

Example:

DOCUMENTATION OF PROFESSIONAL DEVELOPMENT ACTIVITIES

COMPETENCY #1: FACILITATE LEARNING			
ACTIVITY	DATE(S)	RENEWAL CREDITS	REFLECTIONS ON HOW THIS ACTIVITY RELATES TO THE COMPETENCY AND/OR ITS TASK STATEMENTS
Attended “Active Learning Strategies” session at NLN Education Summit	09/26/2020	1	Identified new teaching strategies and variations on current strategies
COMPETENCY #2: FACILITATE LEARNER DEVELOPMENT AND SOCIALIZATION			
ACTIVITY	DATE(S)	RENEWAL CREDITS	REFLECTIONS ON HOW THIS ACTIVITY RELATES TO THE COMPETENCY AND/OR ITS TASK STATEMENTS
Collaborated to write a journal article on a study of a teaching strategy to help students develop professional writing skills	01/31/2024	5	Published co-authored article in XX Journal. Citation: xxxx

COMPETENCY #3: USE ASSESSMENT AND EVALUATION STRATEGIES			
ACTIVITY	DATE(S)	RENEWAL CREDITS	REFLECTIONS ON HOW THIS ACTIVITY RELATES TO THE COMPETENCY AND/OR ITS TASK STATEMENTS
Attended “Valid and Reliable Simulation Evaluation Tools” at International Conference XX	01/23/2021	2	Identified methods and modified evaluation tools for simulation experiences in the curriculum.
Chairperson, Testing Committee Monthly	08/15/2024 to 05/31/2025	3	Led development of a process for college-wide testing policies and reviewed exam content for congruence with course objectives
COMPETENCY #4: PARTICIPATE IN CURRICULUM DESIGN AND EVALUATION OF PROGRAM OUTCOMES			
ACTIVITY	DATE(S)	RENEWAL CREDITS	REFLECTIONS ON HOW THIS ACTIVITY RELATES TO THE COMPETENCY AND/OR ITS TASK STATEMENTS
Took a graduate level course, 3 credits, “Curriculum development issues for online programs”	01/16/2023 - 05/12/2023	15	Evaluated options for managing common student and faculty challenges in online academic programs.
Led faculty committee for curriculum revision Bi-monthly, two-hour meetings	08/15/2022 - 05/30/2023	8	Developed detailed plans and timelines for curriculum redesign. Plans adopted by vote of faculty.

COMPETENCY #5: FUNCTION AS A CHANGE AGENT AND LEADER			
ACTIVITY	DATE(S)	RENEWAL CREDITS	REFLECTIONS ON HOW THIS ACTIVITY RELATES TO THE COMPETENCY AND/OR ITS TASK STATEMENTS
Presentation to state NLN Constituent League members on "Steps in Curriculum Revision"	03/01/2022	2	Presentation given to share information with statewide colleagues.

COMPETENCY #6: PURSUE CONTINUOUS QUALITY IMPROVEMENT IN THE ACADEMIC NURSE EDUCATOR ROLE			
ACTIVITY	DATE(S)	RENEWAL CREDITS	REFLECTIONS ON HOW THIS ACTIVITY RELATES TO THE COMPETENCY AND/OR ITS TASK STATEMENTS
Served as a volunteer consultant on academic admission policies to XX School of Nursing	11/1/2023 – 11/30/2023	2	Guided development of policies in accord with current accreditation standards

COMPETENCY #7: ENGAGE IN SCHOLARSHIP			
ACTIVITY	DATE(S)	RENEWAL CREDITS	REFLECTIONS ON HOW THIS ACTIVITY RELATES TO THE COMPETENCY AND/OR ITS TASK STATEMENTS
Journal Reviewer, XX Journal	01/01/2024 - 12/31/2024	2	Reviewed and provided detailed feedback for ten submitted journal manuscripts.



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COMPETENCY #8: FUNCTION WITHIN THE EDUCATIONAL ENVIRONMENT			
ACTIVITY	DATE(S)	RENEWAL CREDITS	REFLECTIONS ON HOW THIS ACTIVITY RELATES TO THE COMPETENCY AND/OR ITS TASK STATEMENTS
Emerging Legal Issues in Nursing Education Webinar	03/05/2025	1	Identified current legal standards in nursing practice and nursing education



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