

How to complete an application for a cohort for the ePortfolio (Supported) Route

Application for a particular cohort

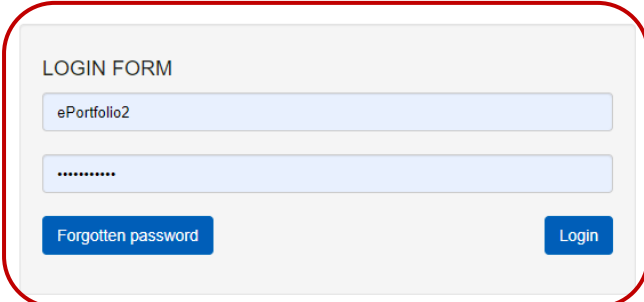
Step 1 – Once you have completed an Expression of Interest form (EOI) you will be invited to apply for a particular cohort.

Step 2 – Once you have received your invitation you should Visit the Centre for Advancing Practice Portal

<https://advancedpractice.cpdnow.net/>

Step 3 – Log into your account

Please see: How to Sign up for an account on the Centre Portal, if you do not have a Portal account.

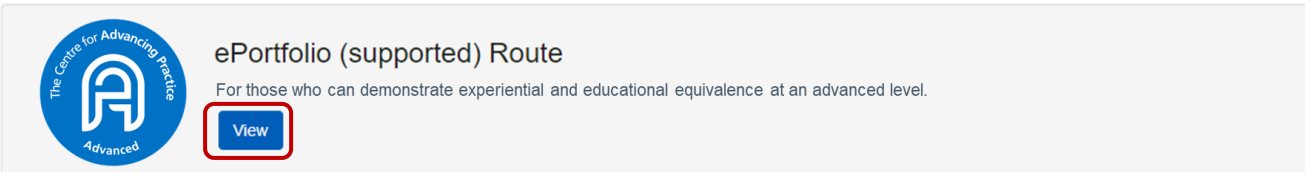


Step 4 – Open your “ePortfolio (supported) Route” application by clicking on the “application and reports” tab

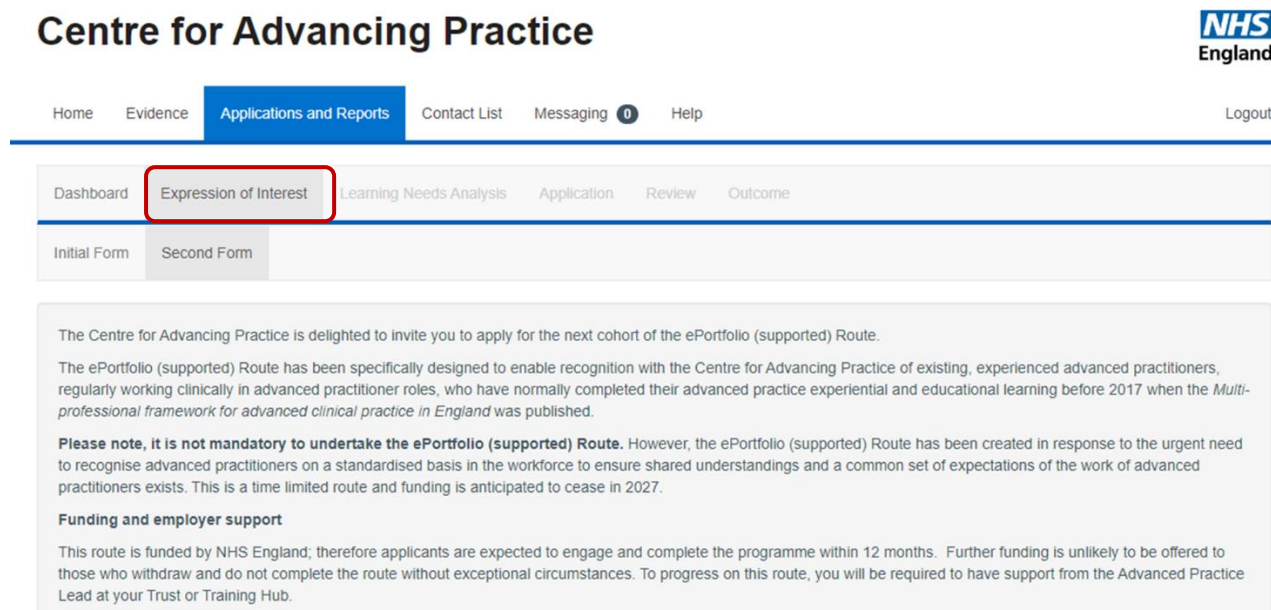
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Step 5- Select your route “ePortfolio (supported) Route” by selecting “View”.



Step 6 – Open the “Expression of Interest” tab.



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Home Evidence **Applications and Reports** Contact List Messaging 0 Help Logout

Dashboard **Expression of Interest** Learning Needs Analysis Application Review Outcome

Initial Form **Second Form**

The Centre for Advancing Practice is delighted to invite you to apply for the next cohort of the ePortfolio (supported) Route.

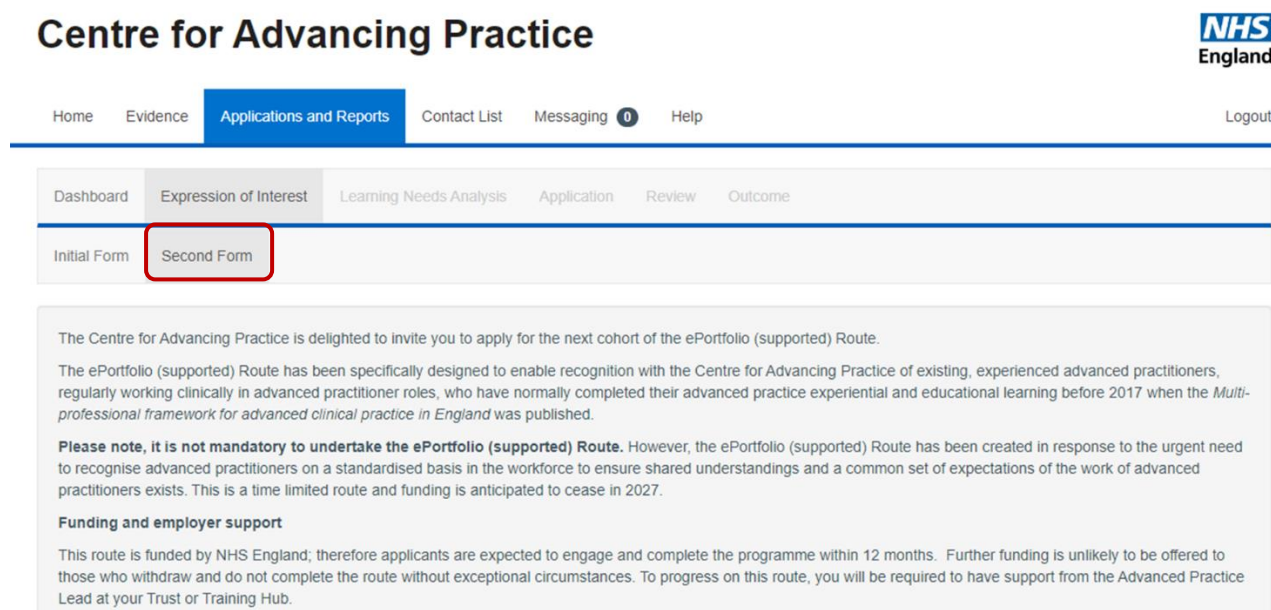
The ePortfolio (supported) Route has been specifically designed to enable recognition with the Centre for Advancing Practice of existing, experienced advanced practitioners, regularly working clinically in advanced practitioner roles, who have normally completed their advanced practice experiential and educational learning before 2017 when the *Multi-professional framework for advanced clinical practice in England* was published.

Please note, it is not mandatory to undertake the ePortfolio (supported) Route. However, the ePortfolio (supported) Route has been created in response to the urgent need to recognise advanced practitioners on a standardised basis in the workforce to ensure shared understandings and a common set of expectations of the work of advanced practitioners exists. This is a time limited route and funding is anticipated to cease in 2027.

Funding and employer support

This route is funded by NHS England; therefore applicants are expected to engage and complete the programme within 12 months. Further funding is unlikely to be offered to those who withdraw and do not complete the route without exceptional circumstances. To progress on this route, you will be required to have support from the Advanced Practice Lead at your Trust or Training Hub.

Step 7 – Open the Second form, by clicking “Second Form”



Centre for Advancing Practice

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Dashboard Expression of Interest Learning Needs Analysis Application Review Outcome

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Step 8 – Completed the final part of the application to join the ePortfolio (supported) Route.

Please check all details carefully as decisions for inclusion in the ePortfolio (support) Route will be based on the details provided here. If any details taken from the initial form are incorrect, please return to and update the initial form.

Please note: If you indicate you no longer met the eligibility criteria or you actively withdraw, this will be recorded, and a notification will show by the save button.



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Timeline for application

This application form should be **completed within two weeks of notification**. If we do not hear from you within this timeframe, we will offer the opportunity to other applicants on the waiting list.

The Centre for Advancing Practice will contact you to confirm if you have been successfully awarded a place, once your employer confirms their support. You will then be allocated to, and informed of, your education provider who will support you through the route.

Section 1 Confirmation of Intent and eligibility

1. Do you still wish to undertake the ePortfolio (supported) Route? *

- Yes, I want to join the next cohort of the ePortfolio (supported) Route
- No, I am not able to join the next cohort, however I still want to be consideration for a future cohort.
- No, I no longer want to complete the ePortfolio (supported) Route.

Step 9 – Add employer details. Confirmation of employer support will be sought directly from your organisation lead for advancing practice or if you are working in a primary care setting your training hub lead. If we are not able to confirm such support your application cannot be progressed.

Please make sure you let your organisation lead for advancing practice or training hub lead know that you are applying and confirm with them that they are happy for you to share their email address with the Centre. We strongly recommend that you share the ePortfolio (supported) Route briefing note (available on the Centre for Advancing Practice website) with them before they confirm support for your application.

9. Please provide details of your organisation lead for advancing practice in your place of work or, if you are working in a primary care setting, your training hub lead. *

- Advancing Practice Lead
- Training Hub Lead

10. Name

11. Email

12. Please confirm their email address

Note: We will contact your regional representative to confirm this individual is your Lead for Advanced Practice / Training hub lead. The individual identified will be contacted to confirm the following:

- you are working at an advanced practice level
- they endorse your application
- have agreed to support you in undertaking any additional learning that might be identified in the Learning Needs Analysis and preparing the ePortfolio.

If we are not able to confirm such support your application cannot be progressed.

Step 10 – Complete a final check of all information supplied and complete your declaration. Then press “Save and Complete”.

Section 4 Declaration

13. I confirm that all the information provided is true and accurate. *

Yes

No

[Save and Complete](#)

Step 11 – Success! You have completed the application form for this cohort.

Dashboard Expression of Interest Learning Needs Analysis Application Review Outcome

Initial Form Second Form

Success! Your action has been completed successfully.

This form was completed and submitted on the 24/09/2024

Thank you for completing this application form for the ePortfolio (supported) Route. Once we have received confirmation of support from your organisation lead for advancing practice or training hub lead your application will go through the Centre’s final screening process and we will be in touch to confirm the outcome.

If your application is successful, you will be allocated to an education provider and notified of the start date for the Learning Needs Analysis process. Your details will be shared with your education provider who will subsequently be in touch.