

**Case Management Certificate Program (CMC)**  
**2023-2024 Deadline for Applications: May 22, 2023**  
**Notification of Admission/Denial: June 23, 2023**

**APPLICATION DOCUMENTS & PROCESS**

**You will send 1 email with 4 files attached to [cswcminfo@utah.edu](mailto: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 \_\_\_\_\_

Language/s spoken: \_\_\_\_\_

Email Address (you will use for contact with CMC) : \_\_\_\_\_

**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.)

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 a 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 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 accommodations 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](mailto:cswcminfo@utah.edu)