

# Registered Cardiac Electrophysiology Specialist (RCES)

**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 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, 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 time period during which the clinical hours were performed.
- 6) 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 RCES5.

**ABC Hospital (1)**  
123 Main St. • San Diego, CA 92701 • (760) 555-1234

November 29, 2013 (2)

CCI  
1500 Sunday Drive, Suite 102  
Raleigh, NC 27607

RE: Ms. Margaret Myers, RN (3)

This letter has been sent to verify that Margaret Myers was employed for over two years full-time (4) in the cardiac electrophysiology laboratory at ABC Hospital. Ms. Myers was employed from July 2006 to the Present (5). During that period Ms. Myers assisted in the scrub role for EP and surgical procedures, operated the intracardiac recording system and ablation system and circulated for EP cases in the Cardiac Electrophysiology Lab (6). I am therefore sending this letter in support and endorsement of Ms. Myer's application to sit for CCI's Electrophysiology Registry Exam.

Sincerely,

*John Jones (7)*

John Jones, MD  
Director of Electrophysiology Lab

**EP College (1)**  
1000 College Rd. • New York, NY 10001 • (212) 555-1234

March 4, 2013 (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 graduated as a full-time (4) student at EP College. Ms. Thompson graduated in May of 2011 (5) after completing the EP Cardiovascular Technology program. At the time of graduation, Ms. Thompson will have completed a 12-month EP training program (6), which included a required 800 (7) clinical hours at the ABC Hospital EP lab. Based on CCI's qualification requirements, I understand that upon her graduation she will be qualified to sit for the Electrophysiology Registry Examination.

Sincerely,

*Elizabeth Johnson (8)*

Elizabeth Johnson  
EP Program Director

**EP Medical University Hospital (1)**  
2344 Pacemaker Dr • Pittsburgh, PA 21113

August 11, 2013 (2)

CCI  
1500 Sunday Drive, Suite 102  
Raleigh, NC 27607

RE: Ms. Jane Doe (3)

This letter has been sent to verify that Ms. Jane Doe completed 800 (4) clinical hours assisting in EP procedures. Ms. Jane Doe's clinical rotation lasted from May 2011 to July 2011 (5).

Sincerely,

*John Jones (6)*

John Jones, RCES, RCIS  
Clinical Supervisor