

Longwood University
Department of Nursing
RN to BSN Guidelines for Experiential Learning Credit

The Longwood University Department of Nursing recognizes that students of the RN to BSN Degree Completion Program are successful citizen leaders within their work environments dedicated to providing high quality healthcare. We also recognize that as active professional nurses, each of you are engaged in practices that require competency evaluation and mandated professional in-services annually in order to stay current in your jobs and to maintain state licensure as an RN. Therefore, the Department of Nursing has created a mechanism whereby college credit can be awarded based upon learning that has taken place within the context of professional practice for licensed RN's who attend Longwood University. Through the submission of an experiential learning portfolio, RN to BSN students should be able to:

- a) Validate an unencumbered, current licensure required to practice as a Registered Nurse.
- b) Verify full time practice within a healthcare organization for a minimum of 6 months.
- c) Demonstrate successful completion of competencies required for general practice within the health care organization and unit-specific competencies that reflect safe, effective, quality patient care delivery.
- d) Substantiate professional development through documentation of continuing formal or informal professional education.

Upon successful completion of the portfolio, a total of 15 credit hours will be awarded for experiential learning. These credits may be awarded at any point during the RN to BSN program as long as all requirements listed on the evaluation rubric are complete. Experiential learning credits will only apply to the RN to BSN program and will not be transferable outside of Longwood University or to any traditional degree program within the university. Below are the expectations for validating the earned experiential learning credits:

1. Evidence to support the experiential learning credit should be submitted in an appropriate sized 3-ring binder and be professionally presented.
2. Submissions will not be accepted after November 1st of the year of anticipated graduation.
3. Submissions must be thorough and complete. (see attached evaluation rubric)
4. Submissions will not be returned to the student but will become the property of the Department of Nursing.
5. Students will receive a letter from the Director of the RN to BSN program detailing approval or non-approval of the experiential learning credit within 30 days of submission.
6. A fee of \$125.00 will be assessed for the evaluation process for the experiential learning credit award.

Longwood University
 Department of Nursing
 RN to BSN Experiential Learning Credit Rubric

Student Name: _____

Date of Submission: _____

Requirements	<i>Approve</i>	<i>Not Approved</i>
Professional Appearance: <ul style="list-style-type: none"> • Use appropriate size 3-ring binder (white) • Divided into sections using section dividers and tabs; one tab required for each section • All content presented in reverse chronology (most recent first) • Well organized, sections visible, easy to access 		
Resume <ul style="list-style-type: none"> • Well developed, professionally developed • Include a copy of current RN licensure 		
Evidence of Work Hours Clocked <ul style="list-style-type: none"> • Minimum of 840 hours worked. • Include a hard copy of documented hours worked within the past 2 years. Generally may obtain this from Human Resources. 		
General Annual Clinical Competencies <ul style="list-style-type: none"> • Minimum of 6 required. • Provide a copy of the official documentation of clinical competencies required by employer annually over the past two years. • These will generally include many of the following: <ul style="list-style-type: none"> • BCLS, ACLS, PALS, etc. • Administration of Blood Products • Blood Glucose Monitoring • PCA Management • Use of Restraints • Pain Management 		
Unit-Specific Annual Clinical/Agency Competencies <ul style="list-style-type: none"> • Minimum of 6 required • Provide a copy of the official documentation of unit-specific clinical or agency competencies required by employer annually over the past two years. 		
Continuing Education Credits (CEU's) <ul style="list-style-type: none"> • Minimum of 15 Contact hours annually • Provide evidence of continuing education credits received over the past two years. <ul style="list-style-type: none"> • In-services • Conferences • Seminars 		
<i>Each category listed above must be approved in order to be awarded 15 Experiential Learning Credits</i>		

Evaluating Faculty: _____ Date: _____

Department Chair: _____ Date: _____