



CHECKLIST FOR CAP PORTFOLIO

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

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 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**

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.

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

Evidence of Degree

Evidence of Certification

Employee Number: