Advanced Cardiac Sonographer (ACS)

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) Original signature of direct supervisor, who must be an MD or DO or hold an active echocardiography credential (includes but not limited to RCCS, RCS, or RDCS).

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) Original signature of the educational director.

ABC Hospital (1)

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

January 4, 2014 (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 seven years full-time (4) in the echocardiography laboratory at ABC Children's Hospital. Mr. Doe has been employed since July 2006 (5). Within this timeframe Mr. Doe personally performed cardiac ultrasound studies within our lab (6). I am sending this letter in support and endorsement of Mr. Doe's application to sit for the Advanced Cardiac Sonographer Examination.

Walter Reed (7)

Walter Reed, RCS Clinical Supervisor

CV Ultrasound Institute (1)

21000 College Rd. • New York, NY 10001 • (212) 555-1234

December 31, 2014 (2)

CCI 1500 Sunday Drive, Suite 102 Raleigh, NC 27607

RE: Ms. Jane Thompson (3)

This letter has been sent to verify that Jane Thompson was enrolled as a full-time (4) student at the CV Ultrasound Institute, Ms. Thompson graduated on Novermber 1, 2014 (5) after completing the Master's program in Cardiac Sonography (6). At the time of graduation, Ms. Thompson completed a 24-month educational program.

Based on CCI's qualification requirements, I understand that Ms. Johnson is currently qualified to sit for the Advanced Cardiac Sonographer examination.

Elizabeth Johnson (7)

Elizabeth Johnson, RCS **Educational Director**