

**PEN Portfolio Planning Form**

**Level II**

Name/Credentials:	
Department:	
Submission Date:	

<b>PEN Level II Core Requirements</b>	
Minimum 3 years as RN	<input type="checkbox"/>
BSN (provide copy of diploma)	<input type="checkbox"/>
<b>AND</b> ANCC approved certification (provide copy)	<input type="checkbox"/>
30 contact hours within year prior to submission (provide attestation log)	<input type="checkbox"/>
Current Member of professional organization (provide appropriate form documentation)	<input type="checkbox"/>
Written exemplar (per rubric)	<input type="checkbox"/>
<b>AND</b> Volunteer hours (minimum 8 hours within 12 months prior to submission) –(provide signed attestation form)	<input type="checkbox"/>
Active member of task force/council/committee over 12 months (75% or greater attendance) –(provide signed form by chairperson)	<input type="checkbox"/>
<b>ONE Outcome Project (empirical OR non-empirical)</b> (use templated forms E1 or NE1 for submission)	
<b>Empirical Outcome:</b>	
1. Problem Identification	<input type="checkbox"/>
2. Goal Statement	<input type="checkbox"/>
3. Participants	<input type="checkbox"/>
4. Description of interventions	<input type="checkbox"/>
5. Outcome (data display, narrative summary)	<input type="checkbox"/>
<b>OR</b>	
<b>Non-Empirical Outcome:</b>	
1. Narrative example (minimum 2 pages, up to 5 pages) that includes topic, why topic chosen, why it's important, what is the outcome goal, what actions did you take to work toward meeting the outcome goal? Did you need to overcome any obstacles while working toward the goal?	<input type="checkbox"/>
2. Include minimum of 3 pieces of evidence (up to 5) to support your work on topic (meeting minutes/educational board/poster presentation/volunteer hours/support group facilitator/unit super user/external task force involvement/etc.)	<input type="checkbox"/>