



PNA Election 2024

PHILIPPINE NURSES ASSOCIATION OF AMERICA, Inc. PNA Election 2024 Online Candidate Nomination Form Instructions

Description:

The online **Candidate Nomination Form** shall be completed by candidates who wish to run for the following PNA Positions for 2024-2026.

- President-Elect (To serve as PNA President for 2026-2028)
- Regional Vice Presidents for the following Regions:
 - Eastern Region
 - Western Region
 - North Central Region
 - South Central Region
- Secretary
- Treasurer
- Auditor
- Board Members (x5)

IMPORTANT Information:

- **PLEASE READ THE INSTRUCTIONS CAREFULLY BEFORE STARTING THE ONLINE NOMINATION.**
- The online nomination will open on **January 1, 2024 (Monday), at 12:01 AM EST** and close on **February 3, 2024 (Saturday), at 11:59 PM EST.**

Note: At this time, Google Forms will stop accepting online applications. The NOMELEC Committee will only accept nominations that are date- and time-stamped on or before the aforementioned time as generated by Google Forms. You cannot submit your nomination if you are in the middle of completing the online nomination and have passed the deadline (date and time). **Applying early and not waiting until the last minute is highly advised.**

- The nomination is online through **Google Forms**.
 - Since this is through Google Forms, you must log in to your Google account (e.g., Gmail) to complete the form. If you do not have a Google account, please create one before proceeding.
- The NOMELEC Committee is not responsible for late submissions or the inability of candidates to submit through Google Forms due to issues with Wi-Fi, internet, Google software (e.g., the system is down), etc.
- Only submissions through the official Google Forms will be accepted for review; any other forms of submission (e.g., postal mail, email, hand delivery, etc.) will not be accepted.
- The documents uploaded to the online nomination form must be in PDF or Word files, except for your headshot photo, which must be in a JPEG file.

- You can only upload one PDF or Word file per type of document. Please save all your documents as either PDF or Word formats and consolidate them into a single file per document type.
- The following documents (**x8**) must be downloaded from the PNAA website, filled out, and saved in a folder:
 1. Narrative Statement of Philosophy and Goal
 2. PNAA and Chapter Profile
 3. Professional and Work History
 4. Summary of Accomplishments or Contributions
 5. Awards/Citations/Honors
 6. Affirmation of Intent to Serve Office
 7. Attestation of Good Standing in the PNAA Chapter
 - a. **This must be signed by your Chapter President**
 8. Conflict of Interest Disclosure Statement

You must be in business attire in your headshot photo
- Have your RN License number **ready**.
- Following the instructions is a copy of the online Google Forms for reference.

Instructions:

1. Email Address:

- a. This is the email address where you want to be contacted by the NOMELEC Committee Chair. This does not necessarily have to be the "new" Gmail account you created for the purpose of this application.

2. PNAA Membership:

- a. PNAA membership is required to proceed with the nomination. Please refer to the PNAA bylaws for eligibility criteria for candidacy.

3. Candidate Profile:

- a. Fill out the candidate profile.
- b. You are required to enter your State of Licensure and RN License Number.
- c. Enter employment information.

4. PNAA Position for Nomination:

- a. Select the PNAA position for which you are running.

5. File/Document Uploads:

- a. Naming your files:
 - All your file names should begin with your last name, followed by your first name, and then the document type.
 - Examples: DelaCruz.John_ Narrative Statement of Philosophy and Goal
 DelaCruz.John _PNAA and Chapter Profile
 DelaCruz.John _Professional and Work History

6. Permission to Use Your Photograph:

- a. You must sign a **Photo Release Consent** in the online nomination in Google Forms.
- b. You should be in business attire in your headshot photo; your shoulders must not be exposed.

- c. You must resubmit a photo if you are not in business attire.
- d. Save your photo in a JPEG file following the naming format below.
 - DelaCruz.John_Photo

7. Confirmation of Information:

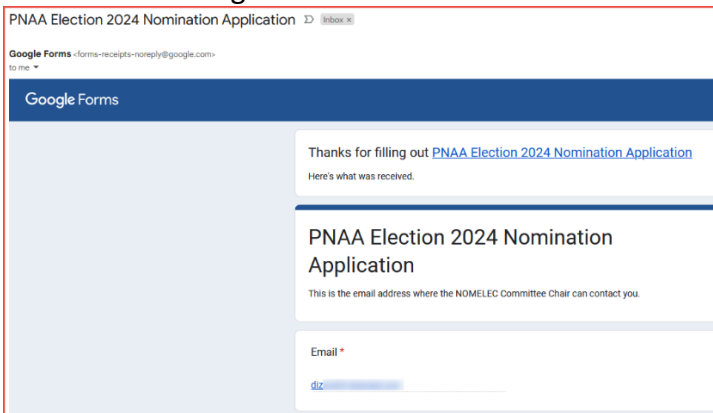
- a. Affix your complete name in the Google Forms to attest that all information provided is accurate to the best of your knowledge.

8. Submit Your Nomination:

- a. Click the **Submit** button.
- b. Wait until the form is submitted; this may take a few seconds. Do not close the window or click the back button, which will compromise the submission of your online nomination.
- c. You know you have successfully submitted your nomination when you see the image below.



- d. After successfully submitting your nomination, you will receive a confirmation in the email address you provided at the beginning of the Google Forms. The email will be similar to the image below.



Link to the Online Nomination Form of the PNAE Election 2024

- Click on the link below, or copy and paste it into your browser -

https://docs.google.com/forms/d/1ngHTQsS6dOXsu0iPtEKA6_hn0VUEPQ_cSjR6ZrXwIPs/edit

For any questions, please email the **NOMELEC Committee** at infomypnae@gmail.com

PNAA Election 2024 Nomination Application

This is the email address where the NOMELEC Committee Chair can contact you.

* Indicates required question

1. Email *

PNAA Membership

2. Are you a member of PNAA? *

Mark only one oval.

Yes *Skip to question 3*

No *Skip to section 13 (Thank you for your interest in the PNAA Nomination.)*

Candidate Profile

3. Last Name *

4. First Name *

5. Middle Name

6. Credentials (e.g., MSN, RN-BC) *

7. PNAA Local Chapter *

8. Mailing Address *

9. Cell phone number *

Professional Licensure

10. Current RN Licensure *

Mark only one oval.

Active

Inactive *Skip to question 13*

Active RN

11. State of RN Licensure *

12. Current RN License Number *

Employment

13. Type of Employment *

Mark only one oval.

- Employed in an organization
- Self-employed *Skip to question 19*

Employed in an Organization

14. Name of Employer *

15. Current Position *

16. Number of Years in Current Position *

17. Work Phone Number

18. Work Email

Skip to question 22

Self-Employment

19. Type of Employment *

20. Work Phone Number

21. Work Email

PNAA Position for Nomination

22. For which position are you running? *

Mark only one oval.

- President-Elect
- Vice President for Eastern Region
- Vice President for Western Region
- Vice President for North Central Region
- Vice President for South Central Region
- Secretary
- Treasurer
- Auditor
- Board Member

File/Document Uploads

23. Upload a **Narrative Statement of Philosophy and Goal**. Please make sure you use the provided official template. *

Files submitted:

24. Upload the completed **PNAA and Chapter Profile**. Please make sure you use * the provided official template.

Files submitted:

25. Upload the completed **Professional and Work History**. Please make sure you * use the provided official template.

Files submitted:

26. Upload the completed **Summary of Accomplishments or Contributions**. * Please make sure you use the provided official template.

Files submitted:

27. Upload the completed **Awards/Citations/Honors** document. Please make sure * you use the provided official template.

Files submitted:

28. Upload the completed **Affirmation of Intent to Serve Office** document. * Please make sure you use the provided official template.

Files submitted:

29. Upload the completed **Attestation of Good Standing in the PNAA Chapter** * document. Please make sure you use the provided official template.

Files submitted:

30. Upload the completed **Conflict of Interest Disclosure Statement**. Please * make sure you use the provided official template (**x4 pages**).

Files submitted:

Permission to Use Your Photograph

31. I authorize PNAA and the Nominations and Elections Committee (NOMELEC) *
to use and publish my photograph in print and/or electronically for marketing
and communicating PNAA nomination and election activities and events. I
agree that PNAA and NOMELEC may use such photographs of me with or
without my name and for any lawful purpose, including such purposes as
publicity, illustration, advertising, and Web content.

Mark only one oval.

Acknowledged/Agreed

32. Upload your **professional head shot photo**. You must be in business attire *
and shoulders must not be exposed.

Files submitted:

Confirmation of Information

33. By affixing your complete name below, you hereby attest that all information *
provided in this online application is true to the best of your knowledge.

Thank you for your interest in the PNAA Nomination.

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Google Forms