

Guideline: Curriculum Vitae for Credentialing Applications

Overview

- Applications for credentialing and scope of clinical practice (SoCP) must include a copy of the practitioner's current curriculum vitae (CV).
- An application which does not include a CV that meets the key requirements may be held over by the Credentialing Committee.

Key Requirements

The following information is provided as a guide as to what should be included in the CV submitted with an application for credentialing and SoCP.

- Personal information (name, address and contact details)
- Qualifications obtained (include dates and relevant institutions)
- Bridging Programs / Qualifying Examinations (Include dates, facility, city state and results)
- Clinical / Procedural Skills (note whether competent and / or observed)
- Work / Practice History
 - Current and previous positions in reverse chronological order with the most recent position first.
 - Details to include
 - Dates (for example June 2010 – June 2012)
 - Position/s (including title and where the position was full-time or part-time. Include hours of work for part-time)
 - Facility (including name and location)
 - Responsibilities
 - Internship – details to be included in the work / practice history
- Gaps in work / practice history greater than 3 months must be noted and explained (e.g. undertaking study, travel, family commitment)
- Registration History. Provide a list of jurisdictions / authorities
 - current registration and registration number
 - previous registration and registration number (if known)
 - application/s for registration which are currently under consideration
- References and publications. Note if provided limited to 1 – 2 pages.

Further information

- Australian Health Practitioner Regulation Agency, Standard Format for Curriculum Vitae <https://www.ahpra.gov.au/Registration/Registration-Process/Standard-Format-for-Curriculum-Vitae.aspx>