

Case Management Certificate Program (CMC) 2024-2025
Deadline for ALL Application Materials: Monday, May 27, 2024
Notification of Admission/Denial: Friday, June 28, 2024

APPLICATION DOCUMENTS & PROCESS

You will send 1 email with 4 files attached to cswcminfo@utah.edu

Files to include in the email:

1. Application Form
*Save the application as YOURLASTNAME_APPLICATIONFORM.PDF
2. Letter of Recommendation
*Save the letter of recommendation as YOURLASTNAME_LETTER.PDF
3. Personal Statement
*Save the personal statement as YOURLASTNAME_PERSONALSTATEMENT.PDF
4. Resume
*Save the resume as YOURLASTNAME_RESUME.PDF

1. Application Form

Date of application: _____

First Name: _____ Last Name: _____

Name as it appears on your official documents: _____

Gender: _____ Date of Birth: Day _____ Month _____ Year _____

Email address (Please check this email regularly as we will send program updates):

Current Address and Location – Please complete all the parts:

Street Name (with number): _____

City: _____

State/Province: _____

Zip Code: _____ Country: _____

Phone number: _____

(Check the ones that you can use for communication during this program.)

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Call	Text	WHATSAPP

**Will you be enrolled in another college or university program during the time of this program?
(If so, please name):**

Do you have daily access to a computer/internet to do assignments and readings?

Yes _____ No _____

**Do you have the space and the support needed to do weekly assignments and submit them
online? Yes _____ No _____**

**All courses are taught in English. Do you have a High School level of English to read materials and
write papers? Yes _____ No _____**

Additional Information:

University of Utah Status:

Are you currently a University of Utah Student or have you received a University ID number in the past?
If so, **what is your uID?** _____

2. Letter of Recommendation:

Please submit a letter of recommendation with this application from an individual (i.e., employer, coworker, community member, instructor, or another professional), who can discuss why you are a good candidate for the Case Management Certificate Program and the potential for your success.

3. Personal Statement:

***One 2–3-page personal statement** (typed, double-spaced, 12-point font) describing your interest in case management. Use the following questions to guide your statement:

1. How did you hear about the program?
2. What is your motivation for acquiring this certificate and how will this training contribute to the community you live in?
3. What are your past education experiences?
4. What are the skills and strengths that you will bring to the program?

5. What do you think your challenges will be with attending and completing this program and how will you handle them?
6. Please state your firm commitment to completing the program.
7. Do you require any special accommodation or assistance, if yes, please explain?

**Please be sure to address all the questions in your personal statement.*

4. One page Resume: a summary of your education and/or work experience

If you have any questions or concerns, please reach out to cswcminfo@utah.edu