

Registered Congenital Cardiac Sonographer (RCCS)

Supporting documentation should be addressed appropriately (i.e. to CCI).

Sample Employment Verification Letter

- 1) Employer's original, official letterhead or stationery.
- 2) Indicate the date the letter was signed by employer/supervisor.
Should not be older than six months from the date the application is received at CCI Headquarters.
- 3) Indicate the name of the applicant.
- 4) Indicate full- or part-time employment.
- 5) Indicate the time period of employment.
- 6) Indicate the primary duties of applicant, related to the field of cardiovascular technology.
- 7) Verification of the number of ultrasound cases performed. Candidates are required to have performed a minimum of 600 cardiac ultrasound studies at the time of application.
- 8) Original signature of direct supervisor, who must be an MD or DO or hold an active RCCS, RCES, RCIS, RCS, RDCS, RDMS, RVS, or RVT credential.

Sample Student Verification Letter

- 1) Educational program's original, official letterhead or stationery.
- 2) Indicate the date the letter was signed by educational director.
- 3) Indicate the name of the applicant.
- 4) Indicate full- or part-time student.
- 5) Indicate the date or expected date of graduation.
- 6) Indicate the specialty of the educational program.
- 7) Original signature of the educational director.

Sample Clinical Experience Letter (gained during a formal education program)

- 1) Clinical site's original, official letterhead or stationery.
- 2) Indicate the date the letter was signed by the clinical supervisor.
- 3) Indicate the name of the applicant.
- 4) Verification of the number of ultrasound cases performed. Candidates are required to have performed a minimum of 600 cardiac ultrasound studies at the time of application.
- 5) Indicate the time period during which the clinical hours were performed.
- 6) Original signature of the clinical supervisor.

ABC Hospital (1)
123 Main St. • San Diego, CA 92701 • (760) 555-1234

January 4, 2011 (2)

CCI
1500 Sunday Drive, Suite 102
Raleigh, NC 27607

RE: Mr. Jack Doe (3)

This letter has been sent to verify that Jack Doe has been employed for over two years full-time (4) in the echocardiography laboratory at ABC Children's Hospital. Mr. Doe has been employed since July 2005 (5). Within this time-frame Mr. Doe personally performed over 755 cardiac ultrasound studies (6) within our lab. Of these, 150 were adult congenital and pediatric cases (7). I am sending this letter in support and endorsement of Mr. Doe's application to sit for the Congenital Cardiac Sonographer Registry Examination.

Sincerely,

Walter Reed (8)
Walter Reed, RCS
Clinical Supervisor

Congenital University (1)
1000 College Rd. • New York, NY 10001 • (212) 555-1234

March 4, 2011 (2)

CCI
1500 Sunday Drive, Suite 102
Raleigh, NC 27607

RE: Ms. Jane Thompson (3)

This letter has been sent to verify that Jane Thompson is enrolled as a full-time (4) student at the Congenital University. Ms. Thompson will graduate in May of 2011 (5) after completing the training program. At the time of graduation, Ms. Thompson will have completed a 12-month Congenital Cardiac Ultrasound program (6), including 800 clinical hours in at the ABC Children's Hospital echocardiography lab.

Sincerely,

Elizabeth Johnson (7)
Elizabeth Johnson
Educational Director

ABC Hospital (1)
123 Main St. • San Diego, CA 92701 • (760) 555-1234

January 4, 2011 (2)

CCI
1500 Sunday Drive, Suite 102
Raleigh, NC 27607

RE: Mr. John Doe (3)

This letter has been sent to verify that Mr. John Doe has performed 350 (4) cardiac ultrasound studies at ABC Children's Hospital.

Mr. Doe's clinical rotation lasted from January 2005 to June 2005 (5).

Sincerely,

Walter Reed (6)
Walter Reed, RCS
Clinical Supervisor