

**DEPARTMENT OF CHILDREN AND FAMILIES
DIVISION OF CHILD PROTECTION AND PERMANENCY
OFFICE OF TRAINING AND PROFESSIONAL DEVELOPMENT**

Masters Child Welfare Education Program (MCWEP)

Application checklist:

Please use this checklist to assure that all application materials are complete. Incomplete or late applications will not be considered.

All materials, including this checklist should be mailed to:

Attn: Dawn Konrady, Director
Child Welfare Education Institute
Stockton University
101 Vera King Farris Drive
Galloway, NJ 08205

Your application is complete, if it includes the following:

- I have a Baccalaureate Degree from an accredited college or university
- I am serving in a supervisory capacity within a DCP&P Local Office
- I am in good standing and have no current disciplinary actions with DCP&P
- DCF/DCP&P MCWEP Application
- Personal Statement
- Résumé
- Supervisor Assessment Part A & Part B (and all required signatures)
- Signed Coverage Plan
- Signed DCF MCWEP Program Agreement
- Signed DCP&P Evaluative Participation Agreement
- 2 original recommendation letters, in sealed envelopes, in addition to supervisory recommendation.
- 3 Official Undergraduate and Graduate Transcripts from EVERY institution attended. (Refer to Transcript Request Procedure sheet)**

Visit www.stockton.edu/mcwep for more information.