**CHECKLIST FOR CAP PORTFOLIO**

Below is a list of required documentation necessary to renew 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 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
* CN4 advancement - Completed a minimum of 16 points with at least 8 points from the CN4 menu.

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

CAP Portfolio Renewal Review Tool (printed double-sided) for CAP panel reviewer.

*No blinded or additional copies are required for CAP Renewal.*