

Professional Nursing Portfolio Credit

Student ID#: _____

Name: _____

Email: _____

Phone: _____

Review Date: _____

The portfolio will be reviewed by the RN to MS program director and the School of Nursing Admissions, Progression, and Retention Committee. A student may earn up to 33 quarter hours of credit through the portfolio. Students who have earned fewer than 33 quarter hours of portfolio credit – and must earn more to reach the minimum requirement of at least 192 total credit hours – may use not yet applied four-year transfer credit or DePaul credit toward their portfolio.

Source of Portfolio Credit	Required Evidence	Possible Credit			Credit Earned	Supplemental Credit Earned
Years worked as RN fulltime	Employer Verification	1-8 hours (1 credit hour per year up to 8)				
Continuing Education Courses taken/given	Continuing education documents	1-8 hours (1 credit hour per 30 hours taken or 15 hours taught)				
Professional Organization Activity	Dues-paying, active member of an International, National, Regional, or State Nursing Organization; plus evidence of attendance/ participation	1-5 hours (1 credit hour per organization per year up to 5)				
Certification in Nursing Specialty/Specialties	ANCC or professional documentation of certification (nationally recognized)	1-6 hours (3 credit hours per certification up to 2)				

Leadership/Research (presentation or publication)	Leadership: <ul style="list-style-type: none"> • C.V. and written statement with examples of designated roles, including length of service and role. Letter of support from a colleague. • SON active committee membership. Need letter of support from SON committee chair Research: <ul style="list-style-type: none"> • Presentations - locatable citation or original printed program. • Current active involvement in research as SON students or part of QI work project. Need letter of support from SON faculty or employer. 	1-6 hours (3 credit hours per major office/committee served; 3 credit hours per conference presentation or equivalent; 1 credit hour for current SON leadership/research work)	
Service	8-10 hours of volunteer service per quarter with reflection paper; service trip with reflection paper	1-4 hours 1 credit hour per service/reflection paper (see service reflection rubric)	

Submitted by: _____