**Proper CV information for Regulatory Documentation**

1. No personal information should be on your business CV, such as sex, date of birth, place of birth, home address, ethnicity, etc.
2. All pages should be numbered.
3. Your name on your CV should match the name on your license if applicable.
4. Your business address and affiliated addresses need to be listed on your CV. Example, you have a business office located in the MSB, but you are affiliated with UCMC and Holmes Hospital – all three addresses should be listed on your CV.
5. Your current position within the institution should be listed on your CV.
6. The TOP page of your CV must be manually signed and dated – not typed. CVs are good for two years from the signed date.