



# CHECKLIST FOR CAP PORTFOLIO

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Below is a list of required documentation necessary to apply for the CHKD Clinical Advancement Program. Submit the following documents in a professional format. **All documents** should be submitted typed and single sided unless stated otherwise. They should also be submitted in a soft binder/folder. Missing or incomplete documentation may be cause for delay and/or rejection of your application.

## Checklist for CAP Portfolio

CAP Application - Intention to Apply Notice

Mentor Meeting Checklist

Current Curriculum Vitae (CV)

Exemplar 1

Exemplar 2

Activity Menu Tally Sheet with activities highlighted and totaled

Activity Menu Summary Sheets (one for each selected activity) with supporting evidence

- CN3 advancement - Completed a minimum of 10 points
- CN4 advancement - Completed a minimum of 16 points with at least 8 points from the CN4 menu.

Two Applicant CAP Letter of Recommendations (one peer and one leadership)

Additional Supporting Documentation

*Examples may include:*

- Any additional points from the Activity Menu Summary Sheets
- Certificate of current Nursing Certification (copy)
- Copies of meeting minutes with noted attendance
- Copies of memos or emails supporting narratives/exemplars
- Tools developed: surveys, Power Points, posters, etc.
- Policies that applicant has developed or contributions to revisions
- Evidence of attendance at journal clubs, committees, etc.
- Personal recommendation or recognition letter

Three (3) additional, **BLINDED** copies of all CAP application documents and a blank **CAP Portfolio Review Tool** (printed double-sided) for CAP panel reviewers in each. Do not use permanent marker to blind copies.