

Muskingum University RN-to-BSN Program Track

Student: _____

Professional Nurse Competency Portfolio

Reviewer: _____

Source of Portfolio Credit	Evidence Required	Evidence Present (Attach Documentation)				Max Possible Credit (18 total)	Awarded Credit
Years worked as RN Fulltime. 1:1 equivalence between years worked and semester hours given. <i>(Up to 8 sem hrs.)</i>	Employer Verification. <i>(Please submit a letter from your employer & a copy of your updated Resume or Curriculum Vitae)</i>	1. 2.				8 credits max	____ Hours
Continuing Education Courses Taken/Given. <i>*2 year limit (Up to 4 Sem hrs.)</i>	Continuing Education Documents. <i>(CEU's/Contact Hrs)</i>	Hours Taken	Hours Taught	Sem Hrs Awarded		4 credits max	____ Hours
		15-30	15	1			
		31-60	16-30	2			
		61-90	31-45	3			
		91-120+	46-60+	4			
Professional Nursing Organization Activity. 1 sem hr per organization per year. <i>(Up to 2 Sem hrs.)</i>	Receipt of Dues paid & Minimum 1 document of attendance/participation.	1. 2.				2 credits max	____ Hours
Certification in Nursing Specialty. 1 Sem hr per Certification. <i>(Up to 4 Certs/4 Sem hrs.)</i>	ANCC or Professional Documentation of Certification (<i>nationally recognized</i>).	1. 2. 3. 4.				4 credits max	____ Hours Total Sem Hrs Awarded ____ (Total)
Transfer Credits Other university's or colleges <i>(Unlimited Number)</i>							____ Hours

Muskingum University RN-to-BSN Professional Nurse Competency Portfolio

Portfolio evidence required for awarding credit(s)

- 1.) **RN Fulltime/Part-time Years of Service:** (A maximum of 8 semester credits may be awarded)
 - Submit a formal letter on institution letterhead from your employer's Human Resources Department that verifies your work history of full-time and/or part-time status at the institution. A separate letter will be required for each institution where you have worked or are currently working as a registered nurse.
 - Employers must clearly identify the number of years you have been employed at each facility as a Full or Part time registered nurse by using their full-time or part-time calculation. For example, one fulltime calendar year = one semester credit, one part-time calendar year = 0.5 semester credit.
 - Submit a current Resume or Curriculum Vitae (CV) indicating past work experience. (See the attached template)
 - List Months & Years of employment in clinical practice.
 - List names and locations of all employers in the field of nursing.
- 2.) **Continuing Education Courses with contact hours awarded:** (A maximum of 4 semester credits may be awarded)
 - Submit certificates or appropriate evidence of all approved Continuing Education Documents (CEU's/contact hours) acquired in the past two calendar years.
 - All CEUs/contact hours must be earned from an approved provider of continuing education in nursing.
 - Consideration of credits granted will be based on contact hours received or taught in the previous 2 calendar years prior to the starting term.
 - Please see rubric on the previous page for contact hours and equivalent credit hours.
 - Continuing education must demonstrate relevance to the practice of nursing.
- 3.) **Professional Organization Activity:** (A maximum of 2 semester credits may be awarded)
 - Submit receipt of dues paid for each professional organization in the past two calendar years.
 - Submit a minimum of one document of attendance/participation in a professional organizational event and/or meeting in the past two calendar years.
 - Limit of one semester credit hour per organization per year, for the past two calendar years.
- 4.) **Certification in Nursing Specialty:** (A maximum of 4 semester credits may be awarded)
 - Submit professional documentation of current nationally recognized certifications. (For example but not limited to TNCC, PALS, ACLS, ASLS, CCRN, PCN, CEN)
 - A copy of the certificate on file
 - A letter from the certifying agency recognizing the individual.
 - A maximum of 4 certifications will be accepted.
 - The MU Department of Nursing views Basic Life Support (BLS) as a standard requirement to practice nursing and will not accept BLS certification as a qualifying certification in this category.
- 5.) A maximum of 18 semester credit hours may be awarded via the Professional Nurse Competency Portfolio. In addition, transfer credit from accredited colleges or universities will be awarded through the MU Registrar's office. Students must request their official transcript be sent to MU prior to starting the RN- to - BSN program track
- 6.) All Required Documents must be submitted for approval prior to starting the RN-to-BSN program.
- 7.) MU reserves the right to approve or deny awarding competency credit based on the evidence provided by the prospective student.