

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

Masters Child Welfare Education Program (MCWEP)

Transcript Request Procedures

Requesting transcripts seems to be the most difficult process of applying to MCWEP. In an effort to streamline the process, we have created a procedure to assist in this process. In order to complete your MCWEP application, please follow the steps below to ensure that your application is complete for review in a timely fashion.

You will need to request three (3) official copies of your transcripts. The Child Welfare Education Institute (CWEI) will ensure the delivery of your transcripts to the schools where you have submitted an application.

In the event you have not been recommended to MCWEP by DCPD, your transcripts will be returned to you for future use.

Transcript Request Procedure

1. Request 3 **OFFICIAL** copies of your transcript from **EVERY** college/university you have attended. This includes any community college or institution where you may have only taken a couple courses in between semesters while in pursuit of your undergraduate degree or graduate degree.
2. Have transcripts sent to your home address. Write your name on the outer envelope of each transcript. **DO NOT OPEN THEM!!**
3. Include all transcript copies with the rest of your DCPD MCWEP application.

Mail Completed Application To:

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