



POLICY 16 - CCI OFFICIAL EXAMINATION QUALIFICATION AND ADMISSION TO THE EXAMINATION

I. General

Any individual wishing to apply to sit for a credentialing examination administered by CCI must submit a completed current CCI Application and all required supporting documentation. All applications are reviewed by a qualified staff member. Each application is reviewed for completeness (including conformity with eligibility qualifications and supporting documentation).

II. Eligibility Requirements

- A. In addition to the individual exam qualifications provided by this Policy, all applicants must meet the following general requirements at the time of application:
1. Testament that the applicant has never been convicted of or disciplined for an offense that would be deemed harmful to the public or inappropriate to the profession (see CCI's Ethics and Judicial Policy), Applicant may not be the matter of or subject to an investigation, suspension, or sanction by the CCI Board of Trustees for a violation of any provision of CCI's Ethics and Judicial Policy."
- B. All enclosures are sent with the application. Incomplete applications will be subject to policies regarding release of an Authorization To Test (ATT). If an application was made within the previous six (6) months, documents proving eligibility are not necessary, as long as they meet the stated qualifications for the examination choice.
- C. Photocopied applications will not be accepted.
- D. Applications must include the electronic or original signature of the candidate requesting examination.



III. Eligibility Requirements for Certification Level Examinations

Certificate Level Credentials administered by the Corporation are awarded through a one-part examination process. The designation will be awarded with a certificate to successful candidates, with the minimum cut score established by the appropriate Examination Committee through a psychometrically valid Cut-score Analysis. The Board of Trustees reserves the right to request any additional information to qualify an applicant.

CCI's certificate level credentials are:

- CCT-Certified Cardiographic Technician
- CRAT-Certified Rhythm Analysis Technician

IV. Eligibility Requirements for Registry Level Examinations

Registry Level Credentials administered by the Corporation are awarded through a one-part examination process. The designation will be awarded with a certificate to successful candidates, with the minimum cut score established by the appropriate Examination Committee through a psychometrically valid Cut Score Analysis. The candidate must pass the specific Registry Examination. The Board of Trustees reserves the right to request any additional information to qualify an applicant.



CCI's registry level credentials are:

- ACS-Advanced Cardiac Sonographer
- RCCS-Registered Congenital Cardiac Sonographer
- RCES-Registered Cardiac Electrophysiology Specialist
- RCIS-Registered Cardiovascular Invasive Specialist
- RCS-Registered Cardiac Sonographer
- RPhS-Registered Phlebology Sonographer
- RVS-Registered Vascular Specialist

Qualifications for this examination are as follows:

Code	Qualification Prerequisite	Supporting Documentation
ACS-Advanced Cardiac Sonographer		
ACS 1	A graduate of a programmatically accredited program in Advanced Cardiac Sonography.	A copy of a graduate certificate AND Student verification letter from the Advanced Cardiac Sonography educational program director.
ACS2	A graduate of a programmatically accredited program in cardiac ultrasound/echocardiography.* AND Hold an active echocardiography registry credential (includes but not limited to RCS, RCCS, or RDCS) AND Seven (7) years of cardiac ultrasound clinical experience as a registered echocardiography sonographer. It is anticipated, but not required, that the applicant have performed a minimum of 8000 echocardiograms in their career which is defined as work experience and/or formal clinical	A copy of a graduate certificate from the programmatically accredited educational program. AND Copy of wallet card showing date earned and active through date of registry credential (RCS, RCCS or RDCS) AND Employment verification letter which indicates time period of employment and primary duties of applicant, and clinical competence related to the field of

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Code	Qualification Prerequisite	Supporting Documentation
ACS3	<p>education program.</p> <p>A graduate of a diploma, associate, or baccalaureate academic program in health science (including, but not limited to, cardiovascular technology, ultrasound, radiologic technology, respiratory therapy, or nursing)</p> <p>AND</p> <p>Hold an active echocardiography registry credential (includes but not limited to RCS, RCCS, or RDCS)</p> <p>AND</p> <p>Seven (7) years of cardiac ultrasound clinical experience as a registered echocardiography sonographer. It is anticipated, but not required, that the applicant have performed a minimum of 8000 echocardiograms in their career which is defined as work experience and/or formal clinical education program.</p>	<p>cardiac ultrasound.</p> <p>A copy of a graduate certificate</p> <p>AND</p> <p>Copy of wallet card showing date earned and active through date of registry credential (RCS, RCCS or RDCS)</p> <p>AND</p> <p>Employment verification letter which indicates time period of employment and primary duties of applicant, and clinical competence related to the field of cardiac ultrasound.</p>
ACS4	<p>Hold an active echocardiography registry credential (includes but not limited to RCS, RCCS, or RDCS)</p> <p>AND</p> <p>Ten (10) years of cardiac ultrasound clinical experience as a registered echocardiography sonographer. It is anticipated, but not required, that the applicant have performed a minimum of 8000 echocardiograms in their career which is defined as work experience and/or formal clinical education program.</p>	<p>Copy of wallet card showing date earned and active through date of registry credential (RCS, RCCS, or RDCS)</p> <p>AND</p> <p>Employment verification letter which indicates time period of employment and primary duties of applicant, and clinical competence related to the field of cardiac ultrasound.</p>
CCT-Certified Cardiographic Technician		
CCT1	Currently enrolled as a student or	Completion certificate



Code	Qualification Prerequisite	Supporting Documentation
	a graduate of a cardiovascular or allied health training program.	OR Student Verification Letter OR Educational Transcripts
CCT2	Currently employed or previously employed in the field of Cardiovascular Technology or in a recognized allied health field (recognized by the American Medical Association [AMA]).	Employment Verification Letter
CCT3	Completed requirements for a graduate or undergraduate degree from a recognized institution in a field related to science or physical health.	Completion certificate OR Student Verification Letter OR Educational Transcripts
<u>CRAT-Certified Rhythm Analysis Technician</u>		
CRAT1	Currently enrolled as a student or a graduate of a cardiovascular or allied health training program.	Completion certificate OR Student Verification Letter OR Educational Transcripts
CRAT2	Currently employed or previously employed in the field of Cardiovascular Technology or in a recognized allied health field (recognized by the American Medical Association [AMA]).	Employment Verification Letter
CRAT3	Completed requirements for a graduate or undergraduate degree from a recognized institution in a field related to science or physical health.	Completion certificate OR Student Verification Letter OR Educational Transcripts
<u>RCCS-Registered Congenital Cardiac Sonographer</u>		
RCCS1	Two years of full-time or full-time equivalent work experience in cardiac ultrasound at the time of application. The applicant must have performed a minimum of 600 cardiac ultrasound studies at the time of application. (It is	Employment Verification Letter (must confirm the number of studies performed during the applicant's employment)



Code	Qualification Prerequisite	Supporting Documentation
	<p>anticipated, but NOT required, that the successful candidate will have performed a minimum of 150 adult congenital/pediatric studies per year in the two years prior to submission of the application.)</p> <p>In the verification letter, the medical director(s) must confirm the number of studies performed during the applicant's employment.</p> <p><i>Effective June 30, 2023, the RCCS1 qualification prerequisite will be sunset. First-time RCCS applicants applying on or after July 1, 2023 must select from the qualification prerequisites listed below.</i></p>	
RCCS235	<p>A graduate of a diploma, associate, or baccalaureate academic program in health science (including, but not limited to, cardiovascular technology, ultrasound, radiologic technology, respiratory therapy, or nursing)</p> <p>AND</p> <p>One year of full-time or full-time equivalent work experience in cardiac ultrasound at the time of application.</p> <p>AND</p> <p>Performance of a minimum of 600 cardiac ultrasound studies* in the applicant's career, which is defined as work experience and/or clinical experience gained during a formal educational program. (It is anticipated, but NOT required that the successful candidate will have performed a minimum of 150 adult</p>	<p>Completion certificate and/or educational transcripts</p> <p>AND</p> <p>Employment Verification Letter</p> <p>AND/OR</p> <p>Clinical Experience Letter (only required for applicants submitting verification of the number of studies completed during a formal educational program)</p>



Code	Qualification Prerequisite	Supporting Documentation
	<p>congenital/pediatric studies per year in the two years prior to submission of the application.)</p> <p>In the verification letter(s) the medical director(s) and/or program director(s) must confirm the number of studies performed during the applicant's employment and/or during the academic program.</p>	
RCCS4	<p>A graduate of a programmatically accredited program** in adult congenital or pediatric cardiac ultrasound.</p>	<p>Completion certificate and/or educational transcripts AND Student Verification Letter</p> <p><i>Students applying to take examination prior to graduation will be required to submit this documentation.</i></p>
RCCS5	<p>A graduate of a NON-programmatically accredited program in adult congenital or pediatric cardiac ultrasound (echocardiography) which has a minimum of one year of specialty training and includes a minimum of 800 clinical hours in the specialty in which the examination is being requested.</p> <p>IMPORTANT: If an individual's clinical hours were completed 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 RCCS5. All clinical hours must be earned in a setting</p>	<p>Completion certificate and/or educational transcripts AND Student Verification Letter AND Clinical Experience Letter</p> <p><i>Students applying to take examination prior to graduation will be required to submit this documentation.</i></p>



Code	Qualification Prerequisite	Supporting Documentation
	in which patients are being tested or medically treated.	
RCCS6	<p>Active ultrasound credential holders with six (6) months of full-time or full-time equivalent work experience in adult congenital or pediatric cardiac ultrasound. The applicant must have participated in a minimum of 100 adult congenital or pediatric ultrasound studies* at the time of application.</p> <p>In the verification letter, the medical director(s) must confirm the number of studies performed during the applicant's employment.</p>	<p>Copy of wallet card showing date earned and active through date of ultrasound registry credential</p> <p>AND Employment Verification Letter (must confirm the number of studies performed during the applicant's employment).</p> <p>AND/OR Clinical Experience Letter (only required for applicants submitting verification of the number of studies completed during a formal educational program)</p>
RCES-Registered Cardiac Electrophysiology Specialist		
RCES1	<p>Two years of full-time or full-time equivalent work experience in diagnostic and interventional cardiac electrophysiology. (It is anticipated, but NOT required that the successful candidate will have participated in a minimum of 200 diagnostic/ interventional cardiac electrophysiology procedures and 300 device implants at the time of application.)</p> <p>It is recommended, but not a requirement, that the applicant have experience in the following areas:</p> <ul style="list-style-type: none"> • Diagnostic/Interventional Procedures 	Employment Verification Letter



Code	Qualification Prerequisite	Supporting Documentation
	<ul style="list-style-type: none"> • Advanced Mapping • Device Implants (pacemaker, ICD, and CRT) 	
RCES235	<p>A graduate of a certificate or degree granting program or post-secondary educational program in a health science (includes, but not limited to, cardiovascular technology, ultrasound, radiologic technology, respiratory therapy, nursing or paramedic/EMT)</p> <p>AND</p> <p>One year full-time work experience in electrophysiology</p> <p>It is anticipated, but NOT required that the successful candidate will have participated in a minimum of 200 diagnostic/ interventional cardiac electrophysiology procedures and 300 device implants at the time of application in their career which is defined as work experience and/or clinical experience gained during a formal educational program.</p> <p>It is recommended, but not a requirement, that the applicant have experience in the following areas:</p> <ul style="list-style-type: none"> • Diagnostic/Interventional Procedures • Advanced Mapping • Device Implants (pacemaker, ICD and CRT) 	<p>Completion certificate and/or educational transcript</p> <p>AND</p> <p>Employment Verification Letter</p> <p>One year work experience must occur after graduation from a health science program. Time spent in an externship that is part of a formal education program would not count towards the one year work experience requirement.</p>
RCES4	Applicant must be a graduate of a programmatically accredited* program in electrophysiology.	<p>Completion certificate and/or educational transcript</p> <p>AND</p>



Code	Qualification Prerequisite	Supporting Documentation
		<p>Student Verification Letter</p> <p>Students applying to take examination prior to graduation will be required to submit this documentation</p>
RCES5	<p>A graduate of a NON-programmatically accredited program in electrophysiology which has a minimum of one year of specialty training and includes a minimum of 800 clinical hours in the specialty in which the examination is being requested.</p> <p>IMPORTANT: If an individual's clinical hours were completed 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 RCES5. All clinical hours must be earned in a setting in which patients are being tested or medically treated.</p>	<p>Completion certificate and/or educational transcript AND Student Verification Letter AND Clinical Experience Letter</p> <p>Students applying to take examination prior to graduation will be required to submit this documentation</p>
<u>RCIS-Registered Cardiovascular Invasive Specialist</u>		
RCIS235	<p>RCIS235</p> <p>A graduate of a certificate or degree granting program or post-secondary educational program in a health science (includes, but not limited to, cardiovascular technology, ultrasound, radiologic technology, respiratory therapy, nursing or paramedic/EMT) AND One year full-time work experience in invasive cardiovascular</p>	<p>Completion certificate and/or educational transcript AND Employment Verification Letter AND Clinical Experience Letter (only required for applicants submitting verification of the number of procedures completed during a formal educational</p>



Code	Qualification Prerequisite	Supporting Documentation
	<p>technology AND 600* cardiac diagnostic/interventional procedures in their career which is defined as work experience and/or clinical experience gained during a formal educational program.</p> <p>In the verification letter(s) the medical director(s) and/or program director(s) must confirm the number of procedures performed during the applicant's employment and/or during the academic program.</p>	<p>program)</p>
RCIS4	<p>Applicant must be a graduate of a programmatically accredited program** in invasive cardiovascular technology.</p>	<p>Completion certificate and/or educational transcript AND Student Verification Letter</p> <p>Students applying to take examination prior to graduation will be required to submit this documentation</p>
RCIS5	<p>A graduate of a NON-programmatically accredited program in invasive cardiovascular technology which has a minimum of one year of specialty training and includes a minimum of 800 clinical hours* in the specialty in which the examination is being requested.</p> <p>IMPORTANT: If an individual's clinical hours were completed after graduation or if the hours are not a requirement for their educational program, then those hours</p>	<p>Completion certificate and/or educational transcript AND Student Verification Letter AND Clinical Verification Letter</p> <p>Students applying to take examination prior to graduation will be required to submit this documentation</p>



Code	Qualification Prerequisite	Supporting Documentation
	WOULD NOT count toward the 800-hour minimum under qualification RCIS5. All clinical hours must be earned in a setting in which patients are being tested or medically treated.	
RCS-Registered Cardiac Sonographer		
RCS1	<p>Two years of full-time or full-time equivalent work experience in cardiac ultrasound. The applicant must have participated in a minimum of 600* cardiac ultrasound studies at the time of application.</p> <p>In the verification letter, the medical director(s) must confirm the number of studies performed during the applicant's employment.</p> <p><i>Effective June 30, 2023, the RCS1 qualification prerequisite will be sunset. First-time RCS applicants applying on or after July 1, 2023 must select from the qualification prerequisites listed below.</i></p>	Employment Verification Letter (must confirm the number of studies performed during the applicant's employment)
RCS235	<p>A graduate of a diploma, associate, or baccalaureate academic program in health science (including, but not limited to, cardiovascular technology, ultrasound, radiologic technology, respiratory therapy, or nursing)</p> <p>AND</p> <p>One year full-time or full-time equivalent work experience in cardiac ultrasound (echocardiography)</p> <p>AND</p> <p>Performance of a minimum of 600*</p>	<p>Completion certificate and/or educational transcript</p> <p>AND</p> <p>Employment Verification Letter</p> <p>AND/OR</p> <p>Clinical Experience Letter (only required for applicants submitting verification of the number of studies completed during a formal educational program)</p>



Code	Qualification Prerequisite	Supporting Documentation
	<p>cardiac ultrasound studies in their career, which is defined as work experience and/or clinical experience gained during a formal educational program.</p> <p>In the verification letter(s) the medical and/or program director(s) must confirm the number of studies performed during the applicant's employment and/or during the academic program.</p>	
RCS4	<p>Applicant must be a graduate of a programmatically accredited program** in cardiac ultrasound (echocardiography).</p>	<p>Completion certificate and/or educational transcript AND Student Verification Letter</p> <p>Students applying to take examination prior to graduation will be required to submit this documentation.</p>
RCS5	<p>A graduate of a NON-programmatically accredited program in cardiac ultrasound (echocardiography) which has a minimum of one year of specialty training and includes a minimum of 800 clinical hours in the specialty in which the examination is being requested.</p> <p>IMPORTANT: If an individual's clinical hours were completed 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. All clinical hours must be earned in a setting</p>	<p>Completion certificate and/or educational transcript AND Student Verification Letter AND Clinical Experience Letter</p> <p>Students applying to take examination prior to graduation will be required to submit this documentation.</p>



Code	Qualification Prerequisite	Supporting Documentation
	in which patients are being tested or medically treated.	
RCS6	<p>Active ultrasound credential holder with six (6) months of full-time or full-time equivalent work experience in cardiac ultrasound. The applicant must have participated in a minimum of 100 cardiac ultrasound studies* at the time of application.</p> <p>In the verification letter, the medical director(s) and/or clinical supervisor must confirm the number of studies performed during the applicant's employment and/or during the academic program.</p>	<p>Copy of wallet card showing date earned and active through date of ultrasound registry credential</p> <p>AND Employment Verification Letter (must confirm the number of studies performed during the applicant's employment).</p> <p>AND/OR Clinical Experience Letter (only required for applicants submitting verification of the number of studies completed during a formal educational program)</p>
<u>RPhS-Registered Phlebology Sonographer</u>		
RPhS1	<p>Hold an active RVS or RVT credential plus six (6) months (full-time or full-time equivalent) of diagnostic ultrasound employment experience in venous disease at the time of application.</p> <p>AND 36 CEUs in last four (4) years (from date of application) documented in venous disease, ultrasound diagnosis, or vascular anatomy.</p>	<p>Employment Verification Letter (from a supervising physician or credentialed lab director)</p> <p>AND Verification of status as "ACTIVE" from appropriate credentialing agency (example-copy of registrant card)</p> <p>AND CME Documentation</p>
RPhS2	<p>An associate degree or equivalent college hours (62 semester hours) in health, science, natural science, nursing, engineering, or any primary science and one (1) year (full-time or full-time equivalent) diagnostic ultrasound employment</p>	<p>Completion certificate and/or educational transcripts</p> <p>AND Employment Verification Letter</p> <p>AND</p>



Code	Qualification Prerequisite	Supporting Documentation
	experience in venous disease. AND 36 CEUs in last four (4) years (from date of application) documented in venous disease, ultrasound diagnosis, or vascular anatomy	CME Documentation
RPhS3	A baccalaureate degree in health, science, natural science, nursing, engineering, or any primary science and six (6) months (full- time or full-time equivalent) of diagnostic ultrasound employment experience in venous disease at the time of application. AND 36 CEUs in last four (4) years (from date of application) documented in venous disease, ultrasound diagnosis, or vascular anatomy	Completion certificate and/or educational transcripts AND Employment Verification Letter AND CME Documentation
RPhS4	Two years (full-time or full-time equivalent) employment experience in diagnostic ultrasound in venous disease at the time of application. AND 36 CEUs in last four (4) years (from date of application) documented in venous disease, ultrasound diagnosis, or vascular anatomy <i>Effective June 30, 2023, the RPhS4 qualification prerequisite will be sunset. First-time RPhS applicants applying on or after July 1, 2023 must select from the other qualification prerequisites.</i>	Employment Verification Letter AND CME Documentation
RPhS567	Valid license to practice as a Physician Assistant or Nurse	Copy of License AND



Code	Qualification Prerequisite	Supporting Documentation
	<p>Practitioner AND Six (6) months (full-time or full-time equivalent) of diagnostic ultrasound employment experience limited or complete venous ultrasound studies at the time of application.</p>	<p>Employment Verification Letter</p>
RPhS5	<p>Valid license to practice medicine at the time of application AND Hold certification through the American Board of Venous and Lymphatic Medicine or hold an active RVS, RVT, or RPVI credential AND Diagnostic ultrasound experience in venous disease indicated by performing or directly supervising a minimum of 150 venous studies within the two years prior to the application.</p>	<p>Copy of Medical License AND Verification of status as "ACTIVE" from appropriate credentialing agency (example-copy of registrant card) AND Notarized letter from a supervising physician, credentialed lab director, or office manager that verifies the number of venous studies performed or directly supervised and the period of time during which the studies were performed. (Physicians in solo practices may sign off on their own letters.)</p>
RPhS6	<p>Valid license to practice medicine at the time of application AND Diagnostic ultrasound experience in venous disease indicated by performing or directly supervising a minimum of 200 venous studies within the two years prior to the application.</p>	<p>Copy of Medical License AND Notarized letter from a supervising physician, credentialed lab director, or office manager that verifies the number of venous studies performed or directly supervised and the period of time during which the studies were performed. (Physicians in solo practices may sign off on their own letters.)</p>



Code	Qualification Prerequisite	Supporting Documentation
RPhS7	<p>Valid license to practice medicine at the time of application AND Completion of a residency or fellowship that includes specialized clinical training in phlebology ultrasound performance and interpretation. Performance or direct supervision of a minimum of 200 venous ultrasound studies during the training program.</p>	<p>Copy of Medical License AND Completion certificate and/or educational transcripts AND Notarized letter from program director/supervisor that verifies the program's length, the number of studies, and the period during which the studies were performed.</p>
Registered Vascular Specialists (RVS)		
RVS1	<p>Two years of full-time or full-time equivalent work experience in vascular ultrasound. The applicant must have performed a minimum of 600 vascular ultrasound studies at the time of application.</p> <p>It is recommended, but not required, that the applicant have experience in the following areas:</p> <ul style="list-style-type: none"> • Carotid duplex ultrasound • Transcranial Doppler • Peripheral arterial physiologic • Peripheral arterial duplex • Venous duplex ultrasound • Visceral vascular duplex ultrasound <p>In the verification letter the medical director(s) must confirm the number of studies performed during the applicant's employment.</p> <p>Effective June 30, 2023, the</p>	<p>Employment Verification Letter (must confirm the number of studies performed during the applicant's employment).</p>



Code	Qualification Prerequisite	Supporting Documentation
	<p><i>RVS1 qualification prerequisite will be sunset. First-time RVS applicants applying on or after July 1, 2023 must select from the qualification prerequisites listed below.</i></p>	
RVS235	<p>A graduate of a diploma, associate, or baccalaureate academic program in health science (including, but not limited to, cardiovascular technology, ultrasound, radiologic technology, respiratory therapy, or nursing) AND One year full-time or full-time equivalent work experience in vascular ultrasound AND Performance of a minimum of 600 vascular ultrasound studies* in their career, which is defined as work experience and/or clinical experience gained during a formal educational program. It is recommended, but not required, that the applicant have experience in the following areas:</p> <ul style="list-style-type: none"> • Carotid duplex ultrasound • Transcranial Doppler • Peripheral arterial physiologic • Peripheral arterial duplex • Venous duplex ultrasound • Visceral vascular duplex ultrasound <p>In the verification letter the medical director(s) must confirm the number of studies performed during the applicant's employment.</p>	<p>Completion certificate and/or educational transcript AND Employment Verification Letter AND/OR Clinical Experience Letter (only required for applicants submitting verification of the number of studies completed during a formal educational program)</p>



Code	Qualification Prerequisite	Supporting Documentation
RVS4	Applicant must be a graduate of a programmatically accredited program** in vascular ultrasound.	Completion certificate and/or educational transcript AND Student Verification Letter <i>Students applying to take examination prior to graduation will be required to submit this documentation</i>
RVS5	A graduate of a NON-programmatically accredited program in vascular ultrasound which has a minimum of one year of specialty training and includes a minimum of 800 clinical hours** in the specialty in which the examination is being requested. IMPORTANT: If an individual's clinical hours were completed 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 RVS5. All clinical hours must be earned in a setting in which patients are being tested or medically treated.	Completion certificate and/or educational transcript AND Student Verification Letter AND Clinical Experience Letter Students applying to take examination prior to graduation will be required to submit this documentation
RVS6	Active ultrasound credential holders with six (6) months of full-time or full-time equivalent work experience in vascular ultrasound. The applicant must have participated in a minimum of 100 vascular ultrasound studies* at the time of application. In the verification letter, the	Copy of wallet card showing date earned and active through date of ultrasound registry credential AND Employment Verification Letter (must confirm the number of studies performed during the



Code	Qualification Prerequisite	Supporting Documentation
	<p>medical director(s) must confirm the number of studies performed during the applicant's employment.</p>	<p>applicant's employment). AND/OR Clinical Experience Letter (only required for applicants submitting verification of the number of studies completed during a formal educational program)</p>

V APPLICATION POLICIES

A. General

1. Applications may be received throughout the year and contain documents to support applications.
2. Payment must accompany the application and must be in the form of personal check, company check, money order or credit card authorization.
3. Applicants may be requested to send additional supporting documentation as requested by CCI.
4. Payments for incomplete applications are processed; candidates will be contacted by CCI for required information.
5. Transcripts may be forwarded under separate cover. Foreign transcripts require US evaluation. Please go to CCI's website for details.
6. CCI will not supply information to anyone other than the applicant, unless authorization is given in writing to the CCI Headquarters Office by the applicant.
7. Applicants have the right to appeal application qualification decisions, but cannot appeal the criteria upon which qualifications are based.
8. Falsification of applicant information may result in disciplinary action or revocation of credentials as outlined in Policy 10 - Ethics-Disciplinary Policy and Committee.



9. Requests for special accommodations testing may be made with application submission and requires supporting documentation.
10. Candidates who are reapplying do not have to enclose transcripts, resumes, or letters of verification, if application has been made within the previous two years and qualifications are met for the examination requested. If it has been over two years since application the Candidate must submit an EVL from a current employer or the Candidate's most recent employer stating the period of time the individual has been employed and the primary job responsibilities of the Candidate.
11. CCI reserves the right to request additional information in support of exam qualifications prior to the release of an Authorization To Test (ATT).
12. Candidates who have attempted an examination unsuccessfully may reapply through their online profile.
13. Reapplication is unlimited for candidates who have failed an examination; however they must wait the required 45 days to retest.
14. Unusual situations, not specifically defined by the official admission policies, will be referred to the specific examination Chair for review.
15. An application on file in the headquarters office shall be considered inactive after a period of six (6) months without the applicant attempting to or being scheduled for any examination. (If re-application, if six (6) months or more have elapsed since the last application, additional information may be required to update the applicant information).
16. Personnel applying for an examination or renewing a credential will be disclosed to the Executive Director or the Associate Executive Director for review. Personnel applicants must meet eligibility requirements and adhere to application policies.

B. Equivalent College Hours

Equivalent college hours is defined as 62 semester hours from a College or University accredited by its regional association or its equivalent courses and



credit in health, science, natural science, nursing, engineering or any primary science.

C. Experience

1. "In the specific cardiovascular field" is defined as working as an individual whose primary occupation is providing, supervising or managing patient diagnosis and care as related to the functioning of the cardiovascular systems. This also includes teaching, research clinical or animal), and development of cardiovascular techniques/instrumentation.
2. (Primary occupation) Full time equivalent is defined as working a minimum of 35 hours per week or 1820 hours per year.

D. Students

1. Applicants may apply prior to graduation provided they submit the appropriate supporting documentation and authorization from their educational program
2. Upon successful passing of the credential examination, the credential will be awarded after proof of Graduation is submitted.

E. Transcripts:

1. Unofficial transcripts will be accepted. Transcripts must show dates of completion of graduate work or of courses being considered as equivalent college hours.
2. Transcripts may be submitted after application is made.

F. Falsification of Information:

Falsification of information on any CCI application or violation of CCI policies before, during or after examination will void the examination process/results and cause forfeiture of all fees. In cases where credentials have been awarded, the Board of Trustees will consider revocation after review. Any situation resulting in revocation of credentials or invalidation of results may result in legal action by the Board of Trustees.



G. Applicants outside the U.S.A. / International Application

1. Foreign applicants applying who have the equivalent education to meet certification or registry requirements may be required to provide a US evaluation of transcript prior to the examination.

H. Admission to the Examination Site

All CCI credentialing examinations are administered at testing locations of CCI's contractor in examination administration. The Authorization To Test (ATT) shall include information for the examination candidate to contact examination administrator and schedule the examination requested at a testing site location. The ATT letter must be presented at the test site in order for a candidate to gain admittance to the examination. The ATT letter contains the name of the candidate, candidate identification number, the examination registered for, and the eligibility window.

The Candidate must bring two (2) non-expired forms of personal ID. The following forms of ID will be accepted as a Primary ID: government-issued driver's license, state/national ID card, military ID (with signature), alien registration card (green card, permanent resident visas), employee ID and school ID. The following forms of ID will be accepted as a Secondary ID: any ID on Primary list, Social Security Card, ATM card.

Candidates will not be admitted into the test center without proper personal identification that matches the name printed on the ATT letter. At minimum, one of the forms of Personal Identification must contain the candidate's signature. Candidates will be fingerprinted and photographed for identification purposes during the admittance to the Pearson Testing Center.

I. Refunds, Cancellations, Change Requests

1. Cancellations or requests for a change of examination date must be in writing and received three (3) business days prior to the scheduled examination date. Candidates must notify both CCI and contact the examination administrator of the cancellation or request for a change of examination date.
2. Upon written request, examination fees, less filing fees, will (be returned) be refunded to the candidate for all requests within deadline dates.

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Refunds cannot be made without notification occurring to CCI and CCI's contractor in examination administration.

3. Cancellations not received in writing three (3) business days prior to the scheduled examination date, are not eligible for a refund. Candidates may request, in writing, to be rescheduled with submission of the required filing fee.
4. Only one (1) new Authorization To Test (ATT) will be issued to all candidates rescheduling within stated deadlines or changing an exam selection.
5. No refunds will be made to examinees that do not show up for an examination for any reason. Examinees who receive a "No Show" notification must reapply and submit the required fees to test. "No Show" status does not affect future examination application qualification.
7. Applicants applying for two examinations and wishing to cancel one examination will receive a refund of one examination fee, less the filing fee when stated deadlines are met. Cancellation of both examinations will result in a refund of examination fees, less the filing fee for each exam.
8. The rescheduling of an examination may be made directly with the examination administrator one full business day before the scheduled examination appointment by phone or via the internet. Rescheduling less than one full business day will be considered subject to "no show" policy.

VI. APPLICATION PROCESSING

A. Application Procedures

1. Completed applications with supporting documentation may be submitted to CCI continuously throughout the calendar year.
2. Candidates must be authorized to take CCI examinations. An official Authorization To Test (ATT) is sent to the candidate.
3. Incomplete applications will receive notification from CCI regarding documentation necessary. Until complete, applicants submitting the application will not receive an Authorization To Test (ATT). CCI will consider an application incomplete if it is not:



- a. it is not fully completed
- b. it is not accompanied by the correct fees
- c. it is not accompanied by appropriate supporting documentation

B. Re-Examination

1. Unsuccessful candidates may take the examination after waiting the mandatory 45 days from the failed test date and after filing a new application and submitting the required examination fees.
2. Registrants of one specialty may take any of the other specialty examinations providing appropriate qualifications are met. New application and appropriate fees are required.
3. Registrants may retake the examination, which they have passed, previously for self-evaluation purposes. A new application and appropriate fees must be filed. The application fees will be at a reduced rate as published in the application booklet. This may only be done one (1) time in a Registrant's triennial cycle.

C. Application Fees

1. Application fees will be set by the CCI Board of Trustees and will include the following fees:
 - a. examination
 - b. filing
 - c. special site
 - d. recertification (Registrants only)
 - e. check return (within legal limit of the candidate's state of residence)
 - f. manual rescore

D. Submission of Application Fees

1. Method of payments include: personal check, cashier's check, money order or credit card. Cash will not be accepted.
2. Applicants should allow 10 to 15 business days, from the date an completed application is received by the CCI office.
3. If a money order or cashier's check is submitted, the receipt should be

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retained as proof of payment.

4. A set, published, non-refundable filing fee is included as part of the total application fees.
5. A set, published fee will be charged for any check returned unpaid for any reason to CCI.

VI. DENIAL PROCESS

A. Eligibility Determination

1. Applications for CCI examinations may be refused if CCI receives evidence to indicate that an applicant may have committed a violation(s) of the CCI Code of Ethics.
2. If CCI determines that any such evidence warrants additional consideration, the applicant will be notified and will have an opportunity to present information on their behalf. Upon receiving information from all involved parties, the Board of Trustees will either issue a decision or recommend that a formal hearing be conducted by members of the Executive Committee and the Board of Trustees. The decision will be handed down by the Board of Trustees.
3. Applicants may employ the grievance, hearing and appeal policies of CCI as long as the point of contention is not an existing CCI policy. See Policy 13, III.

B. Examination Results

1. If the candidate contests the computer scoring, a manual scoring of the examination can be conducted for the current fee. The fee is refundable in the event of computer scoring errors only.

Requests for (manual scoring) rescoring must be in writing and must be received within thirty (30) days of the date examination preliminary results were mailed. The published fee for rescoring will be assessed.

2. Candidate examination content and/or answers will not be released from the CCI headquarters office for any reason. Requests to review the examination material by the candidate and/or their representative counsel must be carried out in the national office in the presence of the

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Executive Director or their designee. Answers to reviewed items cannot be released to anyone. Written comments can be taken from the reviewer for evaluation by the appropriate examination committee chairperson.



3. Applicants may employ the grievance, hearing and appeal policies of CCI as long as the point of contention is not an existing CCI policy. See Policy – Appeals Committee