



**MCC Project Management Academy
PARTICIPANT FORM**

PLEASE PRINT

Today's date:					
STUDENT INFORMATION					
Last name:		First:	Middle:	Birth date: / /	Age: Gender: <input type="checkbox"/> M <input type="checkbox"/> F
Street address:			City:	State, ZIP Code:	
Contact phone # : ()		Student ID # (if applicable)	Email address:		
Ethnicity/Race: (optional) <input type="checkbox"/> Black, Non-Hispanic <input type="checkbox"/> White, Non-Hispanic <input type="checkbox"/> American Indian/Alaskan Native		<input type="checkbox"/> Asian/Pacific <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Other	How did you hear about PMA: <input type="checkbox"/> Social media <input type="checkbox"/> Internet <input type="checkbox"/> Employer <input type="checkbox"/> Events <input type="checkbox"/> Flyers <input type="checkbox"/> Other, please specify _____		Are you a US Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No, but work or education authorized
Military status: <input type="checkbox"/> Active Military <input type="checkbox"/> Veteran <input type="checkbox"/> Reservist <input type="checkbox"/> Military Dependent <input type="checkbox"/> N/A					
EMPLOYMENT INFORMATION/ WORK EXPERIENCE					
Are you currently employed?		<input type="checkbox"/> Yes, Full Time <input type="checkbox"/> Yes, Part Time <input type="checkbox"/> No		If yes , who is your employer?	
If yes , how would you classify your job field?		<input type="checkbox"/> Construction <input type="checkbox"/> I.T. <input type="checkbox"/> Legal <input type="checkbox"/> Financial Services <input type="checkbox"/> Engineering <input type="checkbox"/> Gov't/Nonprofit <input type="checkbox"/> Healthcare <input type="checkbox"/> Human Resources <input type="checkbox"/> Other (specify): _____		What is your current job title? What will be your funding source for this program: <input type="checkbox"/> Self <input type="checkbox"/> Gap <input type="checkbox"/> WIOA <input type="checkbox"/> Employer <input type="checkbox"/> Sponsored <input type="checkbox"/> Unsure <input type="checkbox"/> Other	
How many years work experience do you have working within project-based teams in a non-management role: <input type="checkbox"/> 0 <input type="checkbox"/> 1-2 <input type="checkbox"/> 3-5 <input type="checkbox"/> 6-8 <input type="checkbox"/> 9+					
How many years work experience do you have leading and directing teams to deliver projects: <input type="checkbox"/> 0 <input type="checkbox"/> 1-2 <input type="checkbox"/> 3-5 <input type="checkbox"/> 6-8 <input type="checkbox"/> 9+					
On a scale of 1-5 (1 being no experience and 5 being very experienced), rate your level of knowledge, skills and experience for each of the following process groups: ____ Initiating a project ____ Planning a project ____ Executing a project ____ Monitoring and controlling a project ____ Closing a project					
If you have <i>led and directed</i> projects, briefly list and describe the projects you managed and your role within the projects: <i>(e.g. XYZ Construction Project, 7/2012- 1/2014, as the project manager I planned, executed and closed out a \$2.4 m. project to deliver new commercial facility for client.)</i>					
EDUCATION GOAL/ EDUCATION EXPERIENCE					
Highest Educational Level Completed: <input type="checkbox"/> Less than HS Diploma/ no GED <input type="checkbox"/> HS Diploma/GED <input type="checkbox"/> Some College, no degree <input type="checkbox"/> Completed AA/AAS degree <input type="checkbox"/> Bachelor's Degree <input type="checkbox"/> Graduate Study above Bachelor's <input type="checkbox"/> Master's Degree <input type="checkbox"/> Graduate Study above Master's					
Do you currently have any PMI certification? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, which certifications? _____			Upon completion of the program, do you intend to pursue the aligned PMI certification with your program track? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure		
What is your preferred method of instruction for this program? (check all that apply) <input type="checkbox"/> Classroom, daytime <input type="checkbox"/> Classroom, evening <input type="checkbox"/> Classroom, weekend <input type="checkbox"/> Virtual/live daytime <input type="checkbox"/> Virtual/live, evening <input type="checkbox"/>					
Select your top 3 project management knowledge areas which you are most interested in improving as a result of this program? <input type="checkbox"/> Scope management <input type="checkbox"/> Procurement management <input type="checkbox"/> Schedule management <input type="checkbox"/> Risk management <input type="checkbox"/> Project leadership <input type="checkbox"/> Stakeholder management <input type="checkbox"/> Communications management <input type="checkbox"/> Quality management <input type="checkbox"/> Cost management <input type="checkbox"/> Resource management <input type="checkbox"/> Other (please specify) _____					
Briefly describe professional outcome(s) would you like to achieve in the next 1-3 years as a result from this program? <i>(e.g. Improve overall performance with existing position; obtain new position as 1st time project manager; Obtain new project manager position at new organization)</i>					



Select your track:

Review each track, and based upon your experience, education and goals, designate a track by checking the box below the column.

	Associate Project Manager	Project Professional
<i>Audience</i>	Aspiring project professionals OR Current project based professional with less than 3 years of experience leading or directing projects	Current project based professional with at least 3+ years of experience leading or directing projects AND Meets program prerequisite requirement
<i>Prerequisites</i>	High School diploma, GED or global equivalent	Secondary degree (high school diploma, associate's degree or the global equivalent) 7,500 hours leading and directing projects OR Four-year degree 4,500 hours leading and directing projects
<i>End of program Credential</i>	MCC Project Management Academy Certificate + PMI - CAPM®	MCC Project Management Academy Certificate + PMI - PMP®

Associate Project Manager

Project Professional

By signing this form, I certify that to the best of my knowledge all of the information provided in the Participant Form is true and correct and I meet the pre-requisites of the selected track option.

PRINTED NAME

STUDENT SIGNATURE

DATE



MCC Project Management Academy

Technical and Language Proficiency Requirements

LANGUAGE PROFICIENCY:

MCC Project Management Academy class lecture, materials and assignments are in the English language. All Project Management Academy students must be able to speak, write and read in English to enable program success.

The following are specific requirements of all students:

- Ability to speak and hold a conversation in English
- Ability to read and write in English

By signing this form, I certify that I have read, understand and accept responsibility for meeting the Minimum Technical Skills and Language Proficiency Requirements.

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES AND STUDENTS WHO ARE PREGNANT:

Metropolitan Community College provides reasonable accommodations to students with documented qualifying disabilities and to students with documented, pregnancy-related medical conditions. It is the student's responsibility to request accommodations from the appropriate office listed below. After the student has arranged for accommodations, the student and the instructor should privately discuss these accommodations.

Disabilities: Contact a Disability Support Services (DSS) Counselor in any Student Services office. More information is available at <https://www.mccneb.edu/Current-Students/Student-Tools/Disability-Support-Services.aspx>.

Pregnancy: Contact a Disability Support Services (DSS) Counselor or an Advocacy Counselor in any Student Services office. More information is available at <https://www.mccneb.edu/Current-Students/Student-Tools/Student-Advocacy-and-Accountability/Title-IX/Pregnant-and-Parenting-Students.aspx>

By signing this form, I certify that I have read and understand the Nondiscrimination and Equal Opportunity and Student Disability Accommodations statements above.

PRINTED NAME

STUDENT SIGNATURE

DATE



CONSENT AND RELEASE FORM (optional)

I HEREBY GIVE MY CONSENT FOR Metropolitan Community College or its agency to use my name, likeness, photograph and/or comments. I understand these will be used exclusively for the College without compensation, be it publications, advertising, television, film, radio, Internet or other appropriate communication or educational media.

I sign this of my own free will.

Name (please print) _____

Date _____

Address _____

City/State/Zip _____

Phone _____

Email _____

Signature _____



PARTICIPANT RESPONSIBILITIES (PAGE 1 OF 2):

ADMISSIONS PROCESS:

All applications will be reviewed within 15 days of the application deadline. Applicants are notified of admission status by email via the email address in the Participant Form page 1. Applicants are responsible for notifying MCC staff if contact information changes during admissions process. Applicants must be a minimum of 18 years or older to apply. Application information and guidelines are subject to change without notice. Program admits a maximum of 30 applicants each submission period. *Submission of application does not guarantee acceptance in the program.* If an applicant is not accepted for any reason, individual can submit application for future deadlines.

Selection criteria:

Candidates are accepted into the program based upon the follow selection criteria:

- Date MCC receives a signed application document (earliest application received gets acceptance priority)
- Program track pre-requisites, minimum technical standards and language proficiency is met
- Ability to attend a required orientation and a first quarter Foundations of Project Management class.

APPLICATION DEADLINES:

Application deadline	August 20	February 20
Admitted applicants final notification date†	August 31	February 29
Program begins	Fall quarter	Spring quarter
Maximum number of accepted applicants	30	30

†Note: Applicants are typically notified within 30 days of application submission. This date reflects the last possible date of notification of admission for respective deadline.

Steps to complete an application submission:

Step 1: Print, complete and sign all pages within this document.

Step 2: Email, drop off or mail signed application materials to MCC Workforce Innovation Division.

Step 3: If you receive a program acceptance notification from MCC, confirm your commitment with MCC program staff to secure your admission.

APPLICATION SUBMISSION:

Email, drop off or mail signed application materials to MCC Workforce Innovation Division through the following submission options. Materials must be received by application date to guarantee application review.

Email (preferred)	US Mail	Drop off
corporatetraining@mccneb.edu	Metropolitan Community College ATTN: Kim Bridges PO Box 3777 Omaha, NE 68103-0777	MCC Fort Omaha Campus 5300 N 30th St, Omaha, NE 68111 Building 24, Room 211 531-622-2502



PARTICIPANT RESPONSIBILITIES (PAGE 2 OF 2):

ACKNOWLEDGMENT OF PARTICIPANT RESPONSIBILITY:

Applicants must initial in the corresponding box below to acknowledge they have read and accept program participant responsibilities:

Please initial

	I understand that I am responsible for completing the entire application document, and submitting on or before the application deadline will guarantee application review.
	I understand that schedule changes (such as dropping a course) are my responsibility. I understand to withdraw a registration before a class starts, I can call 531-MCC-5231. Refunds will be issued to students who drop a class at least one business day (seven days for tours) prior to the class start date. I understand no refunds will be issued for classes dropped on or after the class start date and that to drop a class, students can call MCC at 531-622-4943 or visit MCC online at www.mccneb.edu/wid .
	I understand that submission of an application does not guarantee acceptance into the program. MCC reserves the right to deny a student acceptance for any reason. If an applicant is not accepted, the individual can submit application for future deadlines.
	I understand that completion of the program is not guaranteed and that I must attend all assigned class periods to earn credit for course completion. I understand if I miss a required class period, I may be required to retake the course to earn credit for completion and should notify instructor and MCC Project Management Academy staff to determine scheduling or class makeup options.
	I understand that I must attend a program orientation before starting any classes. I understand if I cannot attend the scheduled program orientation, it may impact my program acceptance and I will notify the MCC Project Management Academy staff immediately.
	I understand that I am responsible for scheduling classes. I understand that class schedule will be listed on MCC website www.mccneb.edu/wid . MCC reserves the right to cancel scheduled classes on short notice. An automatic refund is made if MCC cancels a class.

By signing this form, I certify that I have read and understand the student responsibilities including admission process, application deadlines, application submission options, and student responsibilities and that to the best of my knowledge, all of the information provided in this document is true and correct.

PRINTED NAME

STUDENT SIGNATURE

DATE