Registered Cardiac Sonographer (RCS)

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.
- 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), 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. (Required if applying under RCS5.)
- 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 RCS5.

ABC Hospital (1)

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

January 4, 2011 (2)

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 timeframe Mr. Doe personally performed (scanned) 625 (7) echocardiograms within our lab (6).

Sincerely,

Walter Reed (8)

Walter Reed, MD Director of Cardiology

Ultrasound Institute (1)

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

March 4, 2011 (2)

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 Ultrasound Institute. Ms. Thompson will graduate in May of 2011 (5) after completing the Cardiac Ultrasound program. At the time of graduation, Ms. Thompson will have completed a 12-month Cardiac Ultrasound program (6) that includes a required 850 clinical hours (7) completed at the ABC Hospital echocardiography lab.

Elizabeth Johnson (8)

Elizabeth Johnson, RCIS Educational Director

ABC Children's Hospital (1)

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

January 4, 2011 (2)

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 800 (4) clinical hours of cardiac ultrasound training at ABC Children's Hospital. Within this timeframe, Mr. Doe personally performed (scanned) 150 (5) echocar-

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

Sincerely,

Walter Reed (7)

Walter Reed, RCS Clinical Supervisor