CAP
Clinical Advancement Program

Attachment A

Suggested Timeline for Successful CAP Portfolio Completion

(reminder – all dates are at the discretion of your mentor)

Submit Application

- No later than 2 months before CAP review panel meets
- March 1st for May submission
- September 1st for November submission

CAP Applicant Contacts Mentor

- Within 1 week after receiving the CAP welcome letter email with mentor assignment

First Meeting with Mentor

- Approximately 1-2 weeks after intial contact with mentor.
- Preferably no later than March 15 for May submission
- Preferably no later than September 15 for November submission

Second Meeting with Mentor

- Approximately 2 weeks after first meeting
- Preferably no later than April 1 for May submission
- Preferably no later than October 1st for November submission

Final Meeting with Mentor

- 2 weeks before submission date with completed portfolio
- No later than April 15th for May submission
- No later than October 15th for November submission

Portfolio Submission Deadline

- 2 weeks before CAP Review Panel meets
- May 1st by 1700, Panel meets May 15
- November 1st by 1700, Panel meets November 15

Revisions to Portfolio Due

- *If applicable:* revisions to packet are submitted within 1 week of notification

Applicant Notification

- Approximately 1 month after the CAP review board meets, applicant will be formally notified