

Introduction

Continuing Education (“CE”) department at the Michener Institute of Education at UHN offers diverse learning opportunities, including certificates, specialized courses, micro credentials, mini courses, and workshops, with many available in flexible, online formats. We are constantly evolving our range of offerings to meet health system needs locally, nationally, and globally. We look forward to exploring your recommendation for a new learning opportunity. To help us get started, please consider the questions included in the sections below.

Overview of process:

1. Those proposing the program complete this form and submit it to their point of contact in CE (“CE contact”) or ce@michener.ca
2. The CE contact will work with the requestor to determine the viability of the requested program or course. Different phases of review will assist in the decision making of moving forward. The requestor and stakeholders (where available) will be notified at the completion of each phase. The phases include Initial Review, Detailed Review and Financial Review.
3. If the program is deemed viable, CE will move into program development and implementation in collaboration with the program requestor, possible stake holders, program manager and instructional design team to determine timelines of the project.

Section 1: Contact Information

Name _____

Email _____ **Phone** _____

Name of CE Contact _____

Have you had any previous contact with Michener regarding this course? If so, with whom and when?

If you do not have a CE contact, email to ce@michener.ca, it will be directed to appropriate manager.

Section 2: Suggested Learning Opportunity

Topic _____

Preliminary Title _____

Why is this course needed at this time? What gap will be addressed? What is the demand?

What is currently being done in practice to address this gap? Example: on the job training?

Who do you anticipate taking this course? _____

Education level (undergrad, grad, MLT, MRT...) _____

Designation (RRT, RN, MD etc.) _____

What key learning outcomes are anticipated?

Should a credential be awarded? If so, please identify.

**How long do you think this course should be? How do you think this course should be delivered?
Online? Face to face, hybrid? Explain why.**

Is there a competency profile or a regulatory aspect that we should be aware of?

Are you aware of any other agencies/schools that are currently delivering this content? Please include.

**Have you completed an Environmental Scan and/or a Needs Assessment or Stakeholder Survey?
Please include.**

**Please include any other information that would be helpful to our understanding your request and
expectations.**

Once received please expect an email to discuss next steps within 2 weeks.