

Dental Curriculum Vitae (CV) – Instructions

- Please complete the Dental CV Qualtrics Form to submit your Dental CV. You no longer need to upload a separate document – all your dental experiences must be submitted through the Qualtrics Form.
- Provide the most comprehensive snapshot of your educational and experience credentials since earning your initial dental degree.
- We will collect your dental experience by International and/or United States / Canada in two different sections. When completing the form, please ensure you put your experience into the right sections.
- Please see the following categorical heading to know what types of experience that we will be asking for.

Categorical Headings (Sort By International & US/Canada)

- Advanced Degrees
 - Certificate Programs
 - Continuing Dental Education
 - Compensated Practicing/Clinical Dental Experience
 - Compensated Non-Dental Work Experience
 - Non-Compensated / Volunteer Dental Experience
 - Non-Compensated / Volunteer Non-Dental Experience
 - Dental-Related Research
 - Non-Dental Research
 - Dental Associations
 - Publications
 - Presentations
 - Awards & Honors
- Present all information chronologically *from the earliest (after earning your initial dental degree) to the latest (present)*.
 - Note – publications, presentations, research, associations, awards, and honors gained DURING your time earning your initial dental degree can also be included. Those sections will be specified as such in the Qualtrics form.
 - For items that are ongoing or in progress at the time of the CAAPID application submission, you may omit an end date and add “– to present” in its place. (Example: September 2020 – present).

Dental Curriculum Vitae (CV) - Frequently Asked Questions

Q: I applied in a previous application year, and in the past, I had to include all my other documents and files with my dental CV and send them as a PDF directly to admissions. Is this still required?

A: No, we no longer ask for or accept additional files outside of the CAAPID application. There is a section on the CAAPID application where you can upload additional files. **Applications will only be considered complete after we receive your dental CV form Submission.**

Q: What if I have more experience than the number of fields available?

A: If this happens, please select and enter the most relevant experiences based on the available fields.

Q: How detailed should my dental CV be?

A: While most schools request a concise CV, we encourage applicants to submit a comprehensive one within the space provided. This is the primary tool our committee uses for review, so including as many relevant experiences as possible is beneficial.

Q: What if there is an experience that I would like to include on my CV, but I am not sure what section it goes in?

A: This document is meant to be used as a guide to help maximize visibility of your experiences in the committee review process. Not everything will fit perfectly into one category or another, so just do your best. The most important thing is to put your experiences on there as close as possible to the corresponding categories.

Q: Do you use auto-grading technology to review this CV?

A: No, all CVs are reviewed by human reviewers, not computers.

Q: Can I submit updates to my dental CV after submitting my CAAPID application?

A: No, the IDS Admissions office will not accept any application updates after submitting the CAAPID application. After the application deadline, no dental CV submissions will be considered. Make sure to submit your application with as much information on your file as possible to ensure the admissions committee has all the information needed to make an informed decision regarding your application.

Q: Can I include items that are planned or in progress on my CV?

A: Absolutely. If you have any experiences that are coming up as planned or that you are currently working on, we encourage applicants to include them.

Q: What if I need something to include under one of the categorical heading options (i.e., I never received an advanced degree)?

A: If do not have any information to provide under a specific category, you can leave out that section header.

Q: When logging my research experience, do I also log any associated publications I have completed with the research section, or do I also log publications in the section for publications (presentations, etc.).

A: If you published any writing during your research experience, you would log your total research hours for each project in the research section AND log the publication you were a part of under the publications section.

Q: How would I list conferences I have attended or presented on my dental CV?

A: If you are PRESENTING at a conference, list the presentation under “presentations.” If you ATTENDED the conference, this would likely go under Continuing Education if CE credits were earned at this conference. If no CE credits were earned by attending the conference, do not include it on your CV.

Q: Should I include any experiences, dental or non-dental related, from the time before receiving my initial dental degree?

A: No, the committee will only score and consider experiences gained AFTER receiving your initial dental degree. Note – any internships, preceptorships, etc., that are part of your dental degree graduation requirements should not be included on the Dental CV, as they are part of your degree requirements.

Q: When listing my Continuing Dental Education (CDE) credits, do I summarize the hours, or should I list every course I have taken?

A: We prefer and recommend that applicants list ALL CDE-related courses, both online and in-person, on their Dental CVs. Please still sort them by International CDE courses and US/Canada CDE courses, as with all section categories on your CV.

Q: What if I have a dental experience that I'd like to include in my application completed before my dental degree? Can I put it on my CV?

A: The CV is geared towards getting information on experiences after dental school only (some sections allow items from during dental school). However, you will also be logging experiences directly on your CAAPID application. In the CAAPID experiences sections, you may include any experiences gained before your dental degree in this area.

Q: How many CEs should I include?

A: Include all your CEs individually rather than clumping them together. Feel free to list all of them, even if your CV gets lengthy, since there is no page limit. However, if you have more than 15 CE credits either internationally or in US or Canada, feel free to pick and choose your top 15 to prioritize.