

## NCANA Leadership Fellow Acceptance Agreement

This form must be returned to NCANA by **January 12, 2017** to indicate your acceptance of appointment as a fellow to the 2017 NCNA Leadership Academy class.

I, \_\_\_\_\_, wish to accept appointment as a 2017 NCANA Leadership Fellow..

All Leadership Academy class members must commit to actively participate in the program and have the support of their company and/or organization.

- I. **SCHEDULE OF SESSIONS:** As a member of the 2016 NCNA Leadership Academy, YOU ARE EXPECTED TO ATTEND ALL PROGRAM SESSIONS. The program year consists of an orientation conference call in February, three 2-day retreats and a graduation ceremony in conjunction with the NCNA Annual Convention. The dates for the Leadership Academy programs are as follows:
- **Orientation Conference Call:** February 8, 2017 @ noon
  - **Retreat One:** April 6-7, 2017, Winston-Salem
  - **Retreat Two:** June 8-9, 2017, Pinehurst Resort
  - **Retreat Three:** August 10-11, 2017, Raleigh
  - **Graduation:** September 14, 2017 – Awards Luncheon at NCNA Annual Convention, Cary

In addition to the above schedule, the program will include individual and group assignments that will require considerable work time in between scheduled retreats.

II. **ABSENCES:** The following statement clearly spells out NCANA's expectations and policy regarding absences:

All persons selected to participate as a NCANA Fellow shall be expected to attend and participate in the sessions mentioned above. Recognizing that perfect attendance by all participants could be difficult; the following guidelines shall apply regarding absences:

First, it shall be the responsibility of the participant to communicate in writing all anticipated and/or actual full or partial day absences to NCANA as soon as identified, along with an explanation of the circumstances of such as soon as known. It is expected that all communications regarding the actual absences (full or partial) will be received within five business days after the actual absence. If the participant is unable to meet this expectation, NCANA may drop the participant from the program and you may be asked to reimburse NCANA.

For purposes of calculating time missed, the following will apply:

TIME MISSED	TIME CALCULATED
Less than or equal to two hours	25% of a Day or Session
Greater than two hours but less than or equal to four hours	50% of a Day or Session
Greater than four hours but less than or equal to five hours	75% of a Day or Session
In Excess of five hours	100% of a Day or Session

NCANA retains the right at its discretion to consider extenuating circumstances for being late for a day or missing a session.

Regarding the sessions themselves:

1. If a participant fails to attend all sessions of the mandatory opening retreat, the participants shall be automatically dropped from the program. The participant is welcome to re-apply for a subsequent year's class but is not automatically guaranteed position because of prior selection.
2. Should a participant miss one or less than one complete day or session with an **excused** absence, that participant will be allowed to continue in the program. The participant will receive a certificate of completion as long as the aggregate amount of absences for the year remains one or less than one complete day.
3. In addition to the expectation of being present for all required sessions, participants are expected to remain actively engaged in all aspects of the program and should make arrangements for professional and personal commitments to be handled in a manner that does not disrupt retreat participation. Electronic devices, including but not limited to laptop computers, smart phones, iPads, iPods, and cell phones, cannot be used during class time unless permitted by faculty for class related activities. In addition, mobile devices must remain turned off completely during class time. NCANA shall retain the right to remove a student from the program and/or deny a certificate of completion based on poor participation or substandard performance.

### III. FINANCIAL OBLIGATIONS

- A. Tuition: As a NCANA Leadership Fellow, NCANA is paying all cost associated with participating in the NCNA Leadership Academy (valued at over \$2,500). Failure to successfully complete the program could result in having to reimburse the cost of the program.

***I have read and fully understand and agree to fulfill all obligations as outlined in this agreement and the policy pertaining to my participation as an NCANA Leadership Fellow for the 2017 NCNA Leadership Academy.***

PRINT NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_