

*UMC Health System
Career Ladder Checklist*

**Please assemble your Nursing Career Ladder Packet as follows:
(Do not staple anything within the packet)**

- ___ 1. Nursing Career Ladder Checklist
- ___ 2. Portfolio Checklist
- ___ 3. Career Ladder Application
- ___ 4. Resume if required (RN Level III, Level IV, Level V)
- ___ 5. Nurse Director Checklist
- ___ 6. Participation Guide (List only one Criteria Component per participation guide and include in packet in numerical order) if required
- ___ 7. Poster Guideline form if required with appropriate Criteria Component in numerical order
- ___ 8. Project Guideline form if required with appropriate Criteria Component in numerical order
- ___ 9. Supportive Documentation for each Criteria Component listed in order of the Portfolio Checklist
- ___ 10. Label supportive documentation with corresponding Criteria Component number.
- ___ 11. UMC Job Description (if in job other than staff RN or staff LVN)
- ___ 12. Provide only the first page of meeting minutes which documents meeting attendance and dates
- ___ 13. Make 2 Copies of your Career Ladder Application Packet and supportive documentation
- ___ 14. Submit 2 copies to Nursing Administration by the 1st day of the month at 5 pm
- ___ 15. Keep your original documents for you!

(The Career Ladder deadline is the 1st of each month at 5:00pm)