

**University of Utah College of Social Work  
Social Work Case Management Certificate Program 2021-2022**

**Deadline for Applications: June 7, 2021**

**APPLICATION DOCUMENTS & PROCESS**

**You will send ONE EMAIL with 4 files attached to: CSWInfo@utah.edu**

Files include:

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

**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: \_\_\_\_\_

**Current Address and Location – please complete all of the parts:**

Street Name (with number) \_\_\_\_\_

P.O. Box # \_\_\_\_\_

City \_\_\_\_\_

State/Province \_\_\_\_\_

Zip Code \_\_\_\_\_

Country \_\_\_\_\_

**Phone number:** \_\_\_\_\_

**How will you be communicating with us during the Program?**

**Phone Call**

**SMS (Test Messaging)**

**WhatsApp**

**Email address:** \_\_\_\_\_

**Will you be enrolled in another college or university program during the time of this**

**program? Yes      No      (if yes, 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 adequate 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?** \_\_\_\_\_

### **1. Letter of Recommendation:**

Please submit a letter of recommendation with this application from an individual (i.e. employer, coworker or 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.

### **2. 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?

- 3) How will this training contribute to the community you live in?
- 4) What are your past-experiences and education?
- 5) What are the particular skills and strengths that you will bring to the program?
- 6) What do you think your challenges will be with attending and completing this 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.***

**3. One page Resume - a summary of your education and/or work experience**

\*You will receive a letter of admission or denial, through email, by July 1, 2021. If admitted you will be contacted on July 12, 2021 with your registration, UID, and instructions on how to access CIS and Canvas in order to begin the Orientation. Orientation will begin on July 19, 2021.

If you have any questions regarding the program, contact the Case Management Co-Directors:  
Teresa Molina at - T.Molina@partners.utah.edu  
Kimberly Schmit at - k.schmit@partners.utah.edu