

### **Credit for Prior Learning: Nursing Elective Credits**

#### **Purpose**

The purpose of this policy is to recognize learning and practice expertise demonstrated by students in the BSN@Home option who hold current certification in a specialty or related area of nursing practice.

#### **Policy**

Registered nurse students in the BSN@Home option who are active in nursing practice and hold current American Nurses Association (ANA) or a specialty nursing association certification may be eligible for two credits per certification which may be used to meet the nursing elective requirement. Additional certifications beyond Basic Life Support (BLS) may also be eligible for consideration, including SANE, PALS, ACLS, etc.

#### **Requirements**

1. The student must be actively engaged in nursing practice.
2. Certification must be current.
3. The UW Oshkosh College of Nursing must recognize the certifying agency as legitimate and appropriate.

#### **Procedure**

1. The student submits a letter to his or her nursing advisor requesting prior learning credits for nursing electives.
2. The student submits the following documentation with the request:
  - a) Evidence (copy) of current certification.
  - b) Documentation (from a supervisor or manager) that the student is currently active in nursing practice relevant to the specialty certification.

Revised 10-2013

### **Credit for Prior Learning: Core Nursing Course Credits**

#### **Purpose**

The purpose of this policy is to recognize experiential and educational expertise of students in the BSN@Home option who can demonstrate prior learning in an area of core nursing course content.

#### **Policy**

Students in the BSN@Home option who are active in nursing practice may submit a portfolio to demonstrate competency or proficiency in a content area comparable to a nursing core course or courses.

#### **Requirements**

1. Prior learning must be equivalent to a specific core nursing course.
2. The student submits a portfolio to his or her nursing advisor that includes documentation attesting to competency in achieving the course objectives through prior educational or work

- experience.
3. Portfolio is written in APA format (most current edition).

### **Procedure**

1. Preparing to assemble the portfolio Identify what you have learned
  - Learning should reflect quality consistent with baccalaureate education.
  - Validation of the learning should be evident (exams, CEUs, etc.).
  - The focus should be on the learning, the knowledge, skills and attitudes gained, not simply the experience of attending a program or session.
  - The learning should have content/knowledge base consistent with the course objectives.
  - The learning should have applicability outside the specific situation in which it was acquired and should be applied regularly in a practice or professional setting.
  - Gather and organize all the evidence related to what was learned, how it is applied, and how it meets the objectives for the course in which credit is sought.
2. Assembling and writing the portfolio
  - Introduction
    - Explain a bit about yourself and your professional background. Include career goals and how the learning fits with those goals or professional development.
    - Include a brief description of your progress in the baccalaureate and BSN@Home curriculum (courses that have been completed, courses in progress).
    - Identify the specific course and number of credits for which you are applying for credit for prior learning.
  - Learning Statement
    - Describe learning as it relates to your achievement of the course objectives. Use each course objective and explain how you met each one. Give specific examples to demonstrate how your learning is applied in your practice or professional setting.
  - Documentation
    - In this section you will provide documentation/verification of the examples that you gave in the Learning Statement section that substantiates your learning. Documentation can include transcripts, course outlines, certificates, brochures, newspaper articles, samples of work such as papers or policies and procedures you have written, or other evidence.
    - When you are including documentation, review it carefully and eliminate duplication and items that do not contribute specifically to your credit request. If some of the documentation is lengthy, it is helpful to highlight the sections that refer specifically to your achievements related to meeting the course objectives.
  - Summary
    - Provide a paragraph summarizing your request.
  - Finalizing the portfolio
    - Include a title page
    - Include a table of contents
    - Include a reference list
    - Include a Credit for Prior Learning Summary Sheet (see example)

### Credit for Prior Learning Summary Sheet

Example Name: Nancy Smith, Date: 10-1-2013

Course for which credit is sought: Leadership and Management

Number of credits: 3

Source of Learning and Dates of Attendance (if Applicable)	Course or Area of Study	Course Objectives and Learning Components	Documentation
<p>Lean Training, Lakeshore Technical College, August 3-10, 2011</p> <p>Aurora Healthcare Leadership Workshop, May 2, 2010</p> <p>WNA webinar on creating effective leaders in nursing, January 3, 2011</p> <p>Working with leadership mentor (Mary Jones) during the 1<sup>st</sup> 6 months of my managerial position.</p> <p>Readings: List any textbooks and articles you have read and applied to your practice or professional setting. Include them in the reference list.</p>	<p>Effective leadership</p>	<p>1. Demonstrate knowledge of the complex and dynamic economic, political, and social influences on health care organizations and professional nursing practice.</p> <p>2. Examine the interrelationships among organizational behavior, leadership and management strategies and processes, and professional nursing practice.</p> <p>Continue with other course objectives.</p>	<p>1. a. Certificate of attendance with CEUs for Lean training (Appendix A).</p> <p>1b. PowerPoint of the Lean workshop I presented on 4S at St. Elizabeth Hospital (Appendix B).</p> <p>1c. Political action paper I wrote for the Aurora Healthcare Leadership Workshop</p> <p>2a. Policy revision related to using electronic communication for unit meetings that I wrote related to lean principles (Appendix C).</p> <p>2b. Letter of support from Mary Jones attesting to my leadership journey and management style.</p>

Revised 10-2013