

Certified Cardiographic Technician (CCT)

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

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-time 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 direct supervisor or employer.

Sample Employment/Volunteer 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-time 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) Original signature of direct supervisor.

CV Institute (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 Ms. Jane Thompson is enrolled as a full-time (4) student at the CV Institute. Ms. Thompson will graduate in June of 2011 (5) after completing the Cardiovascular Technician (6) program. At the time of graduation, Ms. Thompson will have completed a 12-month cardiovascular program.

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. Jack Doe (3)

This letter has been sent to verify that Mr. Jack Doe has been employed for over two years full-time (4) at ABC Hospital. Mr. Doe has been employed since July 2005 (5). Within this time-frame, Mr. Doe has shown proficiency in exercise stress testing and Holter and Event monitoring (6).

I am sending this letter in support and endorsement of Mr. Doe's application to sit for the Certified Cardiographic Technician examination.

Sincerely,

Walter Reed (7)
Walter Reed, CCT, RCS
Clinical Supervisor