# Meet Eligibility Requirement

|  |  |
| --- | --- |
|  | Complete Eligibility Form (for initial submission only) |

# Fulfill Required points for Career Ladder Criteria

|  |  |
| --- | --- |
|  | Fulfill three points minimum in each section: Professional Development, Leadership and Education (total 9 points). |
|  | Fulfill at least three additional points of your choosing (total 12 or more). |
|  | Complete a Cover Sheet for each Activity: ***Education; Leadership; Professional Development***. For each criteria met, include accompanying documents with the manager’s signature on each Activity form. |

# Candidate Project/Patient Exemplar

|  |  |
| --- | --- |
|  | Select either a project or a patient exemplar for submission. |
|  | Discuss project with department manager and complete Project Cover Sheet. |
|  | Identify a mentor. |
|  | Complete required sections for either a project or a patient exemplar. |

# Submission

|  |  |
| --- | --- |
|  | All documents submitted should be with Employee Badge Number only and NO names. Include all accompanying supporting documents. |
|  | Submit via [hs-careerladder@ou.ad3.ucdavis.edu](mailto:hs-careerladder@ou.ad3.ucdavis.edu) email with Badge Number format into subject line. For example, UC12345678\_CNIII\_Submission with all supporting attachments. |
|  | Candidates who are invited for oral presentations will be contacted. |
|  | Oral Presentations – use powerpoint template in forms: Attachment F and G |

Revised 2021