

MA Ladder Checklist Renewal

Application

Step 1: Candidate / Leader Conversation

- Candidate / Leader conversation to discuss intent to renew MA Ladder Status

- Candidate / Leader review eligibility criteria for level of renewal (eg. MA 2 or MA 3)

- Once eligibility criteria are confirmed, leader completes MA Ladder Eligibility Application

- After view of leader eligibility application, MA ladder program manager sends applicant and leader e-mail to verify eligibility and includes link to MA ladder redcap application

Step 3: Candidate Submits Application

- Once all validation items are collected, candidate uploads each item into redcap application and submits application

Tips for uploading:

- Candidate uses either pdf or office format (eg. word, ppt;). Google doc and like platforms are unable to be opened and are not supported.
- Candidate reviews all links to articles or information to ensure they are working
- Candidate removes any patient identifiers

Step 2: Candidate Completes Application

- Candidate reviews [MA Ladder Validation Item Worksheet](#)

- Candidate selects the required criteria based on MA II or MA III renewal, following the application requirements in the MA Ladder Guidebook

- Candidate collects all required validation items per chosen criteria based on the MA Ladder Guidebook tables for MA 2 and MA 3

- Candidate ensures that all validation items have been achieved the 2 years after initial advancement prior to submitting the application months

- Candidate ensures that all validation items are new and not used in previous applications.

- Candidate is encouraged to reach out to coaches for any questions / guidance

Step 4: Application Review / Decision

- Applications are reviewed within 2-3 weeks of submission.

- If revisions are requested, the candidate will then update the application and reach out to a coach for questions/guidance. They will email the maladder@vumc.org when the application is complete.

- The application will be reviewed within 2-3 weeks and staff member notified via email of decision.