



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.

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

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.
- 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 31: **PROPOSAL DEADLINE**
- April: Proposal forms will be sent to the CNEI Advisory Board for review.
- 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

☐ Webinar

Suggested Date(s) of Offering:

Earliest Date Available:

1. Continuing education course or webinar title:

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

3. Describe your expertise in the subject matter to be presented (max 500 words).

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

5. Please provide any other relevant details (max 500 words).

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 31 TO:

Jessica Pearce Lamothe, Managing Editor

Canadian Association of Schools of Nursing

Email: jpearce@casn.ca