



PAW

Effectively Leading an ACEN-Accredited Program: **A WORKSHOP FOR PROGRAM ADMINISTRATORS**

MARCH 13, 2019

The Westin Peachtree Plaza Hotel
210 Peachtree Street NW, Atlanta, GA 30303

BENEFITS

This workshop provides the novice and advanced-beginner program administrator with information related to the ACEN accreditation policies and processes. Attendees will be oriented to the responsibilities of a program administrator in maintaining compliance with the 2017 ACEN Standards and Criteria and provided with helpful direction related to reporting and maintenance of documentation. The workshop is particularly relevant to anyone who has been appointed as a new program administrator within the past three years or is new to ACEN accreditation.

Please note that the Program Administrators Workshop will not address the same topics as the ACEN Self-Study Forum. Those also interested in learning about the development of a Self-Study Report, preparation of a Follow-Up Report, or information related to an onsite accreditation review should register separately for the ACEN Self-Study Forum.

COSTS

Workshop Registration
\$175

Hotel
\$179/night

THE FINE PRINT

Please note that the ACEN Program Administrator Workshop is designed and developed specifically for nurse administrators or coordinators of nursing programs currently accredited by the ACEN, and programs with candidate status. Upon submitting your registration it will be sent to the ACEN for approval. **Please do not proceed with travel arrangements or hotel accommodations until your registration has been accepted.**

For payments not received by invoice due date, registrations may be cancelled and released to the public to accommodate registrants on waiting status. All hotel reservations at the negotiated rate are dependent on availability. ACEN does not guarantee availability of hotel room rates.

Workshop registrations will be confirmed when fees are received. All fees must be paid prior to attendance of the workshop.

Cancellation Policy: All cancellation requests must be received by the ACEN in writing. Cancellations of confirmed registrations received on or before February 6, 2019 will be charged a \$100.00 cancellation/processing fee per attendee. Registration fees are not refundable for cancellations after February 6, 2019; or for non-attendance.