

Management Certificate for Women (MCW) Application

Admission Requirements 2015-2016

Participants should have worked three or more years in either:

- A first line or higher level of management;
- A management or professional position; or
- A position which provides management preparation skills.

Tuition fees

The 2015-2016 Management Certificate for Women tuition fees are \$6,500 + HST.

A deposit of \$500 must be submitted with your application. This will be returned if the applicant is not accepted. The balance of \$6,000 +HST is due August 1, 2015.

Please make your cheque payable to Carleton University and send to: **The Centre for Research and Education on Women and Work (CREWW), 323 Dunton Tower, 1125 Colonel By Drive, Ottawa, ON K1S 5B6.**

Bursaries are available. Please contact CREWW administration at aemilia.jarvis@carleton.ca for further information.

Application Procedure

Please submit a completed application form; a Carleton University Personal Information Consent Form; a current resumé and a personal statement of career objectives.

Cancellation and Refund Policy

- Candidates who withdraw after acceptance into the program will forfeit their deposit.
- Cancellations received a minimum of three weeks in advance of the program start date will receive a tuition refund, less deposit.
- Organizations may substitute candidates if notice is provided prior to the program start date.
- No refunds will be offered after the program begins.

2015-2016 Session dates

September 10, 2015 – Mandatory Program Orientation (evening timing to be decided)	
September 11-12	January 15-16, 2016
October 2- 3	February 5 - 6
November 6-7	March 4- 5
December 4-5	

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In addition to completing this application, applicants will be required to submit a:

- resumé including education/training; employment history; volunteer and professional activities;
- personal statement of career objectives.

Name of applicant (first) (middle) (last)

Home address Postal Code

Home telephone Home e-mail

Name of employing organization

Employing organization address Postal code

Applicant's position in employing organization

Work telephone Work e-mail

Your current professional position is:

- Senior Management
- Middle Management
- First line management
- Not yet in management

Your work experience:

- # of years in present position _____
- # of years in present organization _____
- # of years total work experience _____
- # of people currently supervised _____
- # of years mgmt experience: _____

Your tuition will be paid by:

- Employer
- Self
- A deposit of \$500.00 is attached (cheque made payable to Carleton University).

Return original application forms including: application form, resumé, career objectives statement, tuition deposit to the:

Centre for Research and Education on Women and Work (CREWW)

Sprott School of Business,
Carleton University
323 Dunton Tower
1125 Colonel By Drive
Ottawa, ON K1S 5B6

A soft copy of this application may be sent in advance to AEmilia Jarvis at aemilia.jarvis@carleton.ca.

Carleton University Personal Information Consent

Pursuant to Section 42 of the Freedom of Information and Protection of Privacy Act (R.S.O. 1990, c.F.31)

I, _____ give my consent to the Centre for Research and Education on Women and Work, (CREWW) Carleton University to use my personal information under the terms and conditions noted below.

1. The Management Certificate for Women (MCW) participant information to be used:
Name; address; telephone; e-mail; employer; job position; photo; brief bio.

2. The personal information may be used by the following Carleton University personnel:
 - CREWW Director, Associate Director, Administrator, Faculty
 - Carleton University Alumni Services
 - Management Development Program for Women (MDPW) Alumnae Association
 - Administrative Assistants under the supervision of the Associate Director

3. The personal information will be used only to inform MCW participants and the MDPW Alumnae of specific events. Photographs taken throughout the program year may be used for promoting the MCW, however, will not be published without express written permission of the subject in the photo. Complete contact information to be kept on file in the Centre for Research and Education on Women and Work (CREWW) and in the Carleton University Alumni Services office for use exclusively by the staff as outlined above to facilitate contact regarding issues and events regarding the MCW, the MDPW/MCW Alumnae Association and the MDPW Toastmasters Club, as well as the RBC Foundation Women in Management Speakers Series.

4. This consent to use my personal information is valid until cancelled by the signatory.

No use of personal information about me beyond the terms described above is permitted without my express written authorization or unless permitted by law. This agreement does not include, or supercede other personal information agreements signed at Carleton University concerning my personal information.

Date _____ Applicant Signature _____