

***Template for Signed Employment Gap Explanation Memo (required for all gaps over 1 month in length occurring in the last 10 years as shown on the practitioner C.V.) from Applicant***

**To:** Chair, Credentials Committee

**From:** (Name of applicant, Professional Designation [e.g.: C.R.N.P.]) ! sign here !

**Date:** (date)

**Subject:** Explanation for Employment Gaps Greater than One Month in Length as Shown on my Curriculum Vitae

**(Month/Year) to (Month/Year):** I relocated from Washington D.C. to Stuttgart, Germany where my husband was stationed on Active Duty in the U.S Army.

**(Month/Year) to (Month/Year):** Dedicated this time frame to the birth and raising of my first child.

**(Month/Year) to (Month/Year):** Attended and studied for Graduate School at the University of Maryland at Baltimore.