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, 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.