

# 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.

**Cover Page with Name**

**Checklist for CAP Portfolio Renewal**

**CAP Application - Intention to Renew**

**Current Curriculum Vitae (CV)**

**Exemplar 1 - Renewal**

**Activity Menu Renewal Tally Sheet with activities highlighted and totaled Activity Menu**

**Renewal Summary Sheets (one for each selected activity) with supporting evidence**

- **CN3 advancement - Completed a minimum of 10 points and at least 15 CNE**
- **CN4 advancement - Completed a minimum of 16 points with at least 8 points from the CN4 menu and  $\geq 25$  CNE.**

**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

**Evidence of Degree**

**Evidence of Certification**

**CAP Portfolio Review Tool (printed double-sided) for CAP panel reviewers in each. Do not use permanent marker to blind copies. No blinded or additional copies are required for CAP Renewal.**

**Email an 8x10 printed professional photo to be used for recognition (optional)**

Employee Number:

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