

SCHOOL OF CONTINUING EDUCATION

Skill Up for High-demand Careers: Noncredit Certificate Training Programs

Application Information and Instructions

UWM School of Continuing Education in cooperation with the Skillful Transitions program of Employ Milwaukee, Inc., will offer opportunities to underemployed or unemployed people affected by the COVID pandemic to take certificate programs **at no cost to the participant**. This program benefits those who had previous employment which has not come back post-pandemic or were not working, had an uneven work history, or were underemployed prior to the pandemic.

The specific certificate programs included are:

- [AODA Supervision](#)
- [Business Analysis](#)
- [Data Analysis](#)
- [Digital Marketing](#)
- [Facility Management](#)
- [Master Trainer](#)
- [New Manager/Supervisor](#)
- [Project Management](#)
- [Train the Trainer](#)

These noncredit, professional development certificate programs have high potential to lead to quality positions. They prepare participants for positions for which there are significant numbers of job openings in Milwaukee County. In addition, these certificates were chosen because past UWM participants have successfully found employment or gained promotions after completion.

To qualify for the program, you must:

- Be at least 18 years old.
- Be a current resident of Milwaukee County.
- Hold a bachelor's degree or equivalent work experience.
- Be proficient with Microsoft Office Suite (MS Word, Excel, PowerPoint, Outlook).
- Have experience in professional work settings.
- Have skills and experience needed for work in the chosen certificate.
- Be proficient in written and spoken English.
- Be committed to learning and full participation in the certificate program.
- Be willing/able to work full-time in a professional role once you complete the program.
- Accurately complete the application process and all required reporting needed for funding.
- Actively seek employment or promotion in the area for which training is provided.

Individuals who contribute to the intellectual and cultural enrichment of the program because of their life experiences, including overcoming personal adversity or family hardship, records of extensive community service, military service or successful careers in other fields are encouraged to apply.

Application process:

- Complete the application form.
- Attach the application and a current resume in an email to Steph Wetter, sawetter@uwm.edu. The subject line must be: APPLICATION/High Demand Careers Program.

Applications will be considered as they are received. Many courses are available throughout the year, so participants can start at various times. Once you are accepted by UWM, you will need to complete paperwork from Employ Milwaukee to confirm your eligibility and receive funding for training and stipend for hours in class. You will need to complete all steps to maintain your status in the program.

The Skillful Transitions Program is funded using American Rescue Plan Act State and Local Fiscal Recovery Funds (ARPA SLFRF).



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Employ Milwaukee, Inc.

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Application Form: UWM School of Continuing Education Professional Development Training: High-demand Certificate Programs

Name: _____

Email Address: _____

Mailing Address: _____

City, Zip: _____

Telephone: _____

(You must be a resident of Milwaukee County to participate and provide proof of residency.)

- Which certificate would you like to pursue? (Please review the certificate and course information at the links. Choose only one certificate.)

_____ [AODA Supervision](#)

_____ [Business Analysis](#)

_____ [Data Analysis](#)

_____ [Digital Marketing](#)

_____ [Facility Management](#)

_____ [Master Trainer](#)

_____ [New Manager/Supervisor](#)

_____ [Project Management](#)

_____ [Train the Trainer](#)

Please explain how you meet these minimum requirements:

- Bachelor's degree or equivalent work experience:

- Did the COVID pandemic affect your work life? Are you unemployed or underemployed? Please explain:

- Proficiency with Microsoft Office Suite (MS Word, Excel, PowerPoint, Outlook):

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- Experience in a professional work setting:

- Proficiency in written and spoken English:

- Proficiency with math skills used in professional work environments:

Why are you interested in taking the specific training/ certificate you indicated above?

What skills, interests or experiences do you believe will make you successful in a job related to this certificate?
(Please note if you are applying to participate in the AODA Supervision Certificate you will need to meet the Wisconsin requirements for an [Individual Clinical Supervision](#) credential.)

Please add any other information about your background that would make you successful in this program and in this professional field.

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If you require any accommodations, please notify Steph Wetter at sawetter@uwm.edu. The request will not affect your application status.

Please attach this application and a current resume in an email to sawetter@uwm.edu. Please use "APPLICATION/High Demand Careers Program" as the subject of your email.

By submitting the application, you are certifying that your application and resume are true and accurate. You are also agreeing to comply with all requirements to complete the certificate and receive funding if selected.

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