# Meet Eligibility Requirement

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|[ ]  Complete Eligibility Form (for initial submission only) |

# Fulfill Required points for Career Ladder Criteria

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|[ ]  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

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|[ ]  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

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|[ ]  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 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