

**United Way of Central Maryland &
University of Maryland School of Social Work
Case Management Certificate Program
Participant Agreement**

I, _____, agrees to participate in the Case
(Print name clearly)
Management Certificate Program as an employee of _____.
(Name of Agency)

(Signature)

(Date)

Participant Email Address: _____ Phone Number: _____

By providing your phone number and submitting this form, you consent to be contacted by SMS text message or phone call. Message and data rates may apply. Reply STOP to opt out of SMS messages.

Absentee Policy:

_____ Attendance is an important component to the Case Management Certificate Program. Group participation and collaboration are critical components of case management. Attendance includes arriving to scheduled sessions on time.

Participants are expected to attend all training sessions of the program, unless otherwise notified by UWCM staff. If participating in an online session, we strongly suggest you use your camera if the instructor has requested you to do so. If Participants are not responsive to messages from facilitator/instructor(s) and/or do not visit breakout rooms, it is assumed the Participant is not actively engaged in the session and will be marked as absent. Participation also includes the completion of each session's final capstone assessment. Please be sure to schedule your calendar around these events. Each participant will be allowed to miss a maximum of *two* (2) training sessions. Please notify UWCM staff at least seven (7) days in advance of missing a session. In the event of an unforeseen circumstance or emergency, please notify UWCM staff as soon as you are able. If a participant must miss a second session, they should make the request to UWCM staff at least seven (7) days in advance.

Any additional absences will result in the participant's inability to receive their certificate of completion at the conclusion of the program. (*Participants will be allowed to continue attending the remaining training sessions.*)

Withdrawal:

_____ If a Participant decides to drop out of the program prior to the start of the first session, they can request reimbursement but will only be granted reimbursement if another

individual fills their spot. After the first session, if a person drops out of the program, they will not be eligible for a refund.

Inclement Weather Policy*:

_____ Due to all training sessions being virtual, we do not anticipate rescheduling any classes due to inclement weather; however, in the event of a major weather event in the mid-Atlantic region, an email will be sent out notifying all participants of the change within 24 hours of the scheduled training or as soon as possible.

Demonstration of Skills:

_____ Participants may be given a pre and post-test with a few sessions to show integration of information. Each session will consist of lectures, case studies, worksheets, and videos. Each session may have a different method of teaching and testing, including case study, exam, or group project. You are encouraged to take and keep notes. Participants are expected to complete any homework assignments on time.

Capstone Project:

_____ At the completion of the courses, you will be required to complete a capstone project. In order to graduate and receive the certificate, a passing grade is required on the capstone project (80 or above). This will be an assessment of the cumulative skills and knowledge you have gained over the previous months as part of the Case Management Certification Program. This will be administered after the last course has been completed. Each course will provide a few questions that will encompass the entire curriculum. It will be comprised of the creation of a family goal plan, providing a sample client note, as well as multiple choice questions. A due date and time will be provided for the exam, no late exams will be accepted.

Please initial by each policy above indicating that you have read and agree to the expectations.

Emergency Contact Information

(Name of contact person)

(Relationship to you)

(Phone number)

Forms should be returned to cmcp@uwcm.org