**Frequently Asked Questions for NPIII**

1. **I completed my PhD more than 36 months prior to my application. Does that still count?**

No, it does not. All work must be completed within the review period. Please refer to the NP3 Promotion Process reference guide.

1. **I’m not sure that I have enough points. How can I confirm?**

Please complete the worksheet and enter all points. Do not count any activity more than once. If you have earned 30 or more points for the 36-month review period, you may submit your NP III application.

1. **I only have one point in the leadership category even though I have lots of points in the other two categories. Do I still qualify?**

Yes, that still qualifies you. You must have at least one point in each category in order to qualify for application review by the committee.

1. **Can I count a project in two categories? For example, I did some teaching in my community. Would this count under education and community?**

No, it would not. You can only count a project once. For example, if you were volunteering teaching CPR classes to people in the community, you could only count that under “evidence of ongoing educational leadership activities for outside and UCD staff, students or patient community” or “Community Involvement: active participation for a minimum of 12 months in health-related community activities that utilize the Advance Practitioner’s level of expertise.” You may not count it twice

1. **What do I need to submit to confirm the points that I have entered on the worksheet?**

In the case of ongoing teaching activity or leadership activities, you could submit a course schedule with you listed as the instructor, or a letter of from the course organizer. For certifications beyond your job description, submit a copy of your certification. If you have authored an article or journal, or have done a poster presentation, you may send a hyperlink to your work, or submit a copy of your work. For community involvement, please have a co-volunteer or volunteer director send in a short letter on your behalf.

1. **I have been on a committee for a year. How do I submit proof of my attendance?**

You may either submit a copy of the meeting minutes for your attendance or have the chair of your committee (or co-chair if you are currently chair) submit a short letter that states you are in good standing with 75% attendance or greater for the year.

1. **What is a “Unit Champion?” I don’t work on a Unit.**

Examples include work completed by you that is above and beyond your normal work duties and aimed at improving quality, safety, or workflow in your specialty. These projects can be considered as long as they are not used for points in another area. For example, one NP 3 helped create guidelines for a new shift/position.

1. **My performance review was “Meets Expectations.” Can I still apply?**

Yes, you may still apply. Your performance review must at least be “Meets Expectations” in order to obtain the NP 3. If you need improvement, you may not apply.

1. **From whom should I obtain my letters of recommendation?**

One must be from your direct supervisor. The other should be from any practice colleague of your choice (Physician, NP, APP) with whom you have worked for at least a year. We also recommend getting short letters of recommendation from any volunteer services or committees you have worked with to verify your accomplishments.

1. **I teach Nurses at a local school, and I get paid by them to teach and precept. Does this count for education?**

No, it does not. If you have a paid clinical job outside of UCDMC, this does not count as career advancement – it is another form of paid employment. If you volunteer your time or are precepting students while working at UCDMC, then it would count.