current Attendees
B207- Basic - Prayer & Spirituality					
Thu, Jun 14, 2007	<i>Prayer</i>	9:00 AM - 11:30am	215	Register	(0)
Thu, Jun 14, 2007	<i>Spirituality</i>	12:30 PM - 2:30pm	215	Register	(0)
Day of Enrichment 2007					
Wed, Aug 15, 2007	<i>TBA-Catholic Social Teaching</i>	8:30 AM - 3:30pm	210	Register	(0)
Wed, Aug 15, 2007	<i>TBA-Christology</i>	8:30 AM - 3:30pm	210	Register	(0)
Wed, Aug 15, 2007	<i>TBA-Church</i>	8:30 AM - 3:30pm	210	Register	(0)
Wed, Aug 15, 2007	<i>TBA-Elective</i>	8:30 AM - 3:30pm	210	Register	(0)
Wed, Aug 15, 2007	<i>TBA-Morality</i>	8:30 AM - 3:30pm	210	Register	(0)
Wed, Aug 15, 2007	<i>TBA-Pedagogy</i>	8:30 AM - 3:30pm	210	Register	(0)
Wed, Aug 15, 2007	<i>TBA-Prayer & Liturgy</i>	8:30 AM - 3:30pm	210	Register	(0)
Wed, Aug 15, 2007	<i>TBA-Sacraments</i>	8:30 AM - 3:30pm	210	Register	(0)
Wed, Aug 15, 2007	<i>TBA-Scripture</i>	8:30 AM - 3:30pm	210	Register	(0)
R1- Recertification - Church					
Tue, Oct 16, 2007	<i>TBA-Church</i>	3:30 PM - 5:00pm	215	Register	(0)

Most recertification workshops are listed twice, to allow those who wish to take the workshop as an elective to have it count as such. (Of course, if a workshop is already an Elective type workshop, it will be listed once only.)

R3-Recertification - Morality					
Tue, Oct 23, 2007	<i>TBA-Morality</i>	3:30 PM - 5:00pm	215	Register	(0)
Tue, Oct 23, 2007	<i>TBA-Morality (Elective)</i>	3:30 PM - 5:00pm	215	Register	(0)
R4-Recertification - Pedagogy					
Wed, Oct 24, 2007	<i>TBA-Pedagogy</i>	3:30 PM - 5:00pm	215	Register	(0)
Wed, Oct 24, 2007	<i>TBA-Pedagogy (Elective)</i>	3:30 PM - 5:00pm	215	Register	(0)
R5-Recertification - Prayer & Liturgy					
Tue, Nov 13, 2007	<i>TBA-Prayer & Liturgy</i>	3:30 PM - 5:00pm	215	Register	(0)
Tue, Nov 13, 2007	<i>TBA-Prayer & Liturgy (Elective)</i>	3:30 PM - 5:00pm	215	Register	(0)

At the right of each workshop listing, you may have noticed that there’s a “0” in parentheses. A “Roster” link will appear here once one or more people are registered for the workshop. Once it appears, you can click it to view a list of registrants listed by their school. Also, in this view, if there’s a description or other info available for a workshop event, an “Info” link will appear. Click this link to view the information.

If you'd like to take a look at workshops listed in a calendar view, click on the "Calendar View" link in the upper left below the graphic. You'll be taken to the current month, but you can click the arrows (just above the day bar of the calendar, on the left and right) to view other months. Here's an example of what you'll see.

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Workshop Calendar

[Event View](#)

Apr 07	May 07	Jun 07	Jul 07	Aug 07	Sep 07	Oct 07	Nov 07	Dec 07	Jan 08	Feb 08	Mar 08
◀ previous month February 2007 next month ▶											
Sun	Mon	Tue	Wed	Thu	Fri	Sat					
				1	2	3					
4	5	3:30 PM-5:00pm - R6-Recertification - Sacrament Sacrament (Elective) (Register) 3:30 PM-5:00pm - R6-Recertification - Sacrament Sacrament (Register)	3:30 PM-5:00pm - R7-Recertification - Scripture Scripture (Elective) (Register) 3:30 PM-5:00pm - R7-Recertification - Scripture Scripture (Register)	8	9	10					
11	12	13	14	15	16	17					
18	19	3:30 PM-5:00pm -	21	3:30 PM-5:00pm -	23	24					

To register for a workshop, just click on the blue "Register" link at the end of its calendar listing.



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Workshop Registration

Register for R16-Recertification - Prayer & Liturgy *Prayer & Liturgy* on Wednesday, Mar 21, 2007

Please provide the following information and click the *Register* button to register for this session.

Please select your school, and then select the teachers you would like to attend the workshop. (Hold down the 'Ctrl' key on your keyboard to select more than one teacher.)

Convent of the Sacred Heart Elementary
Corpus Christi School
De Marillac Academy
Ecole Notre Dame des Victoires

Phone:

Email:

To register, first select your school from the first scrolling menu. A list of teachers at your school whose certification is being tracked will appear.

Next, select the teacher or teachers you would like to register. If you want to register more than one, hold down the "ctrl" button on your keyboard and select each additional teacher with your mouse pointer. You may also wish to enter a phone number and/or email so that you can be contacted in case of changes or cancellation. When you're done, click the "Register" button.

Please select your school, and then select the teachers you would like to attend the workshop. (Hold down the 'Ctrl' key on your keyboard to select more than one teacher.)

Saint Catherine of Siena
Saint Cecilia Sch
Saint Charles Borromeo School
Saint Charles School

Corinna Catalano
Victoria Collins
Catherine Costa
Darlene Esola

Phone:

Please select your school, and then select the teachers you would like to attend the workshop. (Hold down the 'Ctrl' key on your keyboard to select more than one teacher.)

Saint Catherine of Siena
Saint Cecilia School
Saint Charles Borromeo School
Saint Charles School

Alessandra Lentino
Giovanna Manca
Keith Martin
Michael Miller

Phone:

Email:

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Workshop Event Registration

Session Registration

You have registered:

Amelita Adao
Corinna Catalano
Victoria Collins
Catherine Costa
Darlene Esola
Jennifer Garcia
Alessandra Lentino
Keith Martin
Michael Miller
Christine Sanders
Andrew Sevilla
(11 registrants)

for R16-Recertificaton - Prayer & Liturgy (Prayer & Liturgy) on Wednesday, March 21, 2007, 3:30 PM to be held at Saint Dunstan School. If you have not already done so, please mail a check for \$132.00 to:

Chris Lyford
Department of Catholic Schools
One Peter Yorke Way
San Francisco, CA 94109

If this workshop session is part of a multi-session event and you have registered for other sessions in the event, please add the cost of this session to the total. Please make sure to note which sessions you are paying for by printing and including a copy of this registration receipt. Thank you very much for your assistance!

If you need to cancel or reschedule, call Chris Lyford at (415) 614-5663.

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What you should see next is a list of the people you have registered, a tally of the total number of registrants, and the cost of the registration (the workshop cost multiplied by the total registrants). The contact name and phone number for the workshop will also be displayed, as well as the mailing address for the check.

You can print this out to keep track of the people you have registered, and to use as a receipt for your accounts payable.

In case you should lose your printout, or for some other reason aren't sure whom you've registered, if you accidentally "register" them again, they will only show up once in the database. You can register your entire school multiple times, and the only thing that will happen is that you will receive another confirmation such as the above. You can only register each person once, and you will also only be charged once for each registrant.

In the near future there will be a page in the password protected section where you will be able to view your school's account. You (and we!) will be able to track debits and credits - so if a registration is paid for but the registrant does not attend, we can more easily put it toward a future workshop. Most likely we will request that you print out the page that shows a credit and include it with your payment.

This registration system serves a dual function - to let the Department of Catholic Schools know who is registered for a workshop, and to keep a database of those who have attended these workshops. ***It is essential that those who sign up for and attend workshops sign in so that we can mark the workshop completed.*** If a workshop attendee does not sign in, the workshop they attended won't show up in the next section, Certification Tracking. If you attend a workshop, please make sure to sign in before you leave.



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Certification Tracking

Please Log In.

User ID:

Password:

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To reach the Certification Tracking page, just click on the “certification tracking” button on the blue navigation bar at the top. (You can also reach it by clicking the blue link on the crtis home page.)

Type in the User ID and password you were mailed. They’re a little funny and complex so that they’ll be very hard to guess - we want to make sure that any information that’s beyond this page is kept safe and secure. Keep your password in a safe and secret place (take care to remember where you put it!) If you can’t remember it or find it at all, please call Marianne Stone at the Department of Catholic Schools at (415) 614-5669. However, keep in mind that the only person that will be given this information is the principal of the school or the person who is designated by the principal as the religion coordinator.

When you click the “Log In” button, the password you typed is encrypted and compared to its encrypted version in the database. There is no possibility that the password can be “unencrypted”. If you get an error message, you can try again any number of times - you will not be locked out.



Certification Tracking

Greetings, **Joe!**

Here is your religion teachers' current certification status. You have 16 teachers whose certification is being tracked.
Please click on a teacher name for more information.

Name	Basic Due or Achieved	Recertification Due
J. [redacted]	1995	2008
M. [redacted]	1962	2010
J. [redacted]	2000	2009
J. [redacted]	1970	2010
M. [redacted]	1995	2009
C. [redacted]	1989	2008
S. [redacted]	1999	2009
M. [redacted]	1999	2009
S. [redacted]	2002	2008
A. [redacted]	2008	
M. [redacted]	2007	
P. [redacted]	1979	2009
E. [redacted]	1966	2009
F. [redacted]	1967	2008
Z. [redacted]	1982	2009
S. [redacted]	1999	2008

The next page you should see (if you type in the correct login!) will look very much like the above page. The salutation will be for whomever is designated as the religion coordinator. The default is the current principal; however, if there is someone else who is serving as the religion coordinator, please contact the Department of Catholic Schools and let them know who that person is and what they like to be called. (Be nice, now.)

Also, make sure to let DCS know if there is anyone on the list who is no longer being tracked by the school for whatever reason, and also if there is someone who **should** be on the list, and isn't.

We have attempted to record the **Basic Due or Achieved** and **Recertification Due** dates accurately; however we realize that many of these dates are indeed inaccurate and will need changing. In the future, the religion coordinator will have the ability to update due dates according to necessity, especially when there are no workshops in the current year that will meet a teacher's certification needs.

To view workshop detail about a teacher, click on the teacher's name.



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I [redacted]

Basic Completed 1979
Recertification Due 2009

Workshop Type	Workshop Event	Workshop Session	Date
Christology	R5.5-Recertification - Christology	Jesus Christ - Yesterday, Today, and Forever	12/07/05
Sacraments	Recertification - Sacrament	Catholic Sacraments	03/31/03
Pedagogy	Los Angeles Religious Education Congress 2003	Pedagogy - Recert	02/28/03
Morality	Recertification - Morality	Morality	09/17/02
Sacraments	Recertification - Morality	Sacraments	09/17/02
Morality	Los Angeles Religious Education Congress 2002	Morality - Recert	02/15/02
Christology	Recertificaton - Various	Christology	02/02/02
Church/Church & Mary/Ecclesiology	Recertificaton - Various	Church	02/02/02
Prayer & Liturgy	Recertificaton - Various	Prayer & Liturgy	02/02/02

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Each link leads to more detailed information about a teacher's workshop progress. A workshop will appear here after it is completed, provided that the registrant attends the class and signs in.

Take care to view each teacher's page carefully, and let Chris Lyford know if you think any completed workshops are missing. Please allow up to one week after a workshop date has passed before notifying the Department of Catholic Schools of any omissions.

If a teacher has attended or will be attending a workshop that is not one of the Department of Catholic Schools' scheduled workshops, but will count toward certification or recertification, please notify Chris Lyford. Once this workshop is added to the database, you may "register" the teacher or teachers for it, and notify DCS once the workshop is completed. This type of workshop will, of course, have no fee associated with it; the purpose is to hold the information in the database so that it may count toward certification.

Please make sure to click the "logout" button in the navigation bar once you have finished with the certification tracking system. You will otherwise stay logged in as long as the browser remains open. You can continue using workshop registration whether or not you are logged in.

Thank you for visiting! Have a blessed and beautiful day!

