The Mico University College

**SCHOOL OF CONTINUING STUDIES**

**Application Form**

**PROFESSIONAL DEVELOPMENT/UP-SKILLING SHORT COURSES, PROGRAMMES & WORKSHOPS**

**SECTION A – PERSONAL DATA**

1. Title (Mr./Ms./Mrs.) ………….………………. ………………………… ……………..

***Last Name (Surname) First Name Middle Initial***

1. Date of Birth (Month Day Year): ………/………/………. *(DD/MM/YYYY)*
2. Permanent Address: ……………………………………………………………………………………………..

……………………………………………………………………………………………………………………

1. Mailing Address: …………………………………………………………………………………………………
2. Email Address: ……………………………………………………………………………………………………
3. Cell Phone: …………………………. Home: ………………………………

Work Phone: ……………………….....

1. Have you previously been a student at The Mico? Yes  No

Identification #: …………………….. From: …………………. To: ………………………….

Programme: ……………………………………………….

1. Please state TRN: ………-…………-…………

**NB: Kindly upload and email ANY Government issued ID & TRN along with Application Form.**

**SECTION B – ACADEMIC INFORMATION**

1. In the table below, please list all tertiary programmes that you have completed or currently pursuing.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of Institution** | **From**  **(dd/mm/year)** | **To**  **(dd/mm/year)** | **Type of Programme** | **Subject Area/Major** | **Date of Award** |
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**SECTION C – EMERGENCY CONTACT/NEXT OF KIN**

1. Title (Mr./Ms./Mrs.) …………………………. (First Name) …………………………..…….. (Last Name)
2. Cell Phone: ……………………….. Home: ………………… Work Phone: ………………
3. Address: ……………………………………………………………………………………………….

**SECTION D – EMPLOYMENT RECORD**

**Please list your place of employment (if applicable).**

Name of Institution: ……………………………………...…………………………………………………………

Address: …………………………………………………………………………………………………………….

Position Held: ……………………………………… From: ……………………. To: …………….………

**SECTION E – COURSE CHOICE AND DELIVERY OPTION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Short Courses/Programmes/Workshops**  **Use the check box to indicate choice(s)** | **Saturdays**  **(9am–5pm)** | **Sundays**  **(9am – 5pm)** | **Summer Session**  **(9am – 4pm)** | **Mondays to Fridays**  **(5pm – 8pm)** |
| Comprehensive Reading 1 |  |  |  |  |
| Comprehensive Reading 2 |  |  |  |  |
| The Art of Public Speaking/Voice & Speech |  |  |  |  |
| Financial Literacy |  |  |  |  |
| Robotics in Education |  |  |  |  |
| Social Emotional Learning (SEL) in the Classroom |  |  |  |  |
| Basics of Stem-Based Education for Early  Educators (**STEMTASTIC FOUNDATIONS)** |  |  |  |  |
| Beyond Grades: Unlocking Critical Thinking Skills with Formative Assessments |  |  |  |  |
| Introduction to Print Making |  |  |  |  |
| Music Technology |  |  |  |  |
| Customer Service |  |  |  |  |
| Entrepreneurship |  |  |  |  |
| Microsoft Suite (*Basic to Advanced Level*) |  |  |  |  |
| Graphic Designing |  |  |  |  |
| AI for Business and Branding |  |  |  |  |
| Certificate General Introduction to Special Education |  |  |  |  |
| Cardio Pulmonary Resuscitation (*CPR) & First Aid* |  |  |  |  |
| STEAM Literacy |  |  |  |  |
|  |  |  |  |  |
| **Workshops** |  |  |  |  |
| AI for Educators |  |  |  |  |
| AI for Business and Branding |  |  |  |  |
| Transitioning well into High School |  |  |  |  |
| AI 101 Workshop (for Counsellors & Social Workers) |  |  |  |  |
| Telemental Health Counselling for Pastors Workshop |  |  |  |  |
| Understanding and Managing Neurological and Neurodevelopmental Disorders in youth: (Strategies for Law Enforcement Officers) |  |  |  |  |
| Understanding Minds, Shaping Futures: Trauma-Informed Discipline for Neurodiverse Students (Addressing Neurodevelopmental Disorders and Behavioral issues in Jamaican High Schools) |  |  |  |  |
| Foundations of Early Stimulation and Development Support |  |  |  |  |
| Sensory Integration and Inclusive Classroom Strategies |  |  |  |  |
| Advanced Intervention Strategies for Special Needs Support |  |  |  |  |

**FOR OFFICIAL USE ONLY**

Accepted: Yes [ ] No [ ]

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ Receipt #: \_\_\_\_\_\_\_\_\_\_\_