Canadian Nurse Educators Institute
Institut canadien des infirmières et infirmiers enseignants

Courses and Webinar Proposal Form

The Canadian Nurse Educators Institute (CNEI) offers professional development courses and webinars for nurse educators to further ongoing learning and professional development.

The CNEI Advisory Board is now accepting proposals from educators who wish to present a continuing education course or webinar through CNEI in the next academic year (August to June). The deadline to submit is March 1.

Continuing education courses consist of 3-4 live online sessions of 2 hours each presented over 2-4 weeks, with the Moodle LMS support for activities and content.

Live webinars are single 1-2 hour live Zoom events that are free for participants.

All content is provided online. Courses and webinars can be presented in English or French, or both. Applicants must indicate which type of presentation (webinar or course) they are applying for and *cannot* select both options.

Eligibility

- Proposals may include up to two paid instructors per continuing education course. There is no limit to presenters for webinars.
- Preference will be given to those proposals from CASN member schools.
- CNEI Interest Groups can submit a proposal for courses but do not need to for webinars. Webinars are supported by CASN directly for the Interest Groups.
- Proposals from for-profit organizations that are promoting products or services will not be considered.

Selection

- The CNEI Advisory Board will determine which proposals are successful in May.

Application Timeline

- March 1: **PROPOSAL DEADLINE**
- March: Proposal forms will be sent to the CNEI Advisory Board for review. French proposals will be translated prior to being sent.
- May: The CNEI Advisory Board will review the proposals and select which are successful.
- May: All candidates are notified of the outcome of the review process.

Successful Proposals

- Those with successful proposals will be contacted by CASN staff to organize the scheduling and other details of the course or webinar.

Applicant Details

NAME: _____

CURRENT POSITION: _____

INSTITUTION/SCHOOL: _____

TELEPHONE: _____

E-MAIL ADDRESS: _____

LANGUAGE: ☐ **ENGLISH** ☐ **FRENCH**

CONTACT DETAILS FOR ADDITIONAL INSTRUCTORS:

_____

_____

_____

_____

CATEGORY:

☐ Continuing education course (3-4 sessions)

☐ Webinar (1 session)

☐ Webinar series (2-3 sessions)

Preferred Session (select all that apply): ☐ Summer ☐ Fall ☐ Winter ☐ Spring

Suggested Date(s) of Offering:

Earliest Date Available:

Notes about availability:

Would you be willing to change from your preferred session if required?

1. Continuing education course or webinar title (Max 75 characters or 10 words):

2. Please provide a brief description of your course or webinar (max 300 words). If accepted, this will be used for promotional purposes.

3. Please summarize the proposed content of the continuing education course or webinar (max 300 words).

4. Describe your expertise in the subject matter to be presented (max 500 words). Please note any association to CASN committees or groups.

5. Describe how you will engage your audience and ensure participants find the content valuable (max 500 words).

6. (Course Proposals Only) Outline how you envision the course will be delivered, including any online learning platforms, learning objectives, and evaluation methods you plan to use.

Application Instructions

Submissions must contain all the following:

1. Application Form
2. Curriculum Vitae for all proposed instructors

SIGNATURE OF PRIMARY APPLICANT	NAME OF PRIMARY APPLICANT	DATE

TO BE RETURNED ELECTRONICALLY BY MARCH 1 TO:

Jessica Pearce Lamothe, Assistant Manager Canadian

Association of Schools of Nursing

Email: jpearce@casn.ca