



Guidelines For Preparing A Curriculum Vitae (CV) For Peer Review

The membership process of ACI begins with a nomination by a member, and the completion of a CV by the interested person. These two documents are reviewed by the PRP in order to determine that there is the likelihood of a good match between the requirements of ACI and the new member. One of two outcomes is decided by the PRP. The person (1) meets the requirements for peer review or (2) does not meet the requirements. The member and the nominator will be notified of the decision.

After a person has been accepted for membership, she or he has two years to prepare for a peer review by the PRP.

In addition to the letter of nomination, a resume is submitted by the new member that should note the following information:

1. The reason she or he would like to become a member of ACI.
2. The experiences she or he has had in whichever division she or he plans to seek peer review. Dates and/or amount of time each experience lasted and key aspects of the experience that communicate to the PRP the breadth and depth of his or her experience should be noted. A satisfactory CV would contain a brief paragraph on each such experience.
3. For example, one might mention each major project without naming the client, its duration, the contact person and large aspects of the work (i.e., the diagnosis, how the work was done, interventions and which they were and the outcome).
4. Educational achievements that are relevant to the division of ACI to be in. For example, if one has done a dissertation or thesis, a brief description of such and the findings should be included.
5. A list of any publications relevant to your division.
6. Any other information the person would like the PRP to know about his or her qualifications.
7. In general, besides the resume, the CV doesn't need to exceed 3-5 pages, depending upon the list of publications.