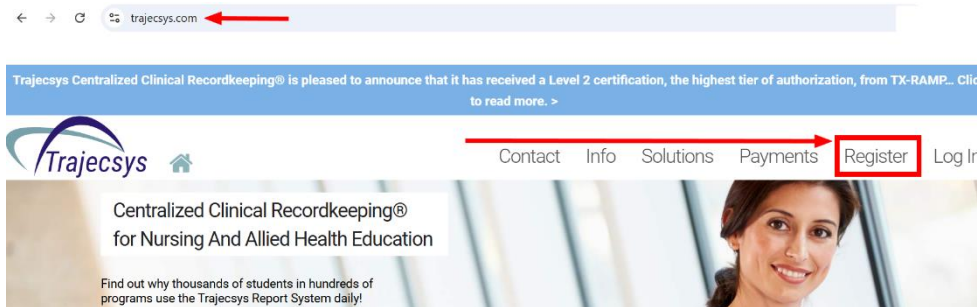# Completing the OADN Foundation Leadership Institute Application

STEP 1 – REGISTER FOR A TRAJECSYS ACCOUNT

- Go to the Trajecsys website, www.trajecsys.com
- Click "Register" in the top, right-hand area of the screen

- Complete the Information on the Registration Page according to the example below
- Click "Continue" when finished completing each field

Completing the OADN Foundation Leadership Institute Application

STEP 2 - ACCESS THE APPLICATION

- After clicking "continue", the OADN — Leadership Institute home page will display (see example below)
  - Confirm your email by clicking the "Confirm" link (see below)
  - Read through the instructions area (see below)
  - Click the "Complete Forms" tab on the left-hand side of the screen to access the application (see below)

- Click on the form title to display the application:

Completing the OADN Foundation Leadership Institute Application

STEP 3 – COMPLETE THE APPLICATION

- Read through the instructions in the first section:

Leadership Institute Application

Leadership Institute Application

All questions and components of your application packet must be submitted on or before the deadline. Active OADN members (either as an Individual Member or through your school as a Program Member) are eligible to apply. Non-members are also eligible to apply for an additional fee.

Applicants for the Spring 2025 Cohort must commit to the following seminar dates:
- Seminar 1 (3 hours)   February 11
- Seminar 2 (2.5 hours)   March 4
- Seminar 3 (2.5 hours)   March 25
- Seminar 4 (2.5 hours)   April 8
- Seminar 5 (2.5 hours)   April 29
- Seminar 6 (3 hours)   May 13

*Application Due Date: January 21, 2025

- Complete each field as appropriate in the *Applicant Information* section:

Leadership Institute Application

Applicant Information

Please do not use all caps for the fields below:

Last Name:

First Name:

Credentials:

Current Position:

Program Name:

Program Address:

Program City:

Program State:

Program Zip Code:

Work Phone (xxx-xxx-xxxx):

Cell Phone (xxx-xxx-xxxx):

Work Email:

Preferred Email:

I maintain an active membership with OADN as a: ○ Program Member   ○ Individual Member

By submitting an application for the Leadership Institute, you are acknowledging that you commit to pay $995 tuition* for OADN members / $1,495 for non-members (*Limited number of partial scholarships available to members only through the OADN Foundation).   ○ Yes

Applicant Name (Digital Signature):
(type name in space to right)

Completing the OADN Foundation Leadership Institute Application

- Complete the *Applicant Statement* Section by adding a response to each question in the corresponding text box:

- Complete the *Applicant Expectations* section by clicking "Yes" to acknowledge each statement, then signing:

- Should you need to save your work and return to it later, just click to place a check mark in the box to the left of "Check to complete later, then click 'Submit'":

OR

- When finished, simply click "Submit" at the bottom:

- When you've successfully submitted the application, a screen like the one below will appear; click the "X" on the right to exit, do not click "Complete Again":