

*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 1<sup>st</sup> day of the month at 5 pm
- \_\_\_ 15. Keep your original documents for you!

**(The Career Ladder deadline is the 1<sup>st</sup> of each month at 5:00pm)**