

## Application

**Deadline for Application Submission: March 30, 2009**

- Member**  
 **Non-Member**

<b>Full Name</b>	
<b>Title</b>	
<b>Credentials</b>	
<b>Home Address</b> <input type="checkbox"/> Preferred	
<b>City/State/Zip</b>	
<b>Full Name of Workplace</b>	
<b>Work Address</b> <input type="checkbox"/> Preferred	
<b>City/State/Zip</b>	
<b>Home Phone</b> <input type="checkbox"/> Preferred	
<b>Work Phone</b> <input type="checkbox"/> Preferred	
<b>E-mail (required)</b>	
<b>Work Setting</b>	<input type="checkbox"/> <b>Hospital</b> <input type="checkbox"/> <b>Ambulatory Center</b> <input type="checkbox"/> <b>Free Standing</b> <input type="checkbox"/> <b>In-Hospital</b> <input type="checkbox"/> <b>Office-Based</b> <input type="checkbox"/> <b>Academic Institution</b> <input type="checkbox"/> <b>Other (please describe)</b>

**Requirements:** All components of this application may be submitted electronically via email with electronic signatures or via fax or mail with hand written signatures.

- Please provide one **paragraph**, on a separate document, as to why you wish to be part of the AORN/OMU Perioperative Leadership Academy.

2. Please provide a **note or letter signed** by your supervisor supporting your participation in this program.

## STUDENT AGREEMENT

If accepted to the AORN & OMU Perioperative Leadership Academy, I understand and agree to:

1. Attend and actively participate in the 3 face-to-face meetings, each one and a half days, July 17 & 18, October 29 & 30 and March 14 & 15, 2010.
2. Complete pre-assigned readings and assignments
3. Complete leadership assessment
4. Complete all written assignments
5. Complete discussion questions as assigned using online modality
6. Meet with mentor as assigned using online modality or conference calls
7. Complete assigned AORN online Budgeting module
8. Participate in the development of a Capstone Project
9. Course work will be completed by the first week of May 2010
10. Participants are encouraged to provide a report of the group Capstone project during the 2010 Leadership meeting (usually held in the month of July).
11. Participants are responsible for their airfare, ground transportation, meals other than those identified in program, lodging for all face-to-face meetings, and computer equipment.

Academy tuition: Members        \$4,500  
    Non-Members \$5,500

**Pre-payment in Full** – Full tuition payment of \$4,500 for members or \$5,500 for non-members will be due on or prior to Monday, April 20<sup>th</sup>, 2009

**Participants may submit their tuition using the 3 Payment Plan** – There will be a \$75 fee for the payment plan which will be included in your first payment.

Due dates for the payment plan are:

	1 <sup>st</sup> Payment due <b>4/20/09</b>	2 <sup>nd</sup> Payment due <b>5/04/09</b>	Final Payment due <b>6/15/09</b>	Total
Member	\$2,325	\$1,125	\$1,125	\$4,575
Non-Member	\$2,825	\$1,375	\$1,375	\$5,575

Tuition covers all applicable fees, which include the AORN/OMU Perioperative Leadership Academy fee, VCU fees, AORN online budget module, course books, leadership assessment and Myers-Briggs fees, continental breakfasts and lunches for each of the face-to-face activities.

Upon acceptance into the AORN/OMU Perioperative Leadership Academy a confirmation/payment form will be sent to you. The program will start with a teleconference orientation in late June 2009. All participants are required to have access to high speed internet.

**Cancellations:** Cancellations will be accepted in writing 60 days prior to the program start date - May 18, 2009. Cancellations less than 60 days prior are subject to a 25% fee. The full program fee will be charged if the cancellation is not received in writing. No refunds or transfers will be given for cancellations received once the program begins.

**Substitutes:** Substitution of participants can be made up to 10 business days before the program begins. A completed application form from the substitute is required and will need to be approved and accepted.

*Program Cancellation: AORN/OMU has the right to cancel a program/course if circumstances are beyond AORN/OMU's control. Although rarely necessary, we reserve the right to substitute faculty if needed.*

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**Please send completed application to:**

(All components of this application may be submitted electronically via email with electronic signatures or via fax or mail with hand written signatures.)

Email: KSimkins@aorn.org

Fax: (303) 755-5494  
Attention: Kim Simkins  
(To confirm that your fax was received, please email [KSimkins@aorn.org](mailto:KSimkins@aorn.org) for confirmation.)

Mail: AORN  
Attn: Kim Simkins, Center for Perioperative Education  
2170 South Parker Road, Suite 300  
Denver, CO 80231

**Notifications of Acceptance**

Letters of acceptance will be sent on or before April 6, 2009

