HELPFUL HINTS FOR APPLYING FOR PORTFOLIOS

1. When developing your portfolio for submission to ANCC, we recommend that you read the Portfolio Content Outline (PCO) thoroughly and pay special attention to the designated weights for each domain, listed on page 1 of the PCO.

2. Similar to ANCC certification exams, the PCO is developed by experts in your specialty. The rigor behind the development follows accreditation standards in order to develop a psychometrically sound assessment method to ensure that applicants have met the requirements for board certification. The PCO is based on a logical job analysis and known competencies/practice standards in the field that reflect current practice in your specialty.

3. Successful candidates present specific examples, such as clinical vignettes in their practice that meet the criteria elements described under each of the four domains described in the PCO.

4. Your portfolio application should highlight and showcase your knowledge, skills, and abilities as they relate to the specialty certification you are applying for, above and beyond the eligibility requirements. Make your nursing practice "come to life" by providing specific examples that reflect your best practices across all four domains—Professional Development, Professional and Ethical Nursing Practice, Teamwork and Collaboration, and Quality and Safety.

5. The peer evaluation process, completed by highly trained appraisers who review each portfolio application, will evaluate your application based on the scoring criteria and on the specific and relevant information found within the portfolio. Because this is a peer evaluation process, the application is blinded to secure your confidentiality. The portfolio application must show evidence that you have met the required criteria in the PCO. Please note that meeting the eligibility requirements and payment of application fees do not guarantee a certification.

6. To secure your confidentiality, please do not provide any personal information (such as name, address, email address, or phone numbers) within the Accomplishments and Exemplar text boxes.

7. Although this is not an examination, you must meet a passing score in order to be awarded the ANCC Board Certification designation via portfolio.

8. Please avoid using generalizations and phrases with third-person singular in your exemplar.

9. Please do not rely on your curriculum vitae/resume to demonstrate level of competence in the specialty clinical practice.

10. It is important to familiarize yourself with the PCO and the criteria elements within each specific domain and use these to guide you in completing your application.

TIPS FOR SUBMITTING A PORTFOLIO APPLICATION TO ANCC

1. To log in to access your portfolio application, please follow these instructions:
   - For initial applications, go to www.nursecredentialing.org/Certification and click on the specialty you would like to apply for. Select "Apply Online" and then click on "Register" if you are a new customer.
   - For incomplete applications, log in to your portfolio application by going to www.nursecredentialing.org/Certification and clicking on your certification specialty. On the specialty page, click on "Apply Online" and log in on the next screen using your email address and password, under "Existing Customer, with login?"

2. Continuing education credits that previously were logged under "My Account" will be transferred to the portfolio application if they were acquired within the last three years. Applicants will need to manually enter credits three years or older. Remember, all credits must be specialty-specific according to the Certification Through Portfolio Application Requirements PDF.

3. You will receive an email from ANCC notifying you that the peer/supervisor evaluation has been submitted. Results from the peer/supervisor evaluation will not be released to applicants, however, as this is confidential information.

4. To change your previously designated peer or supervisor evaluator, you may do one of the following:
   - If the application has not been submitted and your initial peer/supervisor evaluation has not been completed, you can change the contact information of your peer/supervisor on your own.
   If you have submitted your application already and your initial peer/supervisor evaluation has not been completed, please send a written request to ANCCPortfolio@ana.org with the peer's/supervisor's information (name, email address, phone number).

5. If your peer or supervisor has not received your evaluation request, please do the following:
   - Check whether you have clicked on the "Request Evaluation" button at the bottom of the form.
   - Verify that the email address you entered is correct. You may make corrections to the email address if you have not yet submitted your application.
   - For submitted applications, please email ANCCPortfolio@ana.org with the correct email address for your peer or supervisor.

6. For portfolio applications that require a transcript, an original transcript should be submitted (even if you have previously applied for a certification). Please mail to ANCC all relevant official sealed transcript(s) with degree(s) conferred directly from the university.

7. Portfolio applications that require proof of national certification must have a verification of this certification mailed to ANCC or emailed to ANCCPortfolio@ana.org.

8. The portfolio application process does not accept uploaded documents for the resume or exemplar; applicants need to manually enter the information and follow the standardized format for the application.

9. Please note that the portfolio application is an online application; no paper applications will be accepted. Once applicants have been deemed eligible—i.e., all eligibility criteria have been met and all documents (transcripts, peer/supervisor evaluation, etc.) have been received, please allow for four to eight weeks for processing.