

CMI Level 3 Diploma Required Documents for the Application Process

Please electronically submit the items required on this list. A panel will screen the applicants as part of the approval process.

1. Qualification Registration Form (complete, sign and print)
2. High School Diploma or equivalent
 - Relevant professional certificates/ certifications, if applicable ○
 - Evidence of competency-based learning, if applicable
3. Curriculum Vitae or resume
4. Personal Statement (A 600-word essay that describes the candidate's motivation for pursuing the qualification, which should be typed and double-spaced)
5. Two (2) Letters of Reference
6. Current Job Description
7. Copy of a Valid Government Photo ID (driver's license, passport, Belongers card)
8. Copy of NHI Card or Proof of Insurance card

(If an employer will be financing the qualification for a candidate, a letter must be submitted stating the amount that will be paid on the candidate's behalf once the applicant has been accepted.)

Email the application package to:

Marva Wheatley-Dawson, MBA
Programme Director of CMI
H. Lavity Stoutt Community College
Workforce Training Division
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