Welcome to
Cardiovascular Credentialing International
Congratulations on earning your credential!

NEW REGISTRANT TOOLKIT
Introduction and Welcome to CCI

Congratulations on earning your credential through CCI! Earning a credential demonstrates not only your fundamental knowledge, but also your dedication to your professional development. You will find the following items enclosed in your New Registrant Packet:

- Examination results letter
- Lapel pin
- Wallet card
- *The Pulse* quarterly newsletter (as available)
- CCI Product Order Form

We hope that you will proudly display your professional achievement and commitment to excellence by wearing the enclosed lapel pin.

A professional certificate suitable for framing is available for a fee of $25 plus $4.95 shipping and handling for US addresses. Shipping and handling for international addresses will be determined at time of order. See enclosed order form.

Duplicate wallet cards are $10 each. Active registrants may print a replacement wallet card and/or certificate by logging into the CCI website at any time.

About CCI

CCI is a not-for-profit corporation established for the purpose of administering credentialing examinations as an independent credentialing agency. CCI, originally named the National Society of Cardiopulmonary Technology (NSCPT), began credentialing cardiovascular professionals in 1968. In December of 1981, the American Medical Association (AMA) officially recognized cardiovascular technology as an allied health profession. In 1988, the organization's name was changed to CCI.

CCI Website: www.cci-online.org

You will find a wealth of information on the CCI website. In addition to paying your renewal fees online, you will find advocacy updates, job postings, CEU tracking, a calendar of events, and the latest newsletter, *The Pulse.*

To access your personal information on the CCI website, visit www.cci-online.org, log in with your Registrant # as your user ID and the default password as the first three letters of your last name (with the first letter capitalized), plus your user ID #.

For example: John Smith Registrant #00099999
User ID: 00099999 Password: Smi00099999
You may change your password at any time.

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*A downloadable .pdf of this toolkit is available online at www.cci-online.org/new-registrant-toolkit*
Credentials Administered through CCI

CCI offers nine credentials that, when earned, demonstrate that the registrant holds fundamental knowledge in the particular cardiovascular specialty.

Advanced Level
ACS—Advanced Cardiac Sonographer
For registered cardiac sonographers who practice at an advanced level in the echocardiography laboratory

Certificate Level
CCT—Certified Cardiographic Technician*
For professionals working in the areas of ECG, Holter monitoring, and stress testing
CRAT—Certified Rhythm Analysis Technician*
For professionals who utilize specialized monitoring equipment to analyze cardiac rhythms

Registry Level
RCCS—Registered Congenital Cardiac Sonographer*
For professionals working in the area of pediatric and adult congenital cardiac ultrasound
RCES—Registered Cardiac Electrophysiology Specialist*
For professionals working in the area of electrophysiology
RCIS—Registered Cardiovascular Invasive Specialist*
For professionals working in the area of cardiac catheterization (invasive)
RCS—Registered Cardiac Sonographer*
For professionals working in the area of echocardiography
RPhS—Registered Phlebology Sonographer*
For professionals working in the areas of phlebology ultrasound
RVS—Registered Vascular Specialist*
For professionals working in the area of vascular ultrasound

Asterisk (*) denotes credentials administered by CCI that are accredited by the American National Standards Institute (ANSI) based on the ISO/IEC 17024 Accreditation Standard.

ANSI Accreditation


Who Is ANSI?

The American National Standards Institute (ANSI) oversees the creation, promulgation, and use of thousands of norms and guidelines that directly impact businesses in nearly every sector. ANSI accreditation is recognized both nationally and internationally as the accreditation body of a quality certification program. The ANSI/ISO/IEC 17024 Accreditation Standards recognize those personnel certification bodies that adhere to rigorous, internationally recognized accreditation standards and represents the best practices in accreditation. ANSI is the only personnel certification accreditation body in the United States to meet nationally and internationally accepted practices for accreditation bodies.

The ANSI accreditation process incorporates both a review of a paper application and a performance of an onsite assessment. The purpose of the onsite assessment is to validate the information provided by each applicant, and its use is unique only to ANSI.

Close to one million professionals currently hold certifications from organizations accredited under ANSI's personnel certification programs. Read more at www.ansi.org.

Credential Recognition

CCI credentials are recognized by many entities including but not limited to

- Intersocietal Accreditation Commission (IAC) Echocardiography, previously the Intersocietal Commission for the Accreditation of Echocardiography Laboratories (ICAEL), which provides accreditation programs for echocardiography facilities. Read more at www.intersocietal.org/echo
- Intersocietal Accreditation Commission (IAC) Vascular Testing, previously the Intersocietal Commission for the Accreditation of Vascular Laboratories (ICAVL), which provides accreditation programs for vascular testing facilities. Read more at www.intersocietal.org/vascular
- American College of Radiology (ACR) Ultrasound Accreditation program, which provides facility accreditation programs for noninvasive cardiovascular ultrasound. Read more at www.acr.org
- Contractors of Medicare and Medicaid Services

Read more at www.ansi.org.
Elevator Speech on Being Credentialed by CCI

An elevator speech is typically used when someone, unfamiliar with a topic, asks about said topic and wants more information. An elevator speech allows you, as a CCI Registrant, to simply and quickly answer their questions in an informed and concise manner. The following examples of elevator speeches are quick, 30-second-or-shorter explanations of what being credentialed by CCI “means.” You would likely use this or a form of it when talking with persons unfamiliar with credentialing.

For example:

**Individual 1:** “What is a Registered Cardiac Sonographer?”

**CCI Credential Holder:** “I hold the Registered Cardiac Sonographer (RCS) credential, which is a registry-level credential in the cardiovascular profession. It represents my fundamental knowledge of cardiac sonography and is governed and administered by Cardiovascular Credentialing International (CCI). CCI has been credentialing cardiovascular professionals since the late 1960s.”

Another example:

**Individual 1:** “What is the CCT I see on your patch/lapel pin/wall certificate?”

**CCI Credential Holder:** “As a Certified Cardiographic Technician (CCT), I hold a certificate-level credential in the cardiovascular profession. It represents my fundamental knowledge of the areas of EKG, Holter monitoring, and stress testing. The credential is governed and administered by Cardiovascular Credentialing International (CCI), which has been administering credentials since 1968 for associate professionals and physicians in subspecialty fields of cardiovascular technology.”

Proper Use of Your Credential

Registrants who have earned CCI credentials may only present themselves as registrants if their credential’s status is active, e.g., John Doe, RCS. Active status can only be attained by passing appropriate exams and completing the required renewal process. Inactive registrants may not use the designation after their name.

As an active CCI registrant, you are permitted to use your credential abbreviation on business cards, stationery, and the like. If you hold credentials and licenses, it is suggested that you list licenses first (MD, PA, RN, etc), then credentials, then board certifications or professional society fellowships last (all alphabetized within each group) with commas between. On curriculum vitae (CV) and resumes, you will want to use the full name of the credential, not the abbreviation.

For example, on business cards and stationery:
John Doe, MD, RPhS or Jane Doe, RN, RCIS, FSICP

For example, on CV or resume:
Jane Doe
Registered Cardiovascular Invasive Specialist, credentialed June 2010

The CCI logo is trademarked and not approved for use on registrant business cards, stationery, email signatures, or other websites without permission. However, registrants are encouraged to use the credential abbreviation with their names.
Maintaining Your Credential’s Active Status

As a new CCI registrant, there are two types of renewals with CCI: your first renewal and your second renewal, which will be your first triennial renewal.

First Renewal

Applicants are required to pay their first renewal on or before the first day of the calendar year quarter in the preceding year of passing the exam. This date will be noted on your original wallet card.

For example, if the credential is earned between the dates of April 1st and June 30th, then your first renewal would be due on or before March 31st of the following year. After completing the first renewal, credentials are renewed every three years. There are no CEU requirements for the first renewal; only a renewal fee, currently $150.00 USD, and a signature of compliance to the Code of Ethics must be submitted.

Second Renewal / First Triennial Renewal

Maintenance of an “active status” for Registry and Certificate-Level credentials requires the submission of triennial renewal dues (currently $150.00 USD), signature of compliance to the CCI Code of Ethics, and the completion of Continuing Education Units (CEUs) every three years. These three steps are required, and until all three are fulfilled, your credential will not be renewed.

A few important items to note about CEUs:

- Registrants WILL NOT be notified upon receipt of CEU Documentation. You will not receive a confirmation of faxes or emails received nor an email of CEU status. It is the registrant’s responsibility to verify your CEUs were approved and to check your CEU Tracker by logging into your CCI online account.

- Registrants with advanced-level and registry-level credentials are required to earn 36 contact hours every triennial cycle, 30 of which must be cardiovascular-related.

- Registrants with certificate-level credentials are required to earn 16 contact hours every triennial cycle.

- If you hold multiple credentials, the CEU requirement is the maximum contact hours for credential(s) that you hold. For example if you hold the CCT and RCS credentials, you are required to earn 36 total contact hours every triennial cycle, 30 of which must be cardiovascular-related. If you hold the CCT and the CRAT credentials, you are required to earn 16 contact hours every triennial cycle.

- Passing a CCI registry-level credentialing examination during your current triennial cycle will satisfy ALL the CEU requirements for your current triennial cycle, no matter what credential you as a current CCI Registrant hold. (NOTE: You must qualify to sit for ANY CCI credentialing examination.)

- Passing a CCI certificate-level credentialing examination during your current triennial cycle will satisfy ONLY 16 of the CEU requirements for your current triennial cycle, no matter what credential you as a current CCI Registrant hold. (NOTE: You must qualify to sit for ANY CCI credentialing examination.) Therefore, if you hold an advanced-level or registry-level credential (ACS, RCS, RCCS, RCES, RCIS, RPhS, or RVS), then only 16 of your required 36 CEUs will be waived for that triennial period. If you hold a CCT credential and pass the CRAT credentialing examination, then ALL 16 of your required CEUs are waived for that triennial period.

CEUs may be submitted by:

1. Mail—Mail copies of CEU certificates to: Attn: CCI Registrant Services, 1500 Sunday Drive, Suite 102, Raleigh, NC 27607.
2. Fax—CEU Dedicated Fax Line: (919) 882-8787. Use the CCI CEU Fax Cover Sheet for all submissions. The cover sheet can be downloaded online at www.cci-online.org.
3. Email—Scan and email to: CEUS@cci-online.org.

All renewal requirements are due by renewal end date to avoid any additional fees.

For more information, view the renewal policies posted online at www.cci-online.org

<table>
<thead>
<tr>
<th>When credential is earned…</th>
<th>First Renewal End Date</th>
<th>Second Renewal Cycle when CEUs are due</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 1 to December 31, 2015</td>
<td>September 30, 2016</td>
<td>September 30, 2019</td>
</tr>
<tr>
<td>January 1 to March 31, 2016</td>
<td>December 31, 2016</td>
<td>December 31, 2019</td>
</tr>
<tr>
<td>April 1 to June 30, 2016</td>
<td>March 31, 2017</td>
<td>March 31, 2020</td>
</tr>
<tr>
<td>July 1 to September 30, 2016</td>
<td>June 30, 2017</td>
<td>June 30, 2020</td>
</tr>
</tbody>
</table>
Attaining CCI credentials is a professional achievement and demonstrates fundamental knowledge in a cardiovascular technology specialty. Each registrant should be proud of his or her credential and understand that the process of credentialing does not end once he or she has passed a credentialing examination. Maintaining your credential's active status requires not only the payment of renewal fees, but also continuing education advancement in your professional career. These requirements are intended to encourage professionals to expand their knowledge base and assist them in staying up-to-date on new developments with the cardiovascular field.

For advanced-level and registry-level credentials, 36 CEUs (30 of which must be cardiovascular-related) are required every three years.

For the certificate-level credentials, 16 CEUs are required every three years.

Note: The first triennial cycle does not begin until the end of your first renewal.

For more information on CCI-approved Continuing Education activities, visit the CCI website or consult the Examination Application and Overview booklet.

Why the Code of Ethics (COE) Is Required

As an active CCI registrant, you sign a Code of Ethics when you receive your credential and each time you renew your credential. The purpose of the CCI Code of Ethics is to acknowledge the applicant's, candidate's, and registrant's acceptance of the responsibility and trust conferred upon him or her by the organization and to acknowledge that earning a CCI credential is a privilege that must be earned and maintained. The delivery of safe, competent, and ethical patient care is a responsibility of the highest order.

All credentialed cardiovascular professionals awarded a CCI designation shall, in their professional activities, sustain and advance the integrity and honor of the profession by adhering to the CCI Code of Ethics. Applicants, candidates, and registrants who intentionally or knowingly violate any provision of the Code of Ethics will be subject to action by a peer review panel, which may result in revocation of the certification.

The CCI Code of Ethics addresses issues such as patient safety, patient privacy, reporting of any criminal convictions, discrimination, and use of CCI logo and marks, to name a few examples. As a cardiovascular professional, you have a responsibility to your patients and to society.

For more information, review the Examination Application and Overview booklet or visit http://www.cci-online.org/content/code-ethics.
Why We Pay Renewal Fees

There are many costs associated with the development and maintenance of CCI’s examinations and credentials. Our valid, legally defensible examinations are based on the job task analyses certified by the professional community. The questions are written by experienced subject matter experts from the respective fields. CCI is always working to improve systems, recognition of credentials, and support of our registrants.

The examination fees for CCI credentialing examinations range from $160.00 USD to $350.00 USD. The renewal fees you pay at the beginning of a triennial cycle break down to $50.00 per year. Many other health care professionals, including board certifications examinations for physicians, pay $1000.00 or more for their examination and have to pay similar examination fees every ten years to maintain their credentials and certifications.

Keeping in mind the ongoing services you receive, here is a snapshot of ten years in an active registrant’s fees.

CCI registrant cost over time:

<table>
<thead>
<tr>
<th>Examination Fee (Registry Level)</th>
<th>$350</th>
<th>Year 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Renewal Fee</td>
<td>$150</td>
<td>By end of Year 1</td>
</tr>
<tr>
<td>(No CEUs required, only COE)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Renewal Fee (CEUs and COE required)</td>
<td>$150</td>
<td>Year 4</td>
</tr>
<tr>
<td>Renewal Fee (CEUs and COE required)</td>
<td>$150</td>
<td>Year 7</td>
</tr>
<tr>
<td>Renewal Fee (CEUs and COE required)</td>
<td>$150</td>
<td>Year 10</td>
</tr>
<tr>
<td>Total Cost</td>
<td>$950</td>
<td>Over 10 years</td>
</tr>
</tbody>
</table>

Join Societies and Get Involved

CCI supports the professional triad: professional organizations, personnel credentialing, and educational programs. As a CCI registrant, you are neither a member nor a licensee. Licensing is required by law and, when required, will allow licensees to practice the particular profession in a certain geographic area. Recently, there are a small number of states that have enacted licensure and utilize CCI’s credentials in the license process. A state board will administer the licensing examinations or oversee the licensing requirements. Credentials are administered and governed by independent certification bodies, and the holding of a credential proves that you have a fundamental knowledge in the particular specialty.

Membership in a professional society or association will require payment of dues in return for benefits such as conferences, continuing education, professional development, and advancement of the field.

The best way to stay connected to what is happening in your field is to join your professional society and get involved! These societies ensure the advancement and recognition of your field, as well as the protection of professionals working within the field.

RCCS, RCES, RCIS, RCS, and RVS

ACC (American College of Cardiology) is transforming cardiovascular care and improving heart health through continuous quality improvement, patient-centered care, payment innovation and professionalism. The ACC invites cardiovascular technologists, including sonographers, electrophysiology specialists, invasive specialists, and vascular specialists, to become Cardiovascular Team members of the ACC. Applicants must be certified by Cardiovascular Credential International (CCI) and have two or more years of experience in their field.

ACP (American College of Phlebology) is the premiere association for physicians and allied health professionals working in the field of phlebology.

RCS and RVS

ACR (American Society of Echocardiography) is a professional organization of physicians, cardiac sonographers, nurses, and scientists involved in echocardiography, the use of ultrasound to image the heart and cardiovascular system.

ACS, RCCS, and RCS

ASE (American Society of Diagnostic Medical Sonography) is a professional membership organization founded in 1970 to promote, advance, and educate its members and the medical community in the science of diagnostic medical sonography. The SDMS, with over 27,000 members, is the largest association of sonographers and sonography students in the world and offers over 220 CEU’s (CME credits) FREE with membership. As a new CCI registrant, save $20 on your new membership with promotional code CCIOF16. Join today! www.sdms.org

RCES and RCIS

SDMS (The Society of Diagnostic Medical Sonography) is a professional membership organization founded in 1970 to promote, advance, and educate its members and the medical community in the science of diagnostic medical sonography. The SDMS, with over 27,000 members, is the largest association of sonographers and sonography students in the world and offers over 220 CEU’s (CME credits) FREE with membership. As a new CCI registrant, save $20 on your new membership with promotional code CCIOF16. Join today! www.sdms.org

RCES and RCIS

SICP (The Society of Invasive Cardiovascular Professionals) is a non-profit organization that promotes and advances the field of invasive cardiovascular technology. www.sicp.com
Furthering Your Career

Being an active registrant of CCI has many benefits to your career and future careers. Many major hospitals and facilities require CCI credentials to obtain employment, and you will often find a CCI credential listed in job posting qualifications.

If you ever encounter a facility not recognizing your credential in a manner you feel appropriate, please contact CCI headquarters for assistance.

With your assistance, CCI Staff and Board Members will educate the appropriate personnel not only on the benefits of being credentialed, but also on the high standards required in earning a credential administered by CCI.

Please email the following information to communications@cci-online.org:

- Your name
- Your registrant number
- The facility name
- The name of the facility / lab manager and/or your direct supervisor
- Contact information for the facility / lab manager and/or your direct supervisor
- A brief description of the issue
- Any other pertinent information including contact names and phone numbers for other decision-makers in your facility

Sample press release to send to local newspapers, online newspapers, or employer newsletters

FOR IMMEDIATE RELEASE

Announcing the newest <insert credential name> at <insert company name>

<insert city, state> — <insert date> — <insert company name> would like to announce our newest <insert name of CCI credential>, <insert your name>. This credential is administered and governed by Cardiovascular Credentialing International (CCI). CCI is a not-for-profit corporation established for the purpose of administering credentialing examinations as an independent credentialing agency. CCI began credentialing cardiovascular professionals in 1968.

<insert your name> has <#> years of experience working in the <cardiac catheterization lab, echo lab, vascular lab, etc>. <Insert 1-3 sentences about person’s education or past work experience>

For information: http://www.cci-online.org or Contact: <insert contact name>
Phone: <insert contact phone>

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Web site: www.cci-online.org

Publication Date: October 2015

The knowledge and skills required to administer a treadmill stress test are representative of the content covered in CCT credentialing examination.