Application for Admission to Columbia University/NYC Dept. of Small Business Services
MWL Construction Certificate / Mentorship Program

Application Instructions

Columbia University is committed to enhancing the Minority-, Women-, and Locally-owned business (MWL) opportunities with the University. To support the growth of MWL construction enterprises, Columbia, in partnership with NYC Department of Small Business Services, has created a unique 2 year Certificate/Mentorship program. Year One of the program includes a rigorous academic focus providing successful applicants with a Columbia University Certificate. Other mentor program components include extensive networking and set-aside bid opportunities.

** Please Print Clearly on Application **

Section 1: Applicant Information

• Company Information
  Provide company contact information. Also, please attach a copy of your minority or woman-owned business certificate.

• Employee/Applicant for the Program
  Each firm may have up to two (2) representatives. Each representative must complete a separate form and pay the application processing fee.

• Each applicant must be proficient in English to be accepted into the program. All instructions and class work are provided in English.

Section 2: Citizenship Information

• Provide citizenship status

Section 3: Educational Background

• Provide information on schools previously attended

Section 4: Sponsoring Organization (Company) Background

• Work History/Past Performance & Current Workload
  Provide information on work history

Section 5: Emergency Contact Information

• Provide information on who to contact in case of emergency

Section 6: Attendance Agreement

• If you are accepted into this prestigious program, you will be expected to attend the orientation in September and attend all classes.
• Classes are one night per week in the evening for two hours, from September 2010 to June 2011.
• Individuals are expected to attend ALL class sessions, but are given THREE (3) unexcused absences throughout the entire duration of the academic program. If the participant misses more than three sessions, the Associate Vice President at Columbia University Facilities in consultation with the Director, Columbia University School of Continuing Education will determine if the applicant is terminated from the program.

Section 7: Application Documents

• Please use check-off system to ensure that you have properly completed the application.
• Attach a non-refundable $25 check or money order payable to Columbia University. There is no other financial obligation to the program.
• All certifications requested are required for the Certificate/Mentorship Program. If you do not have the ‘Lead Paint Safe Work Practice’ certificate and/or OSHA 10 hr certificate, you will need to get those certifications within the course of the first year of the Program.

Section 8: Certification

• All applicants must sign to confirm that all information given is accurate

Completed Application

• Send the completed application no later than July 6, 2010 to:
  Construction Mentorship Program
  Columbia University
  School of Continuing Education
  Office of Admissions
  203 Lewisohn
  2970 Broadway, Mail Code 4119
  New York, NY 10027