
Attachment 2G: Certification Activities Timeline

September

- Obtain supervisor/Administrative approval and support
- Discuss certification vision with your supervisor and obtain buy-in
- Confirm assistant support to schedule rooms, copy papers
- Presentation to administration and nursing leaders

October

Market

- posters,
- fliers,
- newsletter
- Personal invitations, unit champions
- Visit units, unit meetings

November

- Informational meeting, confirm interest, determine minimum # to hold class

December

- Schedule rooms, AV support, videoconferencing, video recording
- Invite speakers
- Order texts, supplies

January- May

- Two classes per month

June

Exam

July

Celebration
Awards