



## DOC/ADOC Leadership Certificate Program

### Application Form



#### Admission Criteria

Acceptance into the DOC/ADOC Leadership Certificate program is based upon a combination of experience, training and endorsement by a senior manager (the Home Advisor\*). Participants must be Registered Nurses (long term care experience preferred) who currently hold, or aspire to hold, a senior nurse manager position. All applications are reviewed and approved on a first-come, first-served basis. Space is limited and applicants are encouraged to apply as soon as possible.

<b>Name of Applicant:</b>	<b>E-mail:</b>
<b>Position:</b>	<b>Employer:</b>
<b>City:</b>	<b>Postal Code:</b>
<b>Phone:</b>	<b>Fax:</b>
<b>Home Address:</b>	<b>Home Phone:</b>
<b>City:</b>	<b>Postal Code:</b>

#### Managerial Endorsement/Support (Home Advisor\*)

Eligibility for admission into the program includes endorsement and support of the applicant from their senior manager (referred to as the Home Advisor\*). The senior manager must be in agreement to provide support and guidance throughout the program, as detailed in the program description on the Silver Meridian website ([silvermeridian.com](http://silvermeridian.com)). In signing this form, the manager is agreeing to serve as the participant's Home Advisor\* throughout the DOC/ADOC Program.

<b>Name: (print)</b>	<b>Position:</b>
<b>Signature:</b>	<b>Date:</b>

#### Education

Degree/Diploma/Course	Program Length	Year Completed	Awarded By:



## Experience

<b>Current Position Title</b>	<b>Years of service</b>	<b>Span ( from - to)</b>	<b>Employed by:</b>
<b>Describe responsibilities:</b>			
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<b>Describe responsibilities:</b>			

Should a prospective participant not meet all the admission criteria, applicants will be considered on an individual basis, and further documentation may be required to support possible admission to the program.

## Program Payment

Program payment, or agreement to pay, must be made as part of this application process. Upon acceptance to the program, payment will be processed or notice to pay will be issued. Payments are made to Silver Meridian, and mailed to K. Ritchie, Silver Meridian, 1621 McEwen Dr., Suite 28, Whitby, ON., L1N 9A5. See payment options and timelines on following Registration Details page.

Silver Meridian reserves the right to cancel the Program due to insufficient registration or circumstances beyond their control. Cancellation by the applicant before noon of October 25, 2012 will be refunded in full, less a \$100 administration fee. No refunds will be issued for cancellations after noon of October 25, 2012, unless on compassionate or medical grounds, at which time the \$100 administration fee will apply.

## I am ...

<input type="checkbox"/> <b>Submitting payment</b>	<b>In the amount of:</b>
<input type="checkbox"/> <b>Being billed after acceptance</b>	<b>In the amount of:</b>

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

Please mail or fax this application to Silver Meridian: Attention K. Ritchie, 1621 McEwen Dr., Ste. 28, Whitby, ON L1N 9A5 or Fax to 905-433-0051



## Registration Details

Once an applicant has been accepted into the Program, a registration form must be completed. The following outlines the general registration details.

### Program Fee:

	<b>With Accommodations</b>	<b>Without Accommodations</b>
Early Bird (Payment received by Oct 11)	\$2,400.00*	\$2,100.00*
Regular (Payment received after Oct 11)	\$2,600.00*	\$2,300.00*

**\*Plus HST**

<b>Included in Fee</b>		
Six-day training course* (approximately 50 hours in-class)	Four breakfasts, four lunches, four dinners, refreshment breaks	**Single accommodation for four nights at Crowne Plaza Hotel (airport) (Nov 25-27; Jan 20)
Course materials, binder	Delegate bag and case	Hotel Parking
Faculty mentors	On-line Webinar	On-line Support

\*See [specific dates](#) and start times at the [Silver Meridian](#) website (Dates & Locations)

\*\*With Accommodations Fee

<b>Not Included in Fee</b>		
Transportation costs to and from course	Incidentals at hotel (phone calls, in-room services, etc.)	Pre-course accommodations (available @ \$120 per night)

A portion of the course fee may qualify for a refund through the RNAO. RNs or their employer should contact the RNAO for potential tuition reimbursement for this certificate program.