



# Center for Juvenile Justice Reform

• working across systems of care • georgetown university •

## SAMPLE CJR CERTIFICATE PROGRAM APPLICATION

### GENERAL INSTRUCTIONS

All applications must be submitted by 11:59 p.m. (in the applicant's local time zone) on the program deadline. Applications must be completed online at:

<https://cjr.submittable.com/submit>

In order to apply to a Certificate Program, you will need to create a Submittable account by providing your name and email address, and creating a password. **Once you've created an account, Submittable will send you an email with a confirmation link—please be sure to click on the link to validate your email address.** This will ensure that you receive prompt email confirmation once you submit an application.

Submittable will automatically save your entry, allowing you to save and return to your application at a later date. However, please remember your Submittable password—CJR will not have access to it. If you forget it, you can retrieve it by going to Submittable's sign-in page and clicking the "Forgot?" button.

As part of the Certificate Program application, you will be asked to provide your Contact Information, Demographic Information, Biography, and Personal Statement. Additionally, if you are applying as an individual, or if you have been designated to submit essay responses on behalf of your team, you will be prompted to upload your essay responses via word document. (Each team is asked to submit just one set of essay responses.)

If you wish to apply for a tuition subsidy, you must complete the Statement of Financial Need.

Once you have submitted your application, you should receive an email confirmation within 24 hours. If you do not, please contact us at [jjreform@georgetown.edu](mailto:jjreform@georgetown.edu).

### SAMPLE APPLICATION FORM

1. Mailing Address
2. Email Address
3. Phone Number
4. Gender
5. Race & Ethnicity
6. Date of Birth
7. Job Title
8. Employer
9. Years in Current Position
10. Total Years of Experience
11. You are:



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- Applying as an individual
- Applying as a team member AND submitting the essay responses on behalf of your team (Please list the names of the other team members)
- Applying as a team member BUT not submitting the essay questions on behalf of your team (Please list the names of the other team members)

11a. Please upload your essay answers.

12. Have you previously enrolled in Georgetown University as a student or Certificate Program participant?

13. Are you available for the entire program?

14. How did you hear about the Certificate Program?

- CJJR Email
- CJJR Staff Member Consultant (Please provide name)
- CJJR Website
- OJJDP JuvJust Announcement
- Social Media (Twitter, Facebook, LinkedIn)
- Word of Mouth (Please provide name)
- Other (Please specify)

15. Professional Biography: (Limit: 500 words)

Please provide a narrative biography in the 3rd person that summarizes relevant education, work experience, and skills. Should you be accepted into the program, this bio will be shared with your instructors and fellow participants.

16. Personal Statement (Limit: 500 words)

Please describe what you hope to achieve by participating in this Certificate Program. You may also wish to explain your current leadership responsibilities and capacity to influence reform in this area, your previous experience in reform efforts, and, if applicable, why you want to be a member of your team.

17. Statement of Financial Need: (Limit: 300 words)

Please indicate the amount of aid you are requesting, any potential funding sources, and any attempts you have made to identify additional funding. The application packet includes further information. Please note that all subsidies must be applied to tuition (not hotel or travel). CJJR is typically able to consider requests ranging between \$250 and \$1,000 per person.

## **SAMPLE ESSAY QUESTIONS**

*The below questions are provided only as a sample. Specific essay questions vary by program, and must be uploaded to the online application in a .doc or .docx format. To view the specific essay questions for your program please visit <https://cjr.submittable.com/submit>*



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*You should only upload essay answers if you are applying as an individual (not part of a larger team) or have been designated to complete the essay questions on behalf of your team.*

1. What do you or your team hope to achieve by participating in the Certificate Program? Please describe your/your team's goals.
2. Describe any past related reform efforts taken by you, your team or your jurisdiction.
3. Describe any previous efforts that you, your team or your jurisdiction have initiated or participated in that required partnerships with other systems (including law enforcement), community groups or constituents.
4. Describe barriers or challenges encountered when undertaking reform efforts in the past two years. Include in this section what specific actions you, your team or your jurisdiction has taken to address the barriers/challenges; what specific actions were most effective; and what has been least successful and why.
5. Please take this opportunity to provide any further information you deem necessary regarding your or your team's availability to lead or influence reform efforts in this area.