



Dear [Supervisor Name],

I am seeking out certification to promote my skills and knowledgebase in vascular access care. I believe that the Vascular Access Certification Corporation's (VACC) Vascular Access Board Certification™ (VA-BC™) exam would promote my professional growth and also give [institution name] a competitive edge in safe patient care.

The VA-BC™ exam is an accredited certification by the National Commission for Certifying Agencies. The exam is the standardized measure of the basic knowledge, skills and abilities expected of professionals working in vascular access. It is multidisciplinary in scope and includes the broad range of health care professionals and clinicians actively engaged in the practice of vascular access, which includes (but is not limited to) MDs, PAs, NPs, RNs, LPN/LVNs, RTs, Infection Control, Educators, and EMS professionals.

The exam is offered twice a year, in June and December. In order to attain this credential, I will need to:

1. Apply to take the examination by [April 15 for June exam or October 15 for December exam].
2. Schedule my examination upon acceptance of application at a Prometric testing facility.
3. Take the in-person, computer-based examination, which can take up to 2.5 hours.

The VA-BC™ examination will test my knowledge of the following:

1. Vascular Access Device Assessment and Selection
2. Patient Assessment, Preparation, and Insertion
3. Care and Maintenance of Vascular Access
4. Troubleshooting, Complications, and Interventions
5. Interpersonal and Communication Skills
6. Professional Development
7. Legal and Ethical Considerations

The cost to take the examination is [see [Dates and Fees](#) page to determine your price]. Once I pass, I will retain the nationally recognized VA-BC™ credential for 3 years, at which point I will qualify for recertification.

[You may add or delete this section as necessary: "In 2022, the pass rate was 85%, demonstrating that passing test takers had an excellent understanding of safe and responsible vascular access."] The VA-BC™ credential not only implies skill in vascular access, but it can also give the patients that we care for each day a sense of trust and confidence in their caregiver's abilities.

Over 4,900 vascular access specialists hold the VA-BC™ credential. I believe I can join these credentialed individuals to promote [institution name] as an institution that not only cares for its patients' safety but also its employees' continual learning. I hope that you will consider helping me begin the road to certification. Thank you for your time.

Sincerely,

[Your Name]