



# NEW PROGRAM REQUEST FORM

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## Introduction

Continuing Education (“CE”) at the St. Patrick Campus of the Michener Institute of Education at UHN offers diverse learning opportunities, including graduate certificates, specialized 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”).
2. The CE contact will work with the program requestor to determine the viability of the requested program.
3. If and when the program is deemed viable, CE will move into program development and implementation in collaboration with the program requestor.

## 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?**

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## Section 2: Suggested Learning Opportunity

**Topic** \_\_\_\_\_  
**Preliminary Title** \_\_\_\_\_

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

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**What is currently being done in practice to address this gap? (example: on the job training)**

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**Who do you anticipate taking this course?**

**Education Level (undergrad, grad)** \_\_\_\_\_

**Designation (RRT, RN, MD, etc)** \_\_\_\_\_

**What key learning outcomes are anticipated?**

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

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**How long do you think this course should be?**

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**What are your thoughts on how this course should be delivered (e.g. full time, part time, workshop, etc.) Please explain why.**

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*Thank you very much for your program suggestion and for taking this time to provide us with the information we need to assist us in program decision making.*