**CV Checklist**

Resume should include the First and last name of the provider

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Resume reflects a ***minimum of 10 years*** of relevant work experience\*

**If there is a non-employment gap** of ***greater than 3 months*** within the last 10 years, provider must provide an explanation\*

Dates are in the **MMYYYY** format

Education has **start date** and **end date**

Work experience has **start date** and **end date (if applicable)**

Verify “current” work experience on CV is still current

If the provider is board certified with AANP, ANCC or another certifying board, then provide documentation

**\*** If the employment history is less than ten years, list work history from the initial licensure date as a

health professional.

Last Revision 20171030