

**DEPARTMENT OF CHILDREN AND FAMILIES  
Masters Child Welfare Education Program (MCWEP)**

**Application checklist:**

**Please use this checklist to assure that all application materials are complete. Incomplete or late applications will not be considered.**

**All materials, including this checklist should be mailed to:**

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

**Your application is complete, if it includes the following:**

- I have a Baccalaureate Degree from an accredited college or university
- I am serving in a supervisory capacity
- I am in good standing and have no current disciplinary actions with DCF
- DCF MCWEP Application
- Personal Statement
- Résumé
- Supervisor Assessment Part A & Part B (and all required signatures)
- Signed Coverage Plan
- Signed DCF MCWEP Program Agreement
- Signed DCF Evaluative Participation Agreement
- 2 original recommendation letters, in sealed envelopes, in addition to supervisory recommendation.
- 1 Official Undergraduate and Graduate Transcripts from EVERY institution attended. (Refer to Transcript Request Procedure sheet)**

**APPLICATION DUE: POSTMARKED BY FRIDAY, DECEMBER 9<sup>TH</sup>, 2022**

Visit [www.stockton.edu/mcwep](http://www.stockton.edu/mcwep) for more information.