

Case Western Reserve University  
Frances Payne Bolton School of Nursing – DNP Program

**DNP Student Portfolio**

**Required for all DNP students – effective with initial enrollment in Spring, 2020 semester.** Recommended for students enrolling prior to the Spring, 2020 semester.

Purpose: Each DNP student is expected to maintain a DNP portfolio to document achievements during the program. A completed portfolio, approved by the advisor, is required in order to graduate from the DNP program. The portfolio can also be used to demonstrate, for employers or other interested parties, achievement of DNP competencies. These competencies are reflected in the DNP Student Learning Outcomes which are based on the *AACN Essentials of Doctoral Education for Advanced Nursing Practice (2005)*

The portfolio should be kept in an **easy to share electronic format** (e.g. Google Drive, OneDrive, Drop Box) that can be shared with the advisor during the DNP program. Please note that students will lose access to CWRU licensed platforms (like Google Drive) after graduation, we recommend that you save your portfolio to your personal computer or cloud-based account.

It is the student's responsibility to update the portfolio regularly throughout their tenure at FPB.

***The requirements for the post-master's DNP portfolio are listed on page 1, and the requirements for the APRN portfolio are listed on page 2.***

**The Post master's DNP Portfolio must include at least:**

- C.V. or resume
- DNP Program of Study (copy)
- DNP Clinical Practicum
  - Total number of required hours
  - Copies of all practicum documents to account for the required hours.
- DNP Project (copy of paper or manuscript with approval page)
- Reflective statement describing how the student has achieved each of FPB's "Student Learning Outcomes" for the DNP graduate (<https://case.edu/nursing/programs/dnp/student-learning-outcomes>)
- Certificate for Completion of Stat Camp (as indicated)
- Course Syllabi (optional)

Once the portfolio is complete, the advisor will review and confirm that all required documents are included in the portfolio. The advisor completes the DNP portfolio approval form and sends the **form** to the FPB Registrar FPB Registrar ([fpbreg@case.edu](mailto:fpbreg@case.edu)) and the DNP Program Assistant ([dnpasst@case.edu](mailto:dnpasst@case.edu)). The form should be turned in no later than the deadline each semester for all DNP project paperwork to be submitted to the Program Assistant.

**The APRN DNP Portfolio must include:**

- RN scope of practice statement for student's practice area, for the state in which the student is applying for licensure
- Contact information for professional organization appropriate to student's practice area
- Student member in a professional organization
- CV or resume
- DNP Program of Study
- Syllabi for all courses taken in the DNP Program
- Copy of competencies for the student's area of advanced practice
- Copy of Final Evaluation from all clinical courses
- Typhon logs from clinicals
- Evidence of initiating application for certification
- Evidence of initiating application for National Provider Identification Number
- Certification information for the state that the student will practice in
- Continuing Education
- ELNEC certificate
- DNP Project Paper
- Reflective statement describing how the student has achieved each of FPB's "Student Learning Outcomes" for the DNP graduate. (<https://case.edu/nursing/programs/dnp/student-learning-outcomes>)
- Certificate for Completion of Stat Camp (if applicable)
- Join LinkedIn and create a profile (optional)

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