

RESUME GUIDELINES/CHECKLIST

- ✓ 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...
- ✓ Include Your Work Resume to Resume of Activities form (typed) – either a professional resume or a snapshot of your work history. This is under Category F and 5 CPE’s per year of employment
- ✓ You are able to download your documents here:
<http://www.iopp.org/i4a/forms/index.cfm?id=77>
- ✓ Attach or download supporting documentation and number attachments to correspond with the Category Item letter/designation on Resume of Activities form – Note “*Description or Clarifications*” in the space provided:
- ✓ On-line: place your notes in the box marked: **Please describe your activity here:**
- ✓ CPE’s are “Certified Packaging Education” points.
Example: One year of IoPP membership equals 2 CPE
- ✓ 90 CPE’s are required. If you have more, you are allowed to carry over 20 into the next recertification cycle.
- ✓ When sending your paperwork in, you must include supporting documentation to support the items you have chosen. The more paperwork, the better.
- ✓ Must be able to fill in 5 or more activities to complete this worksheet
- ✓ Review Resume to ensure CPE’s available do not exceed the maximum of points in any section
- ✓ Resume of Activities and supporting documentation covering:
 - last 6 years only for certification or
 - last 3 years only for re-certification
- ✓ Sign and date IoPP form
- ✓ **Save support documentation and download 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 (847) 686-2329 or email bdykes@iopp.org.

Barbara Dykes, Education and Certification Program Manager