



CV Guidance for Establishing Expertise

The purpose of this resource is to provide guidance related to essential components that program planners and instructors should include in their curriculum vitae (CV) to establish sufficient expertise and, in turn, adequately meet Standards B and/or C.

What do I need to include in my CV to allow reviewers to appropriately assess program planner and/or instructor expertise?

| Component to include | Recommendations for how to include it | Example | Common pitfall |
|--|---|--|---|
|  Name & relevant professional and contact details | Provide full name and relevant details at the top of the CV | Jane Doe, PhD (nee Brown) 123 Washington St Somewhere, US 12345 jdoo@place.org 123-456-1234 Licensure status (include as appropriate) | Name changes not clarified in CV or application/materials Irrelevant or inappropriate personal information included |
|  Educational background & relevant certifications and trainings | Most recent, relevant, and/or highest degree(s) earned, with completion dates (preferably in descending order) | Some University: My degree (Year of completion) Some Institution: Relevant Certification (Year) (Please include this information at the top of the CV) | Irrelevant certifications that do not show established expertise &/or completion dates for degrees/certifications not provided |
|  Sufficient information to show relevant and established expertise | In relevant sub-/sections that outline experience by most recent date first, and with appropriate dates included Include sufficient details (brief explanations) in cases where it may not be self-explanatory | Instructor A is presenting on application of motivational interviewing (MI) techniques with veteran populations. CV should show established expertise in MI (e.g., MI training/MINT membership, relevant research &/or professional experience related to work using MI with veterans, related leadership positions) <i>Relevant research</i> should include peer-review references | Presentations that have been conducted by the instructor are listed, with no clear linkage or identified education/training to show HOW expertise was established <i>prior</i> to conducting presentations Lack of topic area-relevant expertise provided, and reference only to popular media sources rather than peer-reviewed works |

What do I do if my instructor is not a psychologist or their CV does not seem to fit with some of the above guidance?

It is recommended that sponsors work with instructors to provide support in keeping with the guidance provided in this resource. For example, consider having your program planning committees develop a CV template for instructors who you think will need this level of support. Many individuals have different CVs for different purposes, so you may need to work with instructors to develop their “CE instructor CV.”

It also can be very helpful to work with instructors to include a brief paragraph or two at the top of their CV that pulls together their expertise that may not be easily interpreted or understood via the CV that they provide to you. This information can also be input to the ‘Instructor’ section of the online application.

Final notes: Please ensure that CVs have been proofread before submission. Avoid common format errors/issues (e.g., typos, changing fonts/styles). Further, please spell out acronyms on your CV, as the reader may not be familiar with the institution, therapy, consortium, etc. An example CV can be found on APA’s website [here](#).