

CTAS Course Paperwork Procedure  
Instructors and Instructor Trainers

Four weeks prior to the planned course date (sooner if possible) but no later than 2 weeks prior to the course, submit **Instructor Course Request** (to be submitted by CTAS NWG Instructor Trainers **ONLY**) or **Participant Course Request** to the CAEP Head Office by Fax: 613-523-0190 or Email: [ctas@caep.ca](mailto:ctas@caep.ca)

The CAEP Head Office will send a course authorization email within 1 week of receiving the request.

Any cancellations, date changes or instructor changes must be reported to the CAEP Head Office.

Within 1 week of course completion (sooner if possible) submit the CTAS **Course Funds Report** and **Course Log Sheet** to the CAEP Head Office. Once received, an invoice will be issued. Invoices will be created and emailed within 1 week of receiving the course paperwork. Once you receive the invoice please email, mail or fax to the accounting department. Or if possible, include the email address of the intended recipient and we can send it to them directly.

**Please do not submit course paperwork to the accounting department prior to receiving the invoice from the CAEP Head Office.**

If you have requested the invoice be submitted directly to the Health Authority please ensure all billing information is recorded on the CTAS **Course Funds Report** including: Health Authority name, full billing address (street number, street name, building # bag # or room # if required, city, province, postal code), the name of a contact person in the billing department, email address and phone number. If no direction is given or if we receive insufficient Health Authority billing information, the CAEP Head Office will assume the invoice is to be issued directly to the Instructor.

**Invoices will not be cancelled or re-created due to the instructor supplying insufficient billing information.**

All Instructor Trainers are to ensure Instructor candidates are RNs with current triage experience and are current NENA members. They must submit their CV's and letters of reference with regards to their triage experience to [ctas@nena.ca](mailto:ctas@nena.ca) and received approval from NENA prior to taking the instructor course.

Please ensure all fields on the CTAS **Course Request; Course Funds Report** and **Course Log Sheet** are complete.

Fees must be paid for all participants within 30 days of the course to the CTAS NWG. Instructors with delinquent accounts are subject to suspension of their Instructor status.

The Lead Instructor is responsible for keeping a copy of the CTAS paperwork and Course Evaluations for a period of 2 years, and submitting comments/suggestions re: course content to CTAS NWG via email to [ctas@caep.ca](mailto:ctas@caep.ca)

Please do not submit the course evaluation forms to the CAEP Head Office.