

EDITING EMPLOYMENT HISTORY

If you need to make changes to the entries in your **Employment History**, just follow these simple steps.

Try This Yourself:

Before trying this ensure that you have logged on to the Gateway and accessed the My CPD area

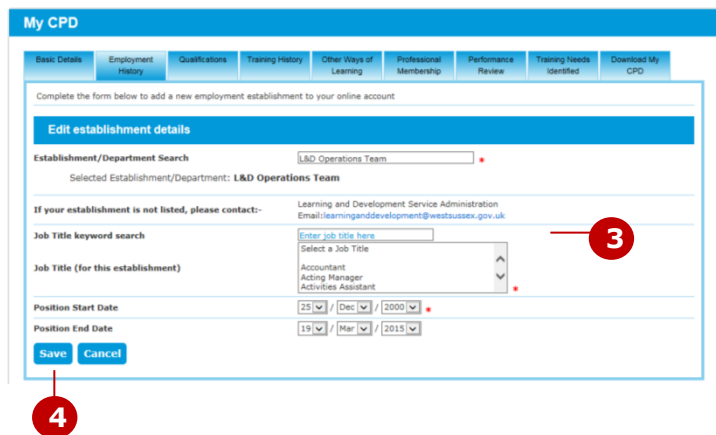
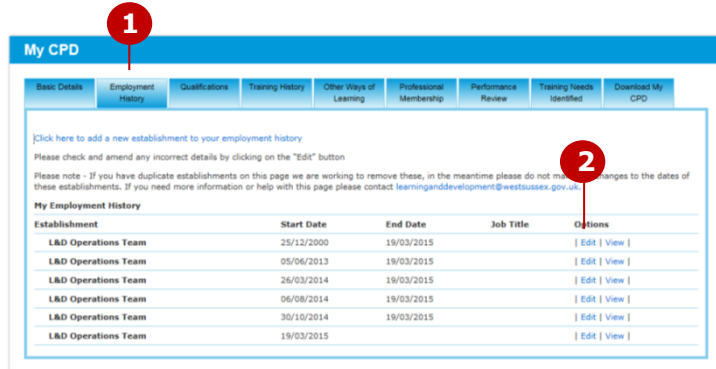
1 Click the **Employment History** tab

Your work place listing will appear

2 To make changes to an establishment click **Edit**

3 Make the changes you need to make

4 Click **Save**



For Your Reference...

1. If you have duplicate establishments on this page we are working to remove these, in the meantime please do not make any changes to the dates of these establishments

Handy to Know...

- Any item with a red asterisk (*) is mandatory so needs to be completed