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 #: \_\_\_\_\_\_\_\_\_\_\_