



CAP PORTFOLIO REVIEW TOOL

Employee Name: _____ Employee Number: _____

Desired Level: CN 3 CN 4 Submission Date: _____

Components Present:

- Checklist for CAP Portfolio
- CAP Application - Intention to Apply Notice
- Meeting Mentor Checklist
- Current Curriculum Vitae (CV)
- Exemplar 1
 - Meets requirements (1-3pgs, Times New Roman, 12pt, Double spaced, 1in. margins, no identifiers, min. 3 domains highlighted)
 - Does NOT meet requirements

Exemplar 2

- Meets requirements (1-3pgs, Times New Roman, 12pt, Double spaced, 1in. margins, no identifiers, min. 3 domains highlighted)
- Does NOT meet requirements

- Activity Menu Tally Sheets [CN3 - 10 points; CN4 - 16 points, min. 8 from CN4]

Total Activity Points _____

Domains represented [min. 4] _____

Activities per domain [max. 3] _____

- Signed Activity Menu Summary Sheets (one for each selected activity)
- Two Applicant CAP Letters of Recommendation

Peer Leadership

Evidence of Degree

Evidence of Certification

Additional Supporting Documentation: _____

Questions/Issues for Panel: _____

Reviewer's Signature: _____

Desired Level: CN 3 CN 4

PROFESSIONAL PRACTICE:

ACTIVITY	CN3	CN4

TEAM WORK:

ACTIVITY	CN3	CN4

LEADERSHIP:

ACTIVITY	CN3	CN4

OUTCOMES:

ACTIVITY	CN3	CN4

CARE DELIVERY:

ACTIVITY	CN3	CN4

RESOURCES:

ACTIVITY	CN3	CN4