

CJA Program Application

Screening

Before beginning the application, you will be asked to answer several questions to determine your eligibility. Please click "Next" to begin the screening.

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For security purposes, please verify you are human.

[RECAPTCHA Verification]

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Are you 18 years of age or older?

Yes

No

Are you a current resident of Utah?

Yes

No

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Do you hold a Bachelor of Social Work (BSW) degree, equivalent, or higher qualification? (Equivalent means a Bachelor's degree in a related or applicable field such as human development and family studies or financial counseling).

Yes

No

Do you work in a setting where you engage directly with individuals and/or families who are facing debt-related issues?

Yes

No

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Do you have professional practice liability insurance or organizational liability insurance that covers your work with individual clients?

Yes

No

End of Block: Screening

Start of Block: Preparation

The application will begin on the next page. Before beginning the application, please ensure you have the following documents prepared to upload:

1. A letter from your employer confirming your job title, job description, and employment dates.
2. Proof of general liability insurance or organizational liability insurance that covers your practice with individual clients. Acceptable proof includes a Certificate of Insurance (COI), Declaration Page, or Policy Binder. The document must show:
 - Your name or organization as the insured
 - Insurance company's name and contact information
 - Policy number and type of coverage
 - Coverage limits and description confirming it covers individual client interactions
 - Effective and expiration dates to verify active coverage
3. A current resume highlighting your educational background and work experience.

As a reminder, applying to participate does not guarantee a seat in the program. Reviewers will invite 25 applicants to participate based on the following:

Minimum Qualifications

- A Bachelor of Social Work (BSW) degree or higher qualification. Other bachelor's degrees in related or applicable fields will also be considered.
- Providing individual-level services in their role (i.e., carrying a caseload of individuals and/or families)
- Proof of professional liability insurance, either personal or provided by your employer.
- An updated resume highlighting your educational background and work experience.

Preferred Qualifications

Applicants with the qualifications below will be prioritized in the application process; however, applicants who meet the minimum qualifications should not be discouraged from applying.

- Educational background and degree in social work
- At least six months of continuous employment with your current employer
- Employed in a public service or nonprofit agency that serves vulnerable populations (i.e., homeless services, domestic violence shelters, community action partnerships, etc.)
- Employed in an agency that covers high priority service areas
- High priority service areas are counties that meet three or more of the following criteria: more than 1,000 residents per licensed lawyer; eviction filing rates greater than 2% annually; district debt collection filing rates greater than 4% annually; defined as non-metro by the USDA; and poverty rate greater than the national average (13%).

It is strongly encouraged that you complete this application on a desktop or laptop computer rather than a mobile device.

Contact Details

Please fill out the following information

- First Name _____
- Last Name _____
- Email _____
- Phone Number _____
- Current Job Title _____
- Agency/Organization Name (Employer) _____
- Supervisor Name _____
- Supervisor Email _____
- Supervisor Phone Number _____

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Employment Details

Have you received permission from your supervisor to earn and utilize this certificate as part of your job?

- Yes
 - No
-

Which of the following best describes your situation?

- I will be completing this certificate on my own time.
- My employer is compensating me to complete this certificate (i.e., allowing me to use work time).

What services does your agency offer? [select all that apply]

- Crisis Intervention & Advocacy (Domestic violence services, sexual assault support and advocacy, etc.)
- Housing & Homelessness Services (Homeless shelters, rapid re-housing programs, etc.)
- Community Development & Assistance (Food assistance, workforce development, etc.)
- Child & Family Welfare Services (Foster care, parenting support programs, etc.)
- Mental Health & Behavioral Services (Counseling services, substance use recovery, etc.)
- Disability & Special Needs Support (Assistive technology, caregiver support, respite services, etc.)
- Elderly & Senior Services (Meals on wheels, independent living support, etc.)
- Health & Wellness Services (Public health education, maternal & child health programs)
- Reentry & Justice-Involved Services (Probation and parole, legal aid, etc.)
- Immigrant & Refugee Assistance (Resettlement services, ESL programs, etc.)
- Youth Development & Empowerment (Mentorship programs, college & career readiness, etc.)
- Veteran & Military Family Support (VA benefits assistance, military family support, transition assistance, etc.)
- Other (please specify): _____

Which counties does your employer/organization serve? [select all that apply]

- Beaver
- Box Elder
- Cache
- Carbon
- Daggett
- Davis
- Duchesne
- Emery
- Garfield
- Grand
- Iron
- Juab
- Kane
- Millard
- Morgan
- Piute
- Rich
- Salt Lake
- San Juan
- Sanpete
- Sevier
- Summit
- Tooele
- Uintah
- Utah
- Wasatch
- Washington
- Wayne
- Weber

Which counties do you serve? (i.e., in which counties do your current clients reside) [select all that apply]

- Beaver
- Box Elder
- Cache
- Carbon
- Daggett
- Davis
- Duchesne
- Emery
- Garfield
- Grand
- Iron
- Juab
- Kane
- Millard
- Morgan
- Piute
- Rich
- Salt Lake
- San Juan
- Sanpete
- Sevier
- Summit
- Tooele
- Uintah
- Utah
- Wasatch
- Washington
- Wayne
- Weber



Which best describes your current employment arrangement?

- Full-time
 - Part-time
 - Other (please specify): _____
-

Which best describes your regular work setting?

- On-site
 - Remote
 - Hybrid
-



Approximately how many clients do you have on your caseload? Or, if you do not carry a regular caseload, approximately how many individuals do you serve each week?

Which of the following best describes the size of your current caseload (or workload if you do not carry a regular caseload)?

- Far below average
- Somewhat below average
- Average
- Somewhat above average
- Far above average

Approximately how many of your current clients have concerns with debt, received debt collection attempts, or have wage garnishments?

How often do you encounter clients who have concerns with debt, received debt collection attempts, or have wage garnishments?

- Daily
- A few times a week
- Weekly
- A few times a month
- Monthly

Please describe any limitations, such as federal or state grant funding requirements, that might impact your ability to provide limited-scope legal services once you receive your Community Justice Advocate Certification.

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Experience

How long have you been in professional practice?

Years _____

Months _____

Please briefly describe how you plan to use this certification and what makes you a good candidate.

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Eligibility Requirements

Do you hold a BSW (Bachelor of Social Work) degree or a higher qualification?

Yes (specify degree and/or licensure):

No (please describe your education and qualifications):

Upload a letter from your employer that includes your job title, job description, and dates of employment:

Upload proof of general liability insurance or organizational liability insurance that covers your practice with individual clients. Acceptable proof includes a Certificate of Insurance (COI), Declaration Page, or Policy Binder. The document must show:

- Your name or organization as the insured
- Insurance company's name and contact information
- Policy number and type of coverage
- Coverage limits and description confirming it covers individual client interactions
- Effective and expiration dates to verify active coverage

Ensure the document is clear and legible. Personal details can be redacted, but coverage information must be visible.

Upload a current resume highlighting your educational background and work experience

End of Block: Application Form Questions

Start of Block: Disclosures

Disclosures

Please read the following disclosures carefully and check each box to acknowledge that you have read and understand each disclosure.

The CJA Program **has been authorized** to operate in the Sandbox by the Utah Office of Legal Services Innovation and the Utah Supreme Court. Certification as a CJA will not give you the same authority as lawyers, nor will it subject you to the same rules as lawyers. You can view USU TCI's Order for Authorization to Practice Law [here](#).

I acknowledge

The CJA Program will operate under the Utah Supreme Court's pilot legal regulatory sandbox, which is currently approved to run through August 2027. Should the Utah Supreme Court decide to terminate the sandbox program, the CJA certification may cease to be a court-sanctioned credential, and the continued provision of limited-scope legal services may result in legal consequences for unauthorized practice of law. In other words, CJAs may not continue to provide limited scope legal services.

I acknowledge