Completing the OADN Foundation Leadership Institute Application
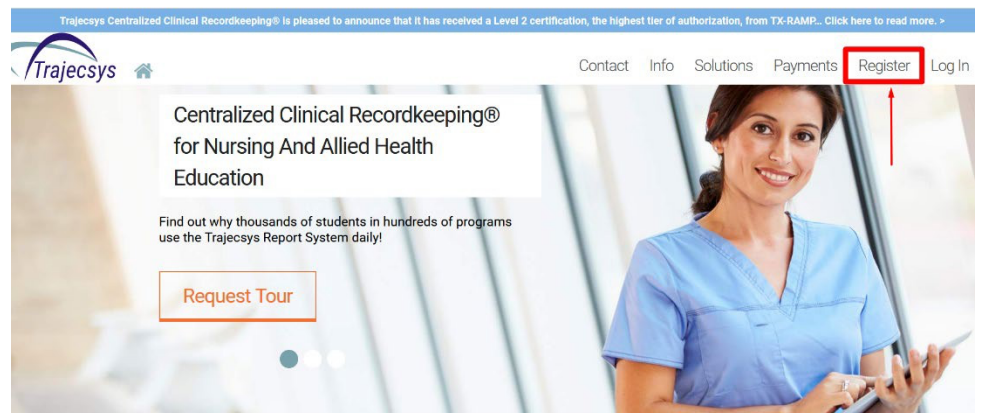
*** Reminder—There are three cohorts in 2026. ***
The first one (Jan-Mar) is for Nursing Faculty who are planning on a leadership role in the future,
and cohorts 2 (Apr-Jun) & 3 (Sept-Nov) are for current nursing education leaders (Deans, Directors, Chairs, Coordinators).

STEP 1 – REGISTER FOR A TRAJECSYS ACCOUNT

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

- Once on the Registration Page, begin typing "OADN" in the Educational Institution field. The system will suggest program names for you to choose; be sure to choose **"OADN Leadership Institution"** as indicated on the screenshot below. Complete the remainder of the application and click "Continue" when finished.

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 example below)
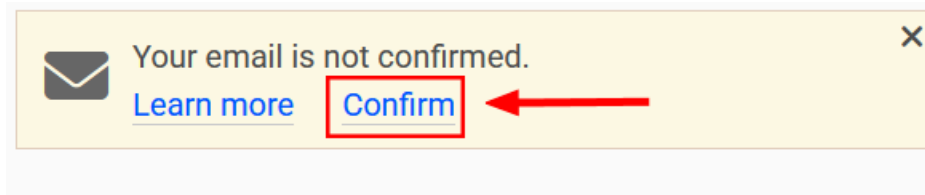
- Read through the instructions on the home page
- Click "Complete Forms" on the left side of the screen to access the application
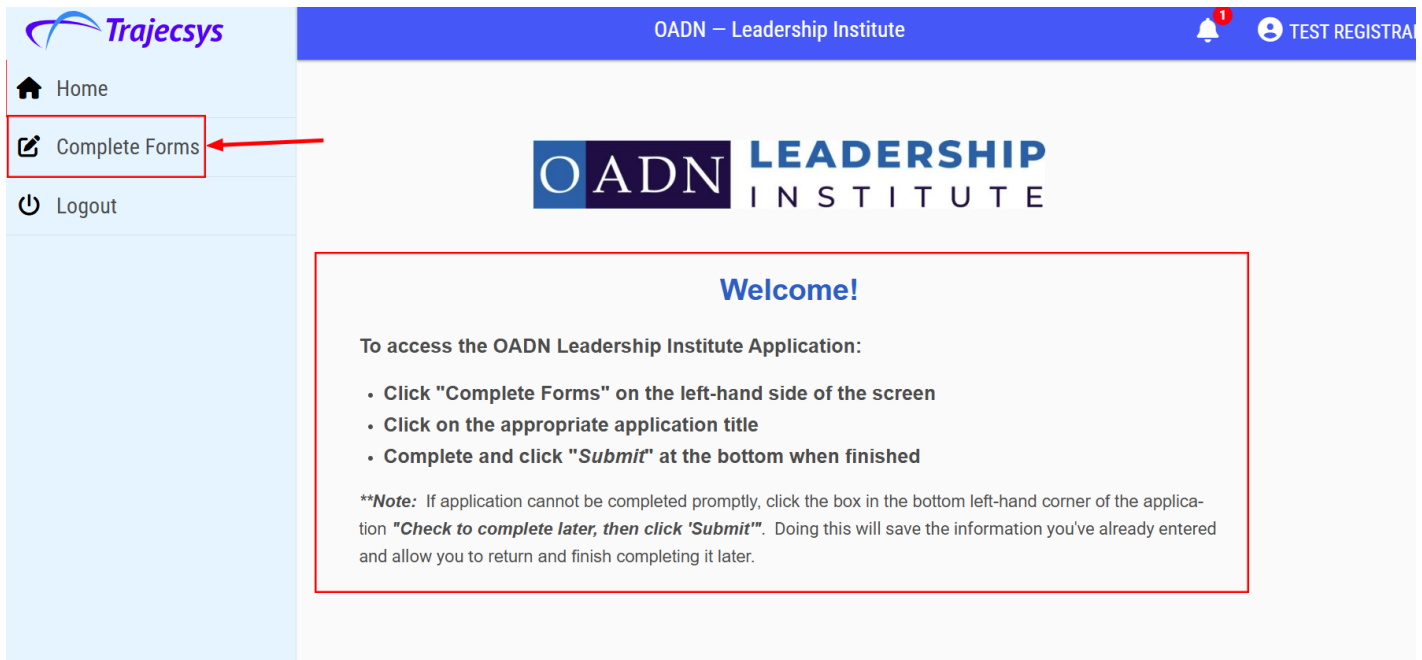
- Click on the title of the application you wish to complete:

Click the title of the application you wish to complete

STEP 3 – COMPLETE THE APPLICATION

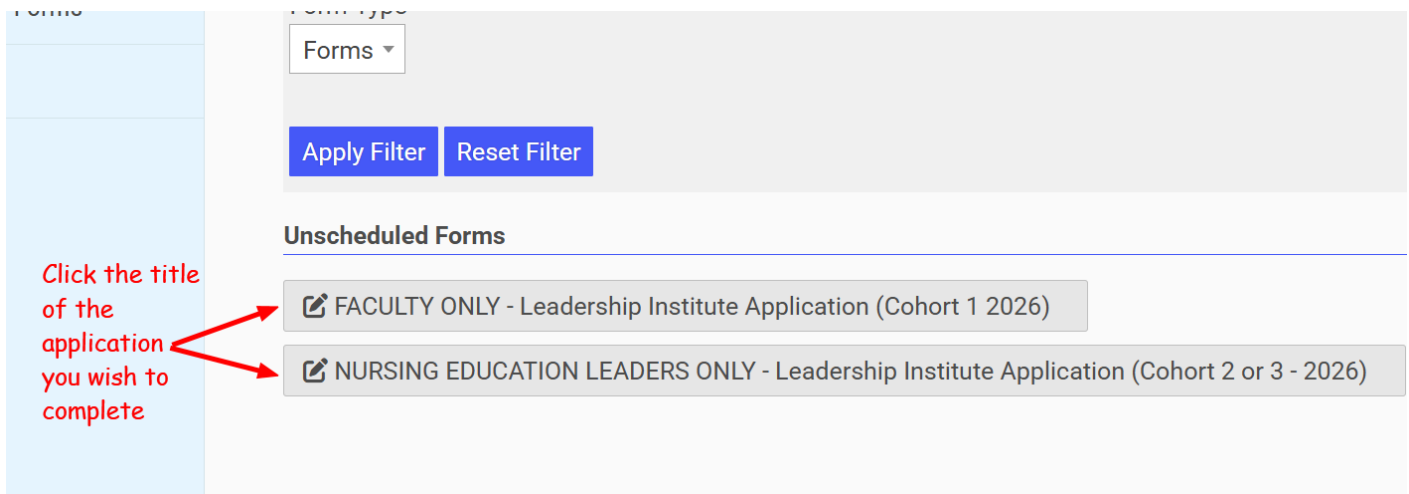- Read through the instructions in the first section, then complete each field as appropriate in the *Applicant Information* section:

Applicant Information

Please do not use all caps for the fields below:

Last Name:	
First Name:	
Credentials:	
Current Position:	
College Name:	
College Address:	
College City:	
College State:	
College Zip Code:	
Work Phone: *(format: xxx-xxx-xxxx)*	
Cell Phone: *(format: 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 the "bundled member" rate for both the OADN Leadership Institute and Convention 2026, of $1,500. *(Due to a generous investment in leadership development by Trajecsys, a limited number of partial scholarships are available to members only through the OADN Foundation. Inquiries regarding the scholarship application should be directed to Karen LaMartina at karen.lamartina@oadn.org. Go to https://oadn.org/leadershipinstitute for payment deadlines and policies.)*	○ Yes
Applicant Name (Digital Signature): *(type name in space to right)*	

- 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 at the bottom

Should you need to save your work and return to it later, just click inside the box to the left of "Check to complete later, then 'Submit'"

- When finished, click "Submit" at the bottom

Applicant Statement ← Add answers to each question in its corresponding text box

What is your greatest challenge/issue in current leadership role? (400-word maximum)

Personal story as to why this program will be helpful to your leadership journey? (400-word maximum)

What is your vision to lead and shape your current leadership position? (250-word maximum)

Applicant Expectations ← Acknowledge each statement by clicking "Yes", then signing at the bottom

I understand that, if selected for the OADN Leadership Institute, I am committed to participation over the following timeline:
- 4 Virtual Leadership Seminars (Mandatory Attendance 4 hours each):
- Intersession Work:
  - Peer to Peer Coaching Calls (twice a month for a total of 8 hours)
  - Leadership Check-in Emails (total of 8 hours)
  - Personal Development (total of 16 hours)
- 1:1 Mentorship Experience:
  - Meetings via Zoom or phone (twice a month for total of 8 hours)
- Other:
  - There may be additional leadership webinars offered by OADN

○ Yes

I have read the timeline and agree to abide by these program expectations.   ○ Yes

Applicant Signature:
Using a mouse or a touch screen, add signature in area to the right.

Check if you need to save your work and return to it later, then click "Submit"

☁ Clear

☐ Check to complete later, then click "Submit"   ● Approved   ○ Not Approved

Click "Submit" when finished ⟶   Submit

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"

Forms

Form-Type

Forms ▾

Apply Filter Reset Filter

Leadership Institute Application   ✕

Saved! ← Application has been submitted and saved

Complete again ← Click the "X" in the top right to exit. Do not choose "Complete again"

9.17.25