

RESUME GUIDELINES

- ✓ The “Resume of Activities” is a synopsis of your achievements. Anything you completed that **went beyond** your everyday work duties. Taught a workshop. Attended tradeshow/conferences. Active member of your local chapter. Etc...
- ✓ Attach Professional Work Resume to Resume of Activities form (typed)
- ✓ Attach supporting documentation and number attachments to correspond with the Item Numbers on Resume of Activities form – Note “*see attachment*” in the space provided
- ✓ When sending your paperwork in, you must include supporting documentation to support the items you have chosen. The more paperwork, the better.
- ✓ Review Resume to ensure units available do not exceed the maximum of 50 points in any section
- ✓ Resume of Activities and supporting documentation covering:
 - last 6 years only for certification or
 - last 5 years only for re-certification
- ✓ Sign and date IoPP form
- ✓ **Begin saving support documentation now, as it will be required for recertification: i.e., badges, registrations, etc.**

If you have questions or concerns, your call is always welcome at (630) 696-4010 or bdykes@iopp.org.

Thank you,
Barbara Dykes

Education and Certification Program Manager