

Registered Cardiovascular Invasive Specialist (RCIS)

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) Indicate the number of studies performed during the applicant's employment (required for candidates applying on or after July 1, 2013).
- 8) Original signature of direct supervisor, who must be a MD or DO or hold an active RCCS, RCES, RCIS, RCS, RDCS, RDMS, RPhS, 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) For non-programmatically accredited educational programs, indicate the program length, program specialty (echo or vascular or invasive), and the number and specialty of clinical hours accrued.
- 8) Original signature of the educational director.

Sample Clinical Experience Letter

- 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) Indicate the number of clinical hours.
- 5) Indicate the number of studies performed during the applicant's clinical training (required if applying on or after July 1, 2013).
- 6) Indicate the time period during which the clinical hours were performed.
- 7) Original signature of the clinical supervisor.

IMPORTANT: If an individual's clinical hours were obtained after graduation or if the hours are not a requirement for their educational program, then those hours **WOULD NOT** count toward the 800-hour minimum under qualification RCIS5.

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

October 1, 2011 (2)

CCI
1500 Sunday Drive, Suite 102
Raleigh, NC 27607

RE: Ms. Margaret Myers, RN (3)

This letter has been sent to verify that Ms. Margaret Myers was employed for over 2 years full-time (4) in the cardiac catheterization laboratory at ABC Hospital. Ms. Myers was employed from July of 2004 to August 2009. (5) During that period Ms. Myers scrubbed, monitored, and/or circulated (6) on 625 (7) cases in our cardiac cath lab, and therefore I am sending this letter in support and in endorsement of Ms. Jacob's application to sit for CCI's Invasive Registry Examination.

Sincerely,

Walter Reed (8)
Walter Reed, MD
Director of Invasive Cardiology

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

January 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 Ms. Jane Thompson is enrolled as a full-time (4) student at Cath Lab University. Ms. Thompson will graduate in May of 2011 (5) after completing the Invasive Cardiovascular Technology program (6). At the time of graduation, Ms. Thompson will have completed the Cath Lab University 12-month Invasive Cardiovascular program, including 800 clinical hours (7) in invasive studies at the ABC Hospital cath lab. Based on CCI's qualification requirements, I understand that Ms. Thompson is currently qualified to sit for the Invasive Registry Examination.

Sincerely,

Elizabeth Johnson (8)
Elizabeth Johnson, RCIS
Educational Director

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

July 11, 2011 (2)

CCI
1500 Sunday Drive, Suite 102
Raleigh, NC 27607

RE: Ms. Jane Thompson (3)

This letter has been sent to verify that Ms. Jane Thompson has completed 800 clinical hours (4) of cardiac catheterization training at ABC Hospital. Ms. Doe "scrubbed in" for over 150 (5) cardiac catheterization procedures under my supervision and assisted in the monitoring of over 150 cardiac patients in our facility. Ms. Jane Doe's clinical rotation lasted from January 2011 to June 2011. (6)

Sincerely,

John Jones (7)
John Jones, MD
Director of Invasive Cardiology