



# CAP PORTFOLIO REVIEW TOOL

Employee Number: \_\_\_\_\_ Submission Date: \_\_\_\_\_

Desired Advancement:  CN 3  CN 4 Mentor: \_\_\_\_\_

### Components Present:

- Checklist for CAP Portfolio
- CAP Application - Intention to Apply Notice
- Mentor Meeting 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 Letter of Recommendations
  - Peer  Leadership

Additional Supporting Documentation: \_\_\_\_\_

\_\_\_\_\_

Questions/Issues for Mentor: \_\_\_\_\_

\_\_\_\_\_

Questions/Issues for Panel: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reviewer's Signature: \_\_\_\_\_ Advancement 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