**Canadian Association of Genetic Counsellors (CAGC)**

**Education Partnership Proposal Application Instructions**

A partnership is defined as any relationship mutually beneficial to CAGC and another organization or entity. Examples include: co-sponsorship of an educational opportunity, a partnership to offer additional benefits to CAGC members, or CAGC endorsement of a product or publication produced by another organization.

The CAGC Education Committee reviews and provides feedback/approval for the presentation content for webinar endorsement and project-based partnerships. Below are detailed descriptions of both these types of partnerships.

Webinar Endorsement:

* In this type of partnership, the webinar is ready to go (i.e.: content, speakers, presentation materials, have all been confirmed). The Partner is asking CAGC to *review their program/presentation content* in order for the CAGC to provide official endorsement of the webinar via E-Blast to the CAGC Membership.
* Kindly submit your application for a webinar endorsement at least **3 months prior to the webinar date.**
* As a guideline, if this endorsement is approved, the final presentation materials are required to be submitted to your designated CAGC liaison at least **6 weeks prior** to the scheduled Webinar event. We are aware that some exceptions may be necessary for expedition of a request. *Any such requests are to be outlined in the “Additional Considerations” section of this application.*

Project-based Webinar Partnership:

* In this type of partnership, the Partner is looking for CAGC insight and active participation in the development of webinar material. Thereby the Partner is also obtaining CAGC approval and official endorsement of the webinar. An E-Blast to the CAGC Membership will be conducted.
* Kindly submit your application for a webinar endorsement at least **6 months prior to the webinar date.**
* Specific timelines may vary and will be discussed and confirmed once this type of partnership is approved by the CAGC.
* Due to the partnership nature of this project, in addition to the Partner’s web-page, recorded webinar material(s) produced from the partnership will be made available to Members of the CAGC to view on the website for one year after the live webinar broadcast. *Any exceptions to this should be requested through the Additional Considerations portion of the application form.*

Other Partnership:

* If your proposed project does not meet any of the above requirements, please contact the Education Committee Chair for more information.

For **all** partnership types listed above, it is preferred that the Partner will apply for Category 1 CAGC CECs and should consider application for Category 1 NSGC CEUs. The CEC/CEU application(s) is/are completed, submitted, and financed by the Partner.

**GENERAL TIMELINE/EXPECTATIONS:**

* Review, feedback, and/or approval are based on the nature of the partnership; however, a response is generally provided within 2-3 weeks of the application submission. You will receive a notice of approval in writing with further instructions.
* Once you receive notice of project approval, you will liaise with the current Education Committee Chair, or a designated contact person. This person will remain your primary CAGC contact for submission of presentation materials for review by the Education Committee and CAGC Board of Directors (BOD), and other issues should they arise.
* For CEC/CEU approval to be obtained in a timely manner, ensure you follow the guidelines of the respective parties. For more information:
  + CAGC: <https://cagc-accg.ca/?page=183>
  + NSGC: <http://nsgc.org/p/cm/ld/fid=39>
* For general questions, please contact Veronica Bryksa, Education Committee Chair, at vmbryksa@gmail.com.

**Canadian Association of Genetic Counsellors (CAGC)**

**Education Partnership Proposal Application Form**

**Please use the text boxes to complete the form electronically and submit to** [**vmbryksa@gmail.com**](mailto:vmbryksa@gmail.com) **upon completion.**

**INTRODUCTION:**

**Prepared by:**

**Date Report Submitted to CAGC:** Click here to enter a date.

**Proposed Partner:**

**Proposed Partnership:**

Webinar Endorsement

Project-based Webinar Partnership (describe):

Other Partnership (describe):

**Projected Financial Cost to CAGC:**

**Projected use of CAGC Staff Resources:**

**Projected Project Timeline *(i.e.: what is the anticipated date of the webinar event):***

**BACKGROUND:**

**Provide a brief description of proposed partnership *(i.e.: outline content/topic(s), etc.):***

**The value proposition of the proposed partnership:**

* *What are the potential benefits of the partnership for CAGC and our members, strategic and otherwise?*
* *Who is your product/service intended for and how does CAGC fit in?*
* *What are other alternatives to pursuing the partnership as presented?*

**Metrics for the proposed organizational partnership:**

* *What does the CAGC/the proposed partner hope to achieve?*
* *How will we determine success?*

**Term of proposed partnership:**

**Only those submitting an application for a WEBINAR ENDORSEMENT are asked to complete the following table.** *Complete one table per webinar event/topic.*

|  |
| --- |
| **SESSION TITLE** |
|  |
| **LEARNING OBJECTIVES\*** *Although not required, a “List of Behavioural verbs” for writing objectives can be used. This can be found at*[**http://nsgc.org/p/cm/ld/fid=39**](http://nsgc.org/p/cm/ld/fid=39) |
| By the end of the session, participants will be able to: |
| **PRESENTER(S), AFFILIATION, DISCLOSURE OF CONFLICTS** |
|  |
| **THEMES & FOCUS AREAS** |
|  |

**Additional Considerations:**

Does the partner have any special requests for the CAGC Education Committee and Board of Directors to consider? Does the partner foresee any challenges in providing their deliverables on schedule? Please comment on any contingency planning that has been considered.

**Partner Contact Information:**

Name of person submitting the application:

*Contact email:*

*Contact phone number:*

Preferred contact within the Partner Organization (optional, can be the same as above):

*Contact email:*

*Contact phone number:*