**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 Components 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 my meeting attendance
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)*

Revised 12/1/2018