



## Professional Growth Program: Quick Start Tips

Have you always wanted to submit a portfolio for recertification, but didn't know how? The following is a short list to get you started:

- ✓ The PGP Handbook contains complete instructions, so first download a copy by visiting our website, [www.wocncb.org](http://www.wocncb.org) and click on “Recertification”, then “PGP”, **read it thru**, and keep it handy for reference.
- ✓ Complete all necessary forms that will be submitted along with your application.
- ✓ Review the activities in the handbook and highlight the ones that you currently perform in your daily practice.
- ✓ Focus on obtaining points on activities you wish to accomplish.

### What is a portfolio, and what is required?

The completed forms that are submitted to the WOCNCB are known as your “portfolio”. This demonstrates what you have accomplished within your practice over the last 5 years. This portfolio is reviewed by a committee of your peers. Once approved, you will be recertified for 5 years.

- ✓ Your portfolio will be built using activities and projects you currently do as a WOC nurse.
- ✓ Your portfolio should contain at least 10 CEUs related clinically to the specialty.
- ✓ Your portfolio should contain a total of 80 points for each specialty you are seeking recertification.

### How are point values determined?

There are activities and projects defined in the PGP Handbook, that are assigned a point value. The WOCNCB's PGP Committee, developed the first handbook in 1998, and every two years, the committee reviews information and feedback from certified nurses who have used the PGP process, and creates new versions of the handbook. This committee also reviews portfolios to see what new activities certificants are seeking points for that are not reflected in the handbook. New activities and projects are continually added to the handbook.

***Portfolio Assembly Tip:*** *It is best to gather your activities in a file folder by specialty and then complete the forms six months prior to submitting the portfolio. This will then allow you to use the most updated forms.*

### Now I am ready, but tell me what to do.

You need to complete the PGP forms electronically (on the computer) and send them via email by the published deadlines. There are important things to know before completing the forms:

- ✓ Remember, 10 CEUs are required and must relate clinically to each specialty that you are seeking recertification in.
- ✓ Half of your total points (40) submitted must relate clinically to each specialty.

### Completing the application

- ✓ Download the PGP forms and application (located on the [www.wocncb.org](http://www.wocncb.org) website under “Recertification” and “PGP”) – you will need to download 3 sets so you have one set for each specialty.
- ✓ Complete the forms
- ✓ Save the forms on your computer
- ✓ Email your PGP files to the WOCNCB at this address: [info@wocncb.org](mailto:info@wocncb.org)

### Questions

The WOCNCB staff, PGP Committee, as well as the WOCNCB members are your resource. If you are unsure whether a project or activity qualifies, or where to place it in your portfolio, we can help. Please contact us at 1-888-496-2622 or email: [info@wocncb.org](mailto:info@wocncb.org).