

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)

Reviewed 06/01/2025