



Sample Worksheet for Certification Through Portfolio *

Date	Activity (as per Portfolio Content Outline [PCO])
Month 1	<ul style="list-style-type: none">• Complete initial application information
Month 2	<ul style="list-style-type: none">• Complete these sections of PCO: <i>practice hours, license information, statement of understanding</i>• Write exemplar section II. A of PCO• Complete 1st section of CV
Month 3	<ul style="list-style-type: none">• Send transcript• Write exemplar section II. B, C, D of PCO
Month 4	<ul style="list-style-type: none">• Complete 15 CEUs• Write exemplar section III. A, B, C, D of PCO
Month 5	<ul style="list-style-type: none">• Write exemplar section IV. A, B, C of PCO
Month 6	<ul style="list-style-type: none">• Do final editing of exemplar
Month 7	<ul style="list-style-type: none">• Work on 2nd section of CV• Complete presentations• Complete self-evaluation form• Arrange for supervisor evaluation form
Month 8	<ul style="list-style-type: none">• Complete 15 CEUs• Complete 2nd section of CV
Month 9	<ul style="list-style-type: none">• Review by supervisor• Submit payment and application

*Sample worksheet courtesy of Jennifer Maahs, RN-BC, MSN, PNP, Indiana Hemophilia & Thrombosis Center