



# ComplianceWire® CV Builder



CV Builder for the ComplianceWire learning management system allows organizations to track the Curriculum Vitae (CV) of employees for auditing, compliance and project team building. CV Builder lets organizations create a single repository for all CVs in a consistent format. Fully integrated with ComplianceWire, CV Builder provides employees with a single location to update job-specific credentials and provides managers with a simple tool to collect employee information prior to an audit or review. CV Builder offers complete version control and assures up-to-date content is available to the organization whenever it's needed.

## Creating CVs

CV Builder collects all relevant information about an employee, such as education, development and training received, publications published in and much more. Clients work with UL EduNeering's highly experienced team to develop a consistent CV format to fit their organization criteria. In addition, employees can upload a PDF version of their CV. The text-based CV template can have an unlimited number of sections, each with any combination of the following editable fields:

- Title / School
- Company / Degree / Level
- Start and End Date
- Description
- Type

Companies can use CV Builder to gather all relevant information about an employee in the ComplianceWire system. After the manager assigns the CV, the employee adds additional information via an easy-to-use interface.

## Verifying CVs

CV Builder provides complete version control with a full audit trail of all CV edits in a validated and Part 11 compliant environment. After initially entering information or making changes to existing information, employees are required to approve and sign-off on their CV in ComplianceWire with an e-signature. All previous versions of a CV are maintained indefinitely and can be reviewed at any time.



## Managing CVs

With appropriate access, managers can review each employee's CV and track all user completions with standard ComplianceWire reports. When updates are required, the CV can be reassigned or set up to automatically reassign on a periodic basis. CVs can also be output in a printer-friendly format.



As this sample CV shows, CV Builder enables the learner to complete a CV, which can then be retrieved by an administrator when retrieving a learner profile.

## About UL EduNeering

UL EduNeering is a business line within UL Life & Health's Business Unit. UL is a global independent safety science company offering expertise across five key strategic businesses: Life & Health, Product Safety, Environment, Verification Services and Enterprise Services.

UL EduNeering develops technology-driven solutions to help organizations mitigate risks, improve business performance and establish qualification and training programs through a proprietary, cloud-based platform, ComplianceWire®.

For more than 30 years, UL has served corporate and government customers in the Life Science, Health Care, Energy and Industrial sectors. Our global quality and compliance management approach integrates ComplianceWire, training content and advisory services, enabling clients to align learning strategies with their quality and compliance objectives.

Since 1999, under a unique partnership with the FDA's Office of Regulatory Affairs (ORA), UL has provided the online training, documentation tracking and 21 CFR Part 11-validated platform for ORA-U, the FDA's virtual university. Additionally, UL maintains exclusive partnerships with leading regulatory and industry trade organizations, including AdvaMed, the Drug Information Association, the Personal Care Products Council and the Duke Clinical Research Institute.